



Merritt College Counseling Department

Counselor Meeting Minutes
April 15, 2013

Meeting convened at 1:35 p.m. In attendance: McLean, Allen, Scurry, Zielke, and Nelson.

1. **SARS Reason Code** Scurry passed out SARS reason code sheet. It is very important to make sure reason codes are accurate with each student contact. The code sheet explains what each code means.
2. **Surveys** We still need 50 student surveys by the end of April. We are half way there.
3. **Evaluations for teaching and counseling** Status update on each of our outstanding evals.

Meeting adjourned at 1:55 p.m.