



Merritt College Counseling Department

Counselor Meeting Minutes
March 24, 2014

Meeting convened at 1:30 p.m. In attendance: McLean, Khoo, Allen, Scurry, Zielke, Perez, Pantell, Adams, Crosetti, Contreras, Nelson. Guests: Audrey Trotter, Interim VPSS; Lucha Ortega, consultant; Debra Jacks, orientation coordinator.

1. **Topics:**

*Per President's request, discussed need for add'l classes (if any) for late-start S14. Chairs will forward recommendation of add'l CIS 205 for Intersession (not online) to President/VPI.

*Scurry led discussion of online orientation narrative. Recommendations to be included in text.

*Pantell announced plans to add add'l sec'n of COUN 200A to be taught at Skyline H.S. as late-start S14. McLean said he'd been working on this w/ Debra Jacks and would finalize arrangements and teach the class.

*Discussion of availability for 11th Month contracts for 14-15 (if authorized). Pantell (co-chair) will make recommendation to VPSS.

*Chairs announced that goal of 100 student surveys as part of departmental SLO assessment has been reached. Will tally & assess in upcoming meeting(s).

2. **3SP Planning:** VPSS & consultant met w/ counselors to plan 3SP. Items discussed were:

*No final answer yet from district IT about whether Matric hold can be removed for COUN 200A. Agree to proceed as if it can't.

*Scheduling and staffing of needed number of COUN 200A courses to meet expected number of new students in fall, spring, & summer terms

*Progression of students through COUN 200A (for abbreviated SEP) and COUN 200B (for comprehensive SEP)

*Allocation of funding for provided services (assessment, orientation, different SEPs, etc.) at individual PCCD Colleges. Funding can only be claimed once for each student, regardless of duplication of services.

*Confirmation that previous exemptions from Matriculation are essentially still in place for 3SP (completed orientation/significant units elsewhere, possession of Bachelor's degree, completion or updating of licensure/employment requirements, etc.)

*Pantell/Scurry will draft proposed COUN 200A schedule for F14 & review w/ counseling faculty prior to next week's meeting

*Next meeting: develop final proposal for 3SP process going forward

Meeting adjourned at 3:15 p.m.