



Merritt College Counseling Department

Counselor Meeting Minutes
September 13, 2010

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

1. **De-brief F10 Peak Enrollment** Discussed F10 peak and triage and summarized as follows:
 - New drop policy very problematic for students. Caused all kinds of confusion and difficulty for students to complete their schedules
 - Similarly, new fee-drop policy seemed v. inconsistent, esp since students not well-informed early
 - Poor coordination of hours of operation among different Student Services units (Counseling, Fin Aid, A&R). May have to do w/ hours being set by campus (Counseling) and by district (FA& A&R).
 - College could have supported triage effort better (esp signage, student ambassadors, and equipment)
 - Poor management of add date: last day to add (publicized in schedule) was 9/11 but A&R not open 9/10 or 9/11 so students couldn't enroll in person those dates
 - Triage process went smoothly. Agreement that everyone cooperated quite well to function as team.
2. **By-laws Review** Reviewed bylaws last amended 5/24/10 w/ particular attention to Committees (decided to keep in place even though not currently meeting). SARS "Follow-up" schedule code, and process of deciding on and assigning COUN courses. Re: "Follow-up" schedule code, agreement to stay with ½ hour allocation but caution if too many counselors use code at end of shift resulting in no one available to see students. Agreement that counselors will e-mail Pantell with preferred time for code (beginning or end of shift or no preference) and Pantell will report back if scheduling problems occur. Re: deciding on and assigning COUN courses, agreement to stay with policy and procedure as currently stated in bylaws. Discussion about need to offer add'l COUN courses, specifically COUN 30 and COUN 57. Pantell stated he's interested in teaching COUN 57 in the evening and group response was supportive. Pantell will look into any restrictions on FTEF as well as opportunities for grants or other funding of course if FTEF is restricted.
3. **10-11 Evaluations** Allen and Pantell circulated evaluation schedule for 10-11 (contract and hourly). Committees determined and agreement to complete evaluations timely as called for in PFT contract.
4. **Transfer Report** Ilarde reported on current and upcoming events and handed out F10 calendar. Referred counselors (and students) to Transfer Website for updates and synthesized transfer info. Reminded counselors that transfer drop-ins (particularly TAGs and applications) are for general questions and troubleshooting, not comprehensive services. All counselors are expected to advise students about general transfer information.
5. **New Business**
 - SLO Addendum: Co-chairs will bring to future meeting for group completion
 - Assessment Schedule: Review & comment for assessment coordinator
 - NUTR visit: Khoo volunteered to make presentation on reasons to see a counselor (10/15 from 11 to 5)
 - Future agenda items/guests: Microscopy, Financial Aid, ENVMT, ADN, MEDAS. All counselors asked to let Allen or Pantell know about requested agenda items by 5 p.m. each Friday
 - 11th Month for 10-11: strong possibility hours will be available January, 2011. Contract counselors wanting to work should e-mail preferences to Allen or Pantell
 - New counselor (Carlos Romero) coming on board 9/24/10; all counselors agreed to help w/ training and shadowing

Meeting adjourned at 3:00 p.m.