



Merritt College Counseling Department

Counselor Meeting Minutes
February 6, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Blackwell, Pantell, Scurry, Shriver, White, Alexander (intern). Guest: Mika Vanspanje, ESL

1. **Evaluation and Training for Part Time Counselors** Shriver and Blackwell led discussion. Blackwell reported on proposal moving through Academic Senate which will be put to district-wide vote 2/14/06. Preliminary discussion about impact on Counseling department i.e. scope of evaluations and training, who will evaluate and train, time frames, and the like. Will continue to monitor issue. Blackwell agreed to research existence of evaluation form and procedure for counselors that may be in effect.
2. **New ESL Instructor** Vanspanje introduced herself--new full-time ESL instructor currently splitting time between Fruitvale Center and Merritt. Here on campus Tuesdays and Thursdays in Learning Center (11:30 a.m. to 1:00 p.m.) and office hours in F-204 (1:00 p.m. to 3:00 p.m.). Eventual goal of ESL program is to transition advanced students (Writing 3, 4, & 5 and Grammar 4 & 5) from Fruitvale Center to Merritt. Also plans to conduct workshops (open-entry/open-exit non-credit courses) on weekends and at other convenient times.
3. **District-wide Counseling Meeting** Confirmation of date on March 1. Discussion about time, agenda, food, etc. Shriver and Zielke will confirm w/ VPSS Professional Day commitments, Blackwell will reserve room, and Pantell and Scurry will prepare tentative agenda for submission to PCCD counselors for review and comment. Other counselors will be asked to help w/ food.

Meeting adjourned at 3:00 p.m.