



Merritt College Counseling Department

Counselor Meeting Minutes
February 4, 2008

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

1. **Review of Peak** General discussion about S08 peak. Considered ratio of drop-ins to appointments. Agreement to try during next peak keeping mostly drop-ins and designate a “probation/dismissal” drop-in counselor (being sure to rotate to avoid imbalance).
2. **District-wide Counseling Meeting** Discussed possible agenda items for chairs to take to planning committee. Suggestions: 1) signature programs at each PCCD college; 2) considering caseloads for counselors throughout PCCD; 3) discussion of process in which new students enter PCCD. Send add'l ideas to either co-chair by 2/13.
3. **Transfer Center Report** Ilarde reviewed items posted on the transfer page of counselor web site.
4. **New Business**
 - Hourly Counselor Evaluations. Discussed progress and confirmed departmental goals for 07-08 academic year.
 - ENGL and MATH sequences. Reviewed excellent drafts of both sequences prepared by Mendez. Final corrections made to be confirmed at next meeting.
 - Mention of new transfer resource page posted on transfer page of counselor web site. Some good tools (ENGL & MATH “equivalencies” for CCCs) but may not be entirely current or accurate—use w/ some judgment.
 - Ilarde reported on participation in East Bay Career Advancement Academy (teaching COUN 57). Course is part of bundle in which cohort will enroll (plus NUTR 10, ENGL 267, & MATH 253).

Meeting adjourned at 2:30 p.m.