



## Merritt College Counseling Department

Counselor Meeting Minutes  
September 24, 2012

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

1. **Program Review** After meeting w/ Division I Dean in a.m., Pantell and Scurry led discussion about program review for both Counseling Department and COUN courses. Agreement that Pantell would coordinate review of department, McLean would coordinate review of COUN courses. Each will send out old template and individuals will respond w/ suggested changes by Friday September 28. Also discussed budget requests for COUN courses for 12-13. Pantell/Scurry will compile and submit to Dean.
2. **COUN SLO Assessment** Pantell/Scurry were informed by division dean that each course taught by department must be assessed this academic year (vs. each person teaching a course must complete an assessment). Responsibilities were determined as follows:
  - ♦ COUN 24: Allen
  - ♦ COUN 30: Zielke
  - ♦ COUN 57: Pantell
  - ♦ COUN 221: Martinez-Rodriguez
  - ♦ COUN 224: Ilarde
3. **New Business**
  - ♦ College Hour Scheduling: Scurry/Pantell informed faculty that discussion w/ VPSS resulted in agreement to schedule full-time counselors off SARS during College Hour while keeping department open to students w/ part-time counselors
  - ♦ Pantell informed faculty that those programs that appear in the 11-13 catalog supplement that haven't been approved by 4CO should not have been published (and students should not be advised toward them) until approved by 4CO. VPI has been informed and a recommendation made to revise and re-publish supplement. Pantell will send around list of those programs that meet this criteria
  - ♦ McLean and Ilarde announced two faculty receptions (for Chancellor Ortiz and President Stanley) on October 10 and 17 respectively. All counseling faculty encouraged to attend.

Meeting adjourned at 3:00 p.m.