



Merritt College Counseling Department

Counselor Meeting Minutes
September 23, 2013

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

1. Department FTE Ilarde gave update as member of college Budget Committee. Gathered information about department FTE and load to report back to committee. Recommendation to determine difference between positions (6.0 FTE current + 1.0 FTE new counselor in hiring process) vs. assignments (load for each individual academic year).
2. COUN Outline Updates Pantell (w/ Allen) reported as members of Curriculum Committee requirement for all departments to update outlines so not older than 5 years old. Pantell volunteered to enter data into CurricUNET if counseling instructors will review their outlines and report status to him not later than October 15.
3. VPSS Hiring Committee Ilarde reported (as member of Senate) that there are currently no Student Services reps on committee. Pantell volunteered and will inform those convening committee asap..
4. Topics
 - All are instructional counselors reminded they can now begin 13-14 SLO assessment cycle in TaskStream
 - Those assigned ILO assessment reminded to complete by end of F13 semester
 - Report on completed department SLO assessment surveys: N=0; need 100 completed by end of AY 13-14.

Meeting adjourned at 2:30 p.m.