



Merritt College Counseling Department

Counselor Meeting Minutes
September 22, 2014

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

1. **3SP Report:** Discussion about draft report to be submitted to VPSS by 9/24/14. Pantell will combine into final report and submit to VPSS timely.
2. **S15 COUN Schedule:** Ilarde let discussion and confirmed courses scheduled to be taught. Will submit timely to VPI by 9/24/14.
3. **SLO Assessment Survey Review:** Review/revision of survey to be used in department SLO assessment for 14-15 academic year. Agreement to not show sample SEP on form and use it for remainder of F14 semester. Results will be tallied at the start of the S15 semester to see if percentage of students stating they have an SEP has increased to levels noted in 12-13 assessment report. If not, further revisions will be considered then for remainder of S15.

Meeting adjourned at 2:45 p.m.