



Merritt College Counseling Department

Counselor Meeting Minutes
May 11, 2015

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

1. **New Student 3SP Process for M15 & F15:** Discussion about procedures for new student process. Agreements
 - *Will continue using COUN 501 format for M15 & F15; may switch to COUN 200A for S16 depending on results; Ilarde will report to Division I Dean
 - *McLean will be instructor of record for COUN 501
 - *Counselors seeing students after either/both assessment/orientation will gather pink Matric forms (and add cards for COUN 501) and, after marking appropriate SARS codes, will put pink Matric forms in Scurry's box and add cards in McLean's box
2. **Other:**
 - 14-15 Evaluation update; Scurry, Khoo, McLean, and Ilarde will complete outstanding evals and take completed packets to Evaluation Coordinator. A number of evals are awaiting Admin Eval by VP Cedillo who just returned from leave
 - Reminder to all counselors teaching COUN courses in summer to get book orders to Bookstore asap. If not using book, at least inform Bookstore so our records will be complete.
 -

Meeting adjourned at 3:02 p.m.