



Merritt College Counseling Department

Counselor Meeting Minutes
May 24, 2010

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

1. **Fall 2010 Schedule** Planned F10 schedule including triage process and procedures. Agreed on following:

- Students who no-show will have an alert placed on SARS. Alert for 1st no-show will be “No-Show 1”, alert for 2nd no-show will be “No-Show 2”.
- Only counselors will place no-show alerts, not front desk staff.
- After 2nd no-show, student will be informed (by front desk staff when student attempts to make add'l appointment) that they cannot have an appointment but must see a counselor for a drop-in (10-15 minutes, max).
- After drop-in, counselor walks student to front desk and clears them to make follow-up appointment.
- Also, will add new schedule code to SARS (“Follow-up”) to allow counselors time for follow-up activities. Time will be non-appointment allowable on SARS.
- Pantell/McLean will discuss process and equipment needs for triage for F10. Heavy emphasis on equipping triage station adequately, especially computer and printer.
- Pantell will have copies of triage form made for F10.

2. **SLO Assessment** Reviewed revised SLO Assessment report. Agreement on content but also agreed to get as many surveys done before end of S10 and make final tally for 09-10 academic year (to be incorporated into final assessment report).

Meeting adjourned at 3:00 p.m.