



Merritt College Counseling Department

Counselor Meeting Minutes
October 28, 2013

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

1. 3SP Planning Continued planning of 3SP implementation. Updates:

- Created tentative process in which new student completes assessment, orientation, & counseling (where Matric hold is cleared and initial planning/SEP is done). Will then enroll in COUN 200A to complete 3SP process. Will then get priority enrollment for following semester.
- Discussed the many logistics: recruitment, when to offer COUN 200As, coordinating w/ orientation & assessment, best times/days to offer COUN 200A, etc.
- McLean, Pantell, Scurry, Ilarde, Allen, Ciddio, Zielke, & possibly CalWORKS will offer COUN 200A
- Pantell reported that DE Addendum for COUN 200A-B has been approved by CIC
- Scurry reported that COA charges students tuition for COUN 200A (if not BOG eligible) and has had no complaints in the time they've been doing this
- Scurry waiting to check w/ administration until all questions for them are identified. Discussion identified question about whether counselors could/should teach COUN 200A-B as part of load (i.e. during 11th Month days) or as extra service.

Next Steps: 1) Pantell will create spreadsheet accessible by all counselors on which to record information about each student seen for SEP development and recruitment into COUN 200A; 2) Scurry will create recruitment flyer w/ tentative sections of COUN 200A w/ some starting end of F13 & the remainder in S14.

2. PCCD Counseling Meeting Planning Final planning for meeting October 30th in P-307 from 8:30 to 2. Ilarde got final headcount and has completed arrangements for food. Allen all set w/ supplies, including pre-printed flip charts. Pantell has invited VPSS who said she'll deliver welcome. Khoo will be asked to take minutes for remainder. McLean will prepare Merritt sign-up sheet.

3. Topics

- Again reviewed details of 13-14 evaluation schedule. Counselors will get dates already completed and scheduled to Pantell for master schedule.
- Zielke announced transfer day to SFSU November 6, 2013 from 11 a.m. to 4:45 p.m. Announce to students; sign up at EOPS, Transfer Center, and table outside Bookstore.

Meeting adjourned at 3:05 p.m.