



Merritt College Counseling Department

Counselor Meeting Minutes
April 20, 2015

Meeting convened at 1:30 p.m. In attendance: McLean, Allen, Pantell, Ilarde, Perez, Scurry, Zielke, Khoo, Ciddio.

1. **New Student 3SP Process for M15 & F15:** Scurry led discussion about any revisions to process now that COUN 501 is approved. Will need some guidance from Dean of Instruction about how COUN 501 is to be scheduled, especially in M15 when most full-timers are gone. Also discussed having Assessment Coordinator enroll students in COUN 501. Scurry and Pantell will also meet to ensure counselor coverage during peak periods (after students complete orientation & assessment).
2. **Departmental SLO Assessment Tally & Analysis:** Surveys administered throughout AY 14-15 tallied & results studied. Pantell will incorporate results and analysis into final report and enter into TaskStream. Also discussion about proposed probation/dismissal workshops and scope of e-Counseling. Pantell reported statistics since pilot in 2011: most contacts are for prereq clearance followed by questions related to Matric and other counseling services (e.g. SEP development, transfer advising, etc. that aren't appropriate for e-Counseling). Pantell also reported that system in place for any other counselor to join or even take over e-Counseling any time and that anyone interested should inform the department.
3. **Other:**
 - 14-15 Evaluation update completed; Pantell will report to Evaluation Coordinator
 - Hourly counselor training. Informed faculty of new hire for M15—Roniqua Cook-Greene. Will come in for training/shadowing May 7, 11, & 14. Counselors will let Pantell/Ilarde know their availability.
 - Department chair nominations discussed; Ilarde & Khoo to be nominated for 15-16.
 - Ilarde reminded all that High School Counselor Breakfast (w/ OUSD counselors) is Wednesday, 4/22/15, from 8-10 in Student Lounge.
 - Khoo reported she will be at Big 8 Championship Track Meet tomorrow.
 - McLean reminded everyone of Academic Senate elections and encouraged everyone to vote.
 - McLean also asked for volunteers to be on district-wide Early Alert task force.
 - McLean also mentioned that 15-16 11th Month Contracts have not yet been approved.

Meeting adjourned at 3:02 p.m.