



## Merritt College Counseling Department

Counselor Meeting Minutes  
November 28, 2011

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

- M12 & F12 COUN Courses** Continued discussion about courses to offer. Also agreed on changes to department meeting (process and schedule): starting S12, will meet only 3 times per month (2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> Mondays) and meeting on the 3<sup>rd</sup> Monday will be for full-time counseling faculty only. Pantell will note change in bylaws and send out changes to all counselors. Agreed on schedule of COUN courses for both M12 & F12; Allen will report to Office of Instruction.
- Preparation for S12 Peak Enrollment** General discussion about preparation. Agreement that all drop-in from 1/9 through 2/3. Pantell has triage forms and floor tape. Equipment OK. Need to be sure portable files (forms and information sheets) stocked.
- New Business**
  - Department SLO survey still has only 20 responses. Agreement to continue mentioning at each meeting to keep on radar.
  - Pantel gave quick report on status of e-Counseling. Each response takes more time than expected. Usage has been marginal, however. Pantell has asked for space on Merritt web site home page to increase publicity.
  - McLean asked for ideas important for Counseling and Student Services to present at the next district Education Committee. One idea was the importance of hiring add'l counselors. Zielke raised issue of electronic ed plans. Get other ideas to McLean asap.

Meeting adjourned at 3:05 p.m.