



## Merritt College Counseling Department

Counselor Meeting Minutes  
September 17, 2012

Meeting convened at 1:30 p.m. In attendance: McLean, Allen, Pantell, Zielke, Ilarde and Khoo.

1. **Peak Enrollment Hours of Operation** In response to request from VPSS, discussed preferred hours of operation and other issues that occur during peak. Addressed topics such as days to open late, coordination w/ other student services units, enrollment trends and problems, student traffic, etc. Pantell will collect responses and report to VP.
2. **Evaluations** Review of evaluation schedule for counselors and counselor instructors. Committees formed for AY 12-13. Pantell will document and confirm w/ all and relay to appropriate administrators.
3. **SARS** Reviewed current SARS access and decided (unanimous vote) to give all full-time counselors access to change schedule codes. Zielke also raised issue of minimum time for each schedule code (i.e. no less than 1 hour at a time for appointments or drop ins). Agree to consider latter point for discussion at later meeting and implement any changes in S13 schedule.

Meeting adjourned at 3:00 p.m.