



Merritt College Counseling Department

Counselor Meeting Minutes
April 25, 2011

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

1. **SLO Assessment** Tally, analysis, and discussion of department SLOs for 10-11 academic year. Pantell to revise survey and prepare draft of assessment report for group review.
2. **Check-In** Chairs led discussion about responsibilities for 10-11 academic year such as evaluations and assessments of COUN course SLOs. Allen reported on her experience assessing COUN 24 and offered to share her process and report as a guide. All COUN instructors have talked about process in effort to coordinate process and make it uniform in the department.
3. **New Business**
 - Confirmed district-wide counseling meeting Wednesday, May 4th from 8:30-1 at Laney. Location and agenda to be distributed when finalized.
 - Chairs informed counselors of possibility that Dean Powell may retreat to part-time PSYCH instructor and part-time General Counselor. Discussed timeline and need for training and orientation, especially on academic advising. Chairs agreed to discuss w/ VPSS in effort to get clarification and avoid last-minute preparations.
 - McLean reported his term on Education Committee and CEMPC has expired and strongly encouraged another counselor to replace him on each, citing importance of having Student Services, and Counseling in particular, represented on each committee.
 - Counselors reminded about department chair nominations that close this Friday, April 29.
 - Allen handed out list of learning communities for F11, noting that each course in learning community is locked and need to remind students they must register for both (or else get error message saying prereq hasn't been met).

Meeting adjourned at 3:05 p.m.