



Merritt College Counseling Department

Counselor Meeting Minutes
February 25, 2008

Meeting convened at 1:30 p.m. In attendance: Zielke, Ilarde, Pantell, Scurry, Coplan, Allen, McLean, Mendez, Ciddio.

1. **Counseling Department Guidelines** Discussed revisions after getting input from PFT, specifically related to terms of co-chairs and scheduling COUN classes. Following discussion, guidelines were voted on and approved unanimously (M, 2, Approved).
2. **Counseling Department Chair Elections** Pantell led discussion about nominations and elections for co-chairs for 08-09. Reviewed procedures which call for two weeks each for nominations and elections. Following discussion, agreement to start nomination period today to allow elections to be completed by March 21 (before Spring Break). Pantell will send out e-mail and put nomination forms in mailboxes.
3. **Transfer Report** Ilarde reported that Mills College will be visiting on Wednesday, February 27, from 11 a.m. to 1 p.m. Also reviewed briefly new IGETC Standards, drawing peoples' attention to executive summary that notes significant changes.
4. **New Business**
 - Internship Committee. Allen led discussion about committee makeup now that one member has dropped off. McLean agreed to join committee, bringing it back to 3 members w/ Allen and Scurry. Discussion about sites from which to recruit potential interns as well as concern about office space for interns. Also agreed that we'd consider a person with a Master's who wants to get "internship" experience to build skills and experience.
 - Hourly Counselor Evaluations. Group reported process is still on track w/ expected completion date by end of Spring 2008 semester.
 - New Counselor Positions. Pantell reported on status of 2 new counselor positions. A hiring decision has been made about one (w/ start date of 2/28/08) and first round of interviews has been completed for other (final interviews scheduled for 3/5/08).
 - "Good Ideas" & "Stupid Questions". Discussion about starting a process in which counselors could anonymously submit "stupid questions" that we're supposed to know and get answers. Agreed to set up a box by forms for submissions and then read at least one at the end of each Counseling Department meeting and publish answers. Also agreed that if people have "good ideas" (i.e. a list of all open or short-term classes), they could submit them in the same box to be discussed at future department meetings.
 - Graduation. Scheduled for 1:00 p.m. on May 29 at Paramount Theater.
 - M08/F08 Registration. 4/4 & 4/5 for DSPS/EOPS; 4/7 for continuing; 4/29 for new students

Meeting adjourned at 3:00 p.m.