



Merritt College Counseling Department

Counselor Meeting Minutes
December 9, 2002

Meeting convened at 11:00 a.m. In attendance: Blackwell, Zielke, McLean, Crutchfield, Shriver, Pantell, Taylor, Wong, Allen, Tissot, DeCoursey, Scurry, Greene, White (Intern).

- 1. New Human Services Major** Tissot presented on new major, effective F02. 17-unit certificate program using all new COSER courses (except COSER 10 already in effect) plus COPED 476C. Developed w/ Alameda County Vocational Services, originally with intent to provide users of their services (consumers) w/ skills necessary to return to work there as paraprofessionals. Program heavily emphasizes skill building over theory—very practical & applied instruction using role plays, videos, and staffing actual case examples. Instructional methods are ideal for students w/ learning disabilities who learn better by doing & watching than by reading & writing. Most instructors in program are long-time ACVS employees w/ good experience in the field. Although program has no prerequisites, probably best for students to take courses in sequence outlined by Tissot in flyer. Program currently only evening courses w/ plans to add day courses if enrollment warrants. If any student finishes courses and is eligible for certificate at end of S03, have them see June Harding in Office of Instruction who will generate catalog supplement that supports granting of certificate. Tissot will gather information & report on types and salaries of jobs for which graduates are qualified.
- 2. Management Evaluation** DeCoursey & McLean reported on progress of evaluation of VP Student Services. Evaluation team consists of DeCoursey, McLean, President Wesley, & Dean Eftekhari and is to be conducted in accordance w/ Board Policy. McLean & DeCoursey are asking for participation in evaluation process by all counselors, full- and part-time, through one of 3 methods: 1) completion of written staff evaluation form, including signature; 2) completion of anonymous staff evaluation form; or 3) participation in an interview by one of the evaluation team w/ comments incorporated anonymously into team report.

Meeting adjourned at 12:00 p.m.