



## Merritt College Counseling Department

Counselor Meeting Minutes  
October 1, 2007

Meeting convened at 1:00 p.m. In attendance: Zielke, Pantell, Scurry, Allen, DeCoursey, McLean, Coplan, Mendez (intern). Guests: Dawn Williams (Chair) and Kathy Bauer, ADN Program.

1. ADN Program Admission Update Williams and Bauer reviewed and got counselor feedback on 2 new informational pieces and application process. When revised, will be posted on ADN web page and given to Counseling Department.
2. COUN 24 & 57 Reviewed request from other colleges to add ESL 21B as Recommended Preparation to COUN 24 & 57. Unanimously approved. Pantell will relay results to other colleges.
3. New Business
  - Counselor Manual: Coplan (committee member) reported she hasn't updated manual because she doesn't yet have one. One of the co-chairs will get one to her.
  - Zielke led discussion about new PeopleSoft student records implementation. Group reviewed and gave feedback on questionnaire to Dean Powell.
  - McLean asked to give and get feedback on the COUN 200A-B course he is teaching, specifically about ways to deliver the course and target student population(s).

Meeting adjourned at 2:30 p.m.