



Merritt College Counseling Department

Counselor Meeting Minutes
March 12, 2007

Meeting convened at 1:30 p.m. In attendance: Scurry, Zielke, Pantell, DeCoursey, Tissot, Allen, MacEwan, LeBlanc (intern). Guest: Rochelle Ramirez, R Building move coordinator.

1. **COUN SLOs** Pantell presented draft SLOs for all COUN courses prepared by Laney. Divided into workgroups to review and comment based on familiarity w/ course. Pantell will compile comments and send back to Laney for development of district-wide, common SLOs for each course.
2. **Counseling Department Elections** Pantell reviewed election guidelines after getting feedback from PFT and Academic Senate. Two week nomination period now open (3/12/07 through 3/23/07), followed by two week election period 3/26/07 through 4/13/07). Nominees must agree to serve if elected. Nomination forms distributed and put in every counselor's mailbox.
3. **New Business**
 - Ramirez gave final instructions about move. Mark moving boxes w/ color-coded stickers and destination room. Don't over-fill boxes (must close). Disconnect all computer and other electronic device cables (including mouse and other peripherals) and put in plastic bags (provided). Counseling Department will move 5:00 p.m. Friday, March 23. Post-move day (unpacking and setup) will be Monday, March 26.
 - Pantell mentioned college retreat 5/4/07 to 5/6/07. Contact Jane Fong or Audrey Trotter to register.
 - Pantell presented HUSV course conversion grid. Posted on Counseling Department web site.
 - Scurry asked for ideas about equipment needs for Student Success Program that could then be used by Counseling after program ends.

Meeting adjourned at 3:00 p.m.