



## Merritt College Counseling Department

Counselor Meeting Minutes  
April 22, 2013

Meeting convened at 1:35 p.m. In attendance: Allen, Scurry, and Ilarde. Zielke & Khoo consulted.

1. Peoplesoft May 16th Various suggestions were offered such as having a catch up and clean up day, planning for peak in the fall, an off-site retreat at UCB, as well as programming time. It was recommended that counseling close for drop ins and have limited appointments because we can control appointments better. We would still be able to see students for career information, and SEPs as long as the transcripts were printed prior to the appointment.

2. Surveys We need 27 student surveys by the end of April. We are almost there.

Meeting adjourned at 1:55 p.m.