



Merritt College Counseling Department

Counselor Meeting Minutes
March 13, 2006

Meeting convened at 1:30 p.m. In attendance: Wong, DeCoursey, Allen, Blackwell, Taylor, Zielke, Scurry, Shriver, Pantell, MacEwan, White, Alexander (intern).

1. **General Counseling SLO Update** Shriver led discussion, covering 1) student athletes (refer all to Shriver for SEPs); 2) student's ability to define academic goal & major (continue emphasizing in individual counseling sessions and in COUN 24 & 57); 3) student's ability to complete 2-semester ed plan (emphasizing in counseling sessions and counseling meetings); 4) students' ability to read/understand schedule and correctly complete enrollment form (emphasis in orientation and in counseling sessions); and 5) student's ability to identify and describe campus resources (done in orientation and in counseling sessions).
2. **Staffing and Process for Petitions** General discussion about this semester's process which seemed less organized than optimum. Brainstormed following options w/ agreement to continue discussion in future:
 - advertise deadline more often and more effectively by 1) having Counseling dept. chairs announce deadline in first 2 CDC meetings of Spring semester (Shriver and Zielke to follow-up); 2) having Academic Senate president announce deadline in campus wide e-mail to all faculty, encouraging them to announce in all classes (Shriver to follow-up); 3) create flyers and reminders for counselors at drop-in counter w/ plenty of lead time before deadline (all counselors to follow-up); 4) having A&R prepare and distribute flyers to all faculty and post on bulletin boards throughout campus (Shriver to discuss w/ Dean Powell)
 - Discuss w/ District Academic Senate president w/ suggestion that s/he follow-up w/ District A&R Associate Vice Chancellor (DeCoursey to follow-up)
3. **Transfer Center Report** Blackwell led discussion about upcoming events and deadlines.
4. **LVN Information Sheet Review** Allen led discussion and gathered comments and suggestions for LVN Program Director.
5. **New Business**
 - Taylor distributed information from SCANS addressing previous topic of value of an AA degree.
 - Taylor distributed draft of fact sheet for prospective guest speakers. To review and comment.

Meeting adjourned at 3:00 p.m.