



Merritt College Counseling Department

Counselor Meeting Minutes
September 19, 2011

Meeting convened at 1:30 p.m. In attendance: McLean, Scurry, Ilarde, Allen, Pantell, Zielke, Cardenas, Perez (intern). Guest: Ann Elliott, SLO Assessment Coordinator.

1. **S12 COUN Schedule** General discussion about COUN sections and extra service. Agreement to report to Office of Instruction that department cannot justify eliminating any sections and that to schedule any courses inside load would take a disproportionate time away from seeing students.
2. **COUN Assessment** Elliott presented on setting up account in TaskStream and walked counselors through the assessment process (including posting data in TaskStream; directions posted w/in TaskStream website at <www.taskstream.com>). Informed that every counselor who teaches must assess one course per academic year. Counselor instructors need to either upload SLO data into TaskStream manually or send to Elliott to have posted.
3. **E-Counseling and Department Web Site** Pantell showed changes to department web site and asked everyone to check site and respond w/ comments and/or suggestions. Also demonstrated e-counseling pilot that is scheduled to go live this month and continue for F11, w/ results to be communicated to rest of department and assessed.
4. **New Business**
 - Ilarde handed out F11 Transfer Center Calendar.

Meeting adjourned at 3:00 p.m.