



Merritt College Counseling Department

Counselor Meeting Minutes  
May 5, 2014

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

1. **ILO Report:** Group reviewed 13-14 Strategic Goals & Institutional Outcomes report asked for by interim VPSS. Agree to get final comments to Pantell by close of business on Monday, May 12, 2014. Pantell will then compile and submit to interim VPSS by deadline of Thursday, May 15, 2014.
2. **Counseling Department SLO Assessment (ASO):** Reviewed draft prepared by Pantell incorporating comments from previous review session. Agree to get final comments to Pantell by close of business on Thursday, May 8, 2014. Pantell will then compile final report and publish in TaskStream.
3. **COUN 200A Scheduling:** Final discussion and scheduling of courses for Summer and Fall. Scurry will submit schedule to Office of Instruction.
4. **Topics:**
  - \*Re: evaluations, Ilarde will complete self-eval and give to chair (Scurry) by 5/9. Scurry will get admin eval and complete full evaluation. Ilarde will also complete evals for Elliott and Beall after getting student evals back (carried to D.O. by Pantell) and completing summaries. Everyone reminded about deadline of completing all evals by end of S14 semester.
  - \*Transfer Center events: Concurrent Enrollment workshop Tuesday, May 6 from 12:30-1:30; UC Berkeley admissions rep here Thursday, May 8.

Meeting adjourned at 2:30 p.m.