



Merritt College Counseling Department

Counselor Meeting Minutes
September 9, 2003

Meeting convened at 1:30 p.m. In attendance: Blackwell, Zielke, McLean, Shriver, Pantell, Wong, DeCoursey, Scurry. Guest: VPSS Carmen Jordan-Cox.

- 1. F03 Registration Feedback** Counselors discussed pros and cons of F03 registration. Most felt process went fairly smoothly, considering large number of students and stressful conditions i.e. budget cut consequences. Suggestions for improvement were to ensure all computers on early in the day, work harder to keep counter area organized (forms, schedules, closed classes, etc.), be sure to ask students if they've filled out app before doing anything else, remain vigilant about sharing equally in the intense workload early in the semester. Shriver to get input from those counselors unable to attend meeting.
- 2. S04 Part-time Counselor Assignments** Shriver to meet w/ PT counselors to discuss S04 assignments. Will address whether to have more counselors w/ fewer hours each or vice versa. Will hold extra meeting for FT General Counselors only to discuss further since this is an issue affecting only General Counselors.
- 3. Artic Report** Pantell gave artic report, detailed in 9/9/03 artic notes.
- 4. Other Business**
 - Zielke generously agreed to take minutes in Pantell's absence.
 - Group agreed to create a separate document called "Motions & Decisions" on which to record motions and decisions made throughout the academic year (rather than on the minutes for the meeting in which they were made). Will make archiving and locating them much easier.
 - VPSS Jordan-Cox was introduced and welcomed by counseling staff.

Meeting adjourned at 3:00 p.m.