

## Merritt College Counseling Department

### Counselor Meeting Minutes

**March 12, 2012**

Meeting convened at 1:30 p.m.

In attendance: Allen, Ilarde, Khoo, McLean, Pantell, Scurry, Zielke

1. Online Probation Process Review Counselors created step-by-step internal procedures for new probation process. These will be typed up and sent to all Counselors electronically; sheet will also be placed in each Counselor's in-box.

We will use 'Tiny URL' for link to Power Point presentation about probation.

McLean will check in with Dr. Gravenberg and Mr. Graham to see if reception area in Transfer Center can be staffed with Student Ambassadors during peak periods. Ambassadors would assist students with accessing their Student Center on Passport to clarify the holds which prevent them from enrolling.

2. E-Counseling Update Pantell provided an update, including statistics since we went live October 1, 2011. Information will be presented at District-wide Counselor meeting on March 28, 2012 at Berkeley City College.
3. Articulation/Curriculum Issues Pantell distributed Articulation Notes. Refer to Counselor Webpage for a copy.

A new COUN class is being created by COA to be used in future Learning Communities. When the course is developed Merritt will decide whether we want to adopt it.

4. Change to Counselor Meeting Schedule Counselors will continue to hold Department meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays, but the meeting on the 4<sup>th</sup> Monday will be an "update meeting," which will allow all Counselors to provide information or seek support from one another, as needed.

Meeting adjourned at 3:10 p.m.