



Merritt College Counseling Department

Counselor Meeting Minutes  
May 19, 2014

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

1. **14-15 Advising Sheets:** Pantell distributed advising sheet drafts and gathered comments for final copies. Pantell will revise and make copies for immediate use. Also discussed IGETC for STEM and Partial IGETC language to be added to Petition for GE Certification.
2. **14-15 11<sup>th</sup> Month Contract:** Discussion about scheduling and contingencies depending on number of days authorized. Pantell/Scurry (co-chairs) will continue discussions with VPSS to finalize and will inform counseling faculty asap.
3. **SLO Survey Revision:** As called for in 13-14 departmental SLO assessment, discussion about how/if to revise survey to more accurately capture number of students with completed SEPs. Discussed one revision and will continue discussion at start of F14. When revised, Counseling faculty will administer survey beginning F14 and continuing throughout 14-15 academic year.
4. **Topics:**
  - \*Discussion about need for counselor/instructor for COUN 24 attached to FYE Learning Community in F14. Zielke will consider teaching; Scurry will submit.
  - \*Announced Department Chair elections underway and will be held until 5/27

Meeting adjourned at 2:30 p.m.