



## Merritt College Counseling Department

Counselor Meeting Minutes  
February 27, 2012

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

### 1. Online Probation Review Continued preparation for floor operations once online process implemented. Agreed on the following steps:

- . Student will be informed of hold on their Student Center (to be discussed w/ district) and either is directed to Merritt website to start process or comes into Counseling Center and receives 1 page info sheet + quiz and contract
- . Front desk staff will try to determine what kind of hold & will direct student to Passport Student Center. If student unable to determine, front desk refers to A&R
- . Student completes quiz + contract and drops off at front desk (drop box to be arranged). Student informed of two business day turnaround time to be informed of status.
- . 1 counselor per day will be assigned a 4-hour shift to review dropped off documents. If no documents or if counselor finishes before 4 hours elapses, will jump in on drop-ins or appointments as needed.
- . Front desk will only receive documents from those not in categorical programs—those in categorical programs will be referred to a counselor in that program. If student is in DSP and another categorical program, they will be referred to DSP first.
- . Students advised that PCCD e-mail is the official communication channel.
- . Pantell/Allen (chairs) will take to online task force issues such as 1) collapsing the probation contract and dismissal petition into one form; 2) broadcast message and proper signage prepared by district office; 3) placement on Student Center notification of hold and referrals to appropriate campus
- . Scurry will prepare first draft of information handout to be given to student at front desk (w/ contract and quiz)
- . Zielke will prepare drop box for front counter

### 2. New Business

- . Pantell/Ilarde gave quick update on status of AA-T/AS-T degrees (copies in boxes of those not present). More to follow.
- . Allen reported she won't run for department co-chair in 12-13. Need her replacement.
- . Update on SLO survey: 48 completed. Need 100 by end of semester.
- . Pantell reported request by LANHT Dept. for dedicated counselor. Insufficient staff to provide.

Meeting adjourned at 3:05 p.m.