



Merritt College Counseling Department

Counselor Meeting Minutes
December 9, 2013

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

1. Summer/Fall 2014 COUN Schedules Scurry led discussion to finalize dates/times/days for both Summer and Fall 2014 COUN courses.
2. COUN 200A for 3SP Discussion and agreement that time students spend in assessment and campus orientation are legitimately time that can be applied toward seat time required for .5 unit of COUN 200A. Counselor teaching the course, however, must be prepared to assure and document that students engaged in meaningful learning experiences for the full number of hours for which the students receive credit.
3. Spring 2014 Enrollment General discussion about being prepared for larger student numbers since campus will be closed January 16th & 17th. Will see all students on drop-in in an effort to see and process more students. Also agreed on importance of all counselors (contract and hourly) maintaining SARS records diligently (removing students seen, adding proper Reason Codes, etc.).
4. Topics
 - Nelson reported that DSPS is in process of converting to all-electronic files
 - Discussion about S14 peak enrollment
 - McLean/Allen provided dates to complete evaluation schedules
 - SLO assessment surveys remain at 19; will need to complete remainder to get to 100 in Spring 2014
 - Ilarde mentioned possibility of creating new SLOs for Transfer Center that are distinct from those for Counseling Department
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Meeting adjourned at 3:05 p.m.