

Counseling Meeting Notes

SEPTEMBER 28, 2015 / 01:30 PM -3.00 PM/ CONFERENCE ROOM 112A

Attendees

Khoo, Pantell, Scurry, Zielke

Meeting convened at 1.30 p.m.

1. Chair Update-Khoo

Khoo reminded all counseling instructors to turn in their syllabi and office hours asap. Div 1 Dean Tina is urgently requiring we submit it.

2. Program Review - ALL

Khoo will create draft for next meeting for all FT counselor to review. She will also email the electronic copy of draft to all. Pantell volunteered to provide SARs data and also work on Page 5 edits and will forward populated draft to Scurry who volunteered to work on Pg 12. Zielke volunteered to work on Pg 14.

Meeting adjourned at 3.05 p.m.