

**Merritt College Counseling Department**  
**September 12, 2011**

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

**1. S12 COUN Classes** General discussion about COUN sections. Counselors not in favor of offering to cut any course sections. General consensus is that COUN classes are critical to student retention and success. 1<sup>st</sup> generation college students need skills taught in COUN classes. Counselors wonder if students who have taken COUN classes do better academically. Data on this is needed. Counselors feel strongly that we are unwilling to consider cutting any classes until after Office of Instruction takes a hard look at low-enrolled classes and cuts there first. Counselors are against teaching within load.

**2. Assessment Schedule Review** Counselors reviewed the draft of the assessment schedule and made several suggestions (including the request that Merritt offer at least one evening assessment per month. Suggested changes will be given to Minh Dao.

**3. 2011–'12 Evaluation Schedule (counselors & instructors)** Allen distributed the list of counselors who are to be evaluated, which indicates where each counselor is in the process. Requested that counselors to try to finish up their outstanding evaluations as soon as possible.

**4. New Business**

**a. People Soft Training preferences** Counselors thought the best time to schedule the PeopleSoft training would be any day (Monday – Thursday) starting at 1:00 p.m.

**b. Visit to NUTR class on Saturday, Sept. 17** Ms. Livingston has requested a counselor to come to her class. There were no volunteers for this opportunity.

**c. Announcements:** Zielke - Aztec Run on Sept. 17 at Merritt. The event is to raise funds for OUSD. There should be community vendors participating in this event as well. Zielke - On Oct. 19 There will be a Career Advancement Program at Skyline High School. There will be approximately 60 11<sup>th</sup> and 12<sup>th</sup> graders participating. Zielke – two Centro Latino interns, Rosa and Edwin need to observe various counselors in action. Rosa is available Mondays and Wednesdays; Edwin is available Tuesdays and Wednesdays.

Meeting adjourned at 3:00 p.m.