



Merritt College Counseling Department

Counselor Meeting Minutes  
February 8, 2010

Meeting convened at 1:30 p.m. In attendance: Pantell, McLean, Ilarde, Zielke, De Coursey, Allen, Gagnon, Scurry.

1. **Peak Enrollment De-brief** Continued de-briefing peak enrollment to capture things that worked and didn't and to institutionalize for next peak period. See Next Steps below for follow-up.
2. **Evaluations** Update on those full- and part-time counselors scheduled for evaluations during 09-10. Pantell/McLean reported committing to VPSS that evaluations would be completed timely.
3. **F10 COUN Schedule** McLean led discussion about F10 COUN courses; those planning (or wanting) to teach should contact him asap since schedule needs to be submitted to Office of Instruction asap.
4. **SLO Assessment** Counseling Department SLO assessment survey reviewed. Renewed commitment to administer w/ as many students as possible and to spread the word to other counselors.
5. **Transfer Report** Ilarde noted the following:
  - Transfer Advisory Committee March 16<sup>th</sup>
  - Presented at Bishop O'Dowd HS Community College Pathway meeting
  - Concurrent enrollment forms for S10 now available (for the four 4-years we have agreements with)
6. **M.A.P. Report** McLean reported: had orientation and welcome back this past week; 1/3 of students in program now have GPAs 3.0 or higher; purchased and installed 6 computers and printer in Career/Transfer Center.
7. **Centro Latino Report** Zielke reported they've hired a new student assistant at Fruitvale Center; recent appearance at Castlemont HS to develop outreach program in which Merritt Puente student will mentor HS student
8. **New Business**
  - Discussed COUN Program Review. McLean, Allen, & others teaching will follow-up (see below)
  - All teaching counselors should get syllabi to McLean for submission to Division I Dean
  - Discussed "lapse of time" policy for repeats; inconsistent right now (varies from 2 to 5 to 6 to \* years). Will try to get clarification from PCCD A&R.
9. **Next Steps**
  - Pantell will compile peak enrollment debrief items and send to VPSS and Dean as promised so lessons learned can be utilized during next peak enrollment period.
  - McLean, Allen and other who teach will make contact w/ Dean Thompson to initiate program review process for COUN courses
  - All counselors responsible for evaluations will complete process timely

Meeting adjourned at 3:00 p.m.