



Merritt College Counseling Department

Counselor Meeting Minutes
February 4, 2013

Meeting convened at 1:30 p.m. In attendance: McLean, Allen, Scurry, Zielke, Khoo, Nelson and Ilarde.

1. **Discussion** First counseling department meeting of each month will be dedicated to program updates with no additional agenda items.

Nelson requested that what applies to all departments be placed at the beginning of each agenda.

McLean requested that taskstream reports state and be used to determine how the information entered will be used for resource allocation.

McLean requested that a rich exchange between instruction and student services occur. Ilarde reminded us that college hour is available.

Zielke would like to know if anyone is available to be on a panel from 10:10-10:30 on 2/12.

Khoo noted that on Friday, the gate leading to financial aid and A&R was down even though A&R was open.

2. **Topics for future meetings** Having a rep from financial aid come would be useful.

Meeting adjourned at 3:00 p.m.