



Merritt College Counseling Department

Counselor Meeting Minutes
February 10, 2014

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

1. **VDe-brief Peak Enrollment:** Counselors had the following comments/suggestions
 - *More day classes for CHDEV
 - *Classes too “slotted” (block scheduled) on MW & TTh at 9:30 & 11
 - *Helpful to have a list of late-start classes from Office of Instruction
 - *Intermittent problems clearing Milestones in Passport (recommend when that happens, at least note SID & give to Pantell or Scurry for CFT)
 - *Need for student ambassadors (or someone) to help students navigate Passport for enrollment

2. Topics:
 - *Evaluation schedule updated. Confirmation from Eva Ng-Chin that counselor only needs to be evaluated once every 3 years, regardless whether counselor or counselor/instructor
 - *Preliminary discussion about standardizing SEP form used throughout department. Pantell will visit BCC this week to see how they’re using W drive and report back. In future discussion, those using different forms are asked to bring to meeting for review and agreement on standardized form.
 - *SLO assessment (department and COUN courses) needs to be individualized for each year or course assessed. Methods and plans can be fairly repetitive but results and goals need to be individualized. Important for accreditation. Ilarde mentioned new Student Services consultant that will be focusing on this.
 - *Ilarde mentioned visit from new Holy Names rep (Jose Rocha).
 - *McLean reminded that PAAA (and other) scholarships now posted and deadline is near.
 - *Graduation confirmed on Thursday, May 22nd at Paramount (time unknown)
 - *S14 schedule for Computer Literacy Credit by Exam now posted on Counselor web site

Meeting adjourned at 3:00 p.m.