



Merritt College Counseling Department

Counselor Meeting Minutes
March 3, 2014

Meeting convened at 1:30 p.m. In attendance: McLean, Khoo, Allen, Scurry, Zielke, Perez, Pantell and Nelson. Guest: Audrey Trotter, Interim VPSS

1. **3SP Discussion:** Counseling faculty discussed implementation of 3SP w/ VPSS, who suggested that more counselors be part of the planning process. VPSS also said she'd requested 3 years of data from District Research showing # of new students admitted each semester to help w/ planning and providing adequate staff and resources. Agreed to devote 1 hour of weekly department meeting (between 2 & 3 p.m.) during March for planning of 3SP implementation (department business to be conducted during first ½ hour of meeting).

2. **Topics:**

*Evaluation schedule updated. Allen gave dates for evaluation of McLean & Purbaugh; Khoo will provide dates for evaluation of Ilarde. Nelson confirmed he is arranging evaluation schedule for DSP&S.

*Scurry led discussion about new form for 3SP. Counselors asked to review and get feedback to her by next Monday (3/3/14)

*SLO assessment (of department) currently at 52 (100 needed by end of S14). Agree to set interim goals to complete 25 in March & 25 in April to meet goal (and will encourage greater participation by hourly counselors).

3. **Program & Committee Updates:**

*DSPS is proposing that a full time coordinator be hired. There are funds to do this which won't take away from serving students. At issue is whether this will be a faculty position or classified position. Nelson sent email outlining Title V regs that mandate the position be a faculty position.

*Perez has a meeting with Siri & Jen regarding the infrastructure for FYE.

*Zielke has an intern from SJSU for one semester. Her name is Jaime Houston. If anyone is willing to let Jaime shadow them, please let Marty know. Also, Centro Latino has SLOs and Marty is distributing surveys to address those SLOs.

*Affirm is a new program that targets African American students but is open to all students. McLean provided a flyer with the details. Academic assistance is available and there will be workshops, etc. for students.

Meeting adjourned at 3:00 p.m.