



## Merritt College Counseling Department

Counselor Meeting Minutes  
September 9, 2013

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

1. **Student Success & Support Program (3SP) Planning** Scurry (3SP Counselor) reported on first meeting of district-wide 3SP Committee last Friday, giving summary of what's being done at other PCCD Colleges. Group then discussed ideas for Merritt's program, including using existing orientation as part of COUN 200B (approx.. 2 hours) along w/ add'l instruction and counseling covering introduction to assessment process, development of initial SEP, college success skills, use of Passport and PCCD e-mail, and the like. Issues to be resolved which include:
  - dates/times of course
  - how students will be recruited and enrolled
  - # of sections and who will be instructors of record (including confirmation of funding)
  - additional content of course
  - start/end dates of course
  - cost of class to incoming student (can't charge for required course)
  - other
2. **Internal/External Events & Conferences** VPSS asking for list of recurring events counseling faculty either coordinate or attend during the academic year. Also asking for list of conferences, workshops, and professional development events that counselors would like to attend. Send entries to Scurry or Pantell.
3. **Topics:**
  - Discussed and finalized evaluation schedule for AY 13-14
  - Discussion and agreement to complete SLO assessment cycle for COUN courses
  - Reviewed & finalized SLO assessment survey in preparation for administration throughout AY 13-14
  - Preparation for meeting w/ Chancellor 9/13/13
  - Discussion of potential invitees to department meeting during AY 13-14; agree on need to have representatives from Financial Aid soon.

Meeting adjourned at 3:05 p.m.