



Merritt College Counseling Department

Counselor Meeting Minutes
March 10, 2014

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

1. **Topics:**

- *Scurry & Pantell reported on status of 11th Month Contract for 14-15 after meeting w/ VPSS last week. Will be add'l follow-up after planning/budget meetings w/ VP.
- *Discussion and clarification about no need to use sub/waivers for CAP-aligned courses in CHDEV. Attach copy of CAP grid to petition when student submits.
- *Discussion about change in petition policy for S14 (denied if have courses to complete M14, even if <6, and can't walk in 2014 graduation). Recommend that students who are completing courses beyond S14 be allowed to walk even if not "graduating" by compiling list of names to be added to graduation program. Will get final determination from VPSS.
- *Revision of SARS schedule for Monday, March 31, 2014 to provide adequate coverage.
- *Departmental SLO assessment process continues. Reminder that 66 surveys now complete; need 100 by end of S14 in time to tally & discuss.

2. **3SP Planning:** VPSS & Ortega met w/ counselors to plan 3SP. Items discussed were:

- *Timing and number of COUN 200A sections to offer
- *Clearing Matric hold so students can enroll in CCOUN 200A prior to start of semester
- *When & where students will receive an SEP (w/ counselor after orientation/assessment or when enrolled in COUN 200A)
- *Next step: add'l planning & clarification of enrollment process.

Meeting adjourned at 3:00 p.m.