



## Merritt College Counseling Department

Counselor Meeting Minutes

October 10, 2011

Meeting convened at 1:30 p.m. In attendance: McLean, Scurry, Ilarde, Allen, Pantell, Zielke, Khoo, Cardenas, Perez (intern).

1. **Probation/Dismissal Procedures** Allen and Pantell reported outcome of conference call w/ all chairs to discuss options for dealing w/ huge number of students likely to be affected when Passport activates probation/dismissal holds (hard hold blocking enrollment goes into effect M12). Discussed options: 1) online workshop; 2) live group workshops; 3) develop new COUN course; and , 3) individual counseling. Agreement that online was most efficient but that live workshops can also be effective. Also discussed sub-committee being formed (under direction of Alley Young at BCC) to develop online format (need 1 rep from each college). Agreement & Next steps:

- Scurry will look for handout(s) used in group workshops delivered in past and bring to future planning meetings
- Pantell will look for PowerPoint of same workshop
- Pantell/Allen will talk w/ VPSS about possibility of giving front desk administrative assistant access in SARS to print transcripts to facilitate process (done)
- Pantell will send out e-mail to all counseling faculty asking for volunteers for sub-committee (done)
- Pantell/Allen will report back to all chairs Merritt's feeling that students should see a counselor at their home campus for BOTH probation and dismissal.
- Zielke will look into if/how students can determine their "home campus" in relation to previous item and also whether it's possible to get a list of all students on probation/dismissal status

2. **Departmental SLO Assessment** Discussion about how we want to assess departmental SLOs this year. Agreement that process worked well last year (and reminder that we revised the survey at the end of the 10-11 year). Agreement to continue assessing using revised survey w/ target number of 100 for 11-12 academic year. Agreement that each counselor should target 10 students for completion of survey.

### 3. **New Business**

- Cardenas reported that she is now available for "general" career counseling referrals (non MEDAS students) Tuesday and Wednesday from 10 a.m. to 11:30 a.m. Students can be referred for appointments at either the front desk or to Cardenas directly. First appointment will be 30 minute intake; subsequent appointments likely to be 1 hour. Will look into range of services (i.e. assessments, job seeking skills, etc.)
- McLean reported he has been nominated (and accepts) for CEMPC.
- Pantell reported that BCC has approved new course, MATH 248UP, Accelerated Mathematics for Statistics, effective S12. Will combine MATH 201 & 203 & prep students ONLY for MATH 13 (not MATH 15 or others). No milestone to clear; will need sub/waiver signed by instructor to be allowed int MATH 13.

Meeting adjourned at 3:05 p.m.