



Merritt College Counseling Department

Counselor Meeting Minutes
February 13, 2012

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

1. **Online Probation Review** Reviewed draft materials prepared by district committee. Pantell/Allen will carry suggestions/comments back to committee. Informed that hard hold of probation students will go into effect March 1, 2012. Discussed possibilities for how to deal w/ completed online documents (i.e. drop box at front counter, e-mail attachments, requirements for student to make appointment to see counselor, etc.). Committee meets again 2/22 and will report back.
2. **3-Year COUN SLO Assessment Plan** Reviewed samples and prepared COUN plan. Pantell/Allen will submit to SLOAC and Office of Instruction.
3. **New Business**
 - Review progress on department SLO survey. Agree to keep 100 as target by the end of S12 and have front desk staff hand out to students as they come for appointments/drop-ins.
 - Review requirements for each instructor to complete SLO assessment of at least 1 course per year in TaskStream. Pantell will send out tutorial.
 - Allen/Pantell reported on graduation (both on grad committee). Will be Thursday, May 24 at 2:00 at Merritt. Suggestion to start list of students who will walk (w/ 6 or fewer units to complete in summer) and give to Lorna (or perhaps someone else) as date draws near.
 - Allen/Pantell reported on offer from Audrey Trotter (Title III) to convene workshop for counselors w/ Washington Center staff (learning communities). Also offered to sponsor add'l speakers and other professional development activities in future—get ideas to Trotter through chairs.
 - Neslon announced creation of late start add'l LRNRE 297A (learning disability assessment course), probably in March. Refer interested students to DSP front desk for more information.

Meeting adjourned at 3:05 p.m.