



Merritt College Counseling Department

Counselor Meeting Minutes
December 11, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Shriver, Scurry, Allen, DeCoursey, Blackwell, Crosetti, Westbrook (intern). Guest: Carmen Jordan-Cox, Vice President of Student Services.

1. **Update from the VPSS:** Jordan-Cox gave an update on move to R Building. Current target is mid-March, before Spring break. Also said hiring of classified position is on track, with a few unexpected procedural steps to complete. Also mentioned SARS training is planned for S07; coordinating training schedule w/ vendor and other PCCD colleges. Discussed internal procedures and State guidelines for filling vacant Counseling positions as well as creating and filling new positions. State requires that non-instructional employees can make up no more than 50% of employees (district wide). Since counseling faculty are not considered instructional, tough to justify adding new positions because lumped in w/ all classified, non-instructional faculty to make up 50%. Mentioned several initiatives about retention throughout district and encouraged counseling faculty to make voice heard when initiatives are discussed, especially when budgets and funding are part of discussion. Upcoming campus forum on December 19 in A-129 is a good target.

2. **Update on Counseling and Advising After Assessment and Orientation** Scurry led discussion of Assessment, Orientation, and Counseling services as part of Matric. Reported on upcoming Assessments: last one of F06 is 12/14--full. After discussion, agreed that, starting w/ Assessments in January, all sessions will be drop-in only (no appointments taken), on a first-come-first-served basis, w/ a limit of 15 students per session. Referred counselors (and students) to Assessment website which has been updated considerably: clear calendar of assessments, FAQs, sample assessment questions, contact info, and the like. Access through Student Services page on Merritt web site. Also discussed content of orientations depending on whether facilitator is classified or counseling faculty. Also discussed content of counseling/advising sessions, whether drop-in or appointment. Gave feedback on "checklist" for counselors to consult, at their option, about topics to cover. Agreement that Scurry would revise draft of checklist and bring to next meeting.

3. **New Business**

- Pantell handed out new cut-off scores for COMPASS English. Note addition of ENGL 267A-B and 268A-B, replacing old 250/251 sequence (replacement history noted at bottom of form)
- Discussion of next meeting--will convene after beginning of S07 semester.

Meeting adjourned at 3:15 p.m.