



Merritt College Counseling Department

Counselor Meeting Minutes
October 7, 2013

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

1. **3SP Planning** Counseling faculty planned implementation of 3SP. Discussion of issues such as number of COUN 200A-B sections, instructor assignments, overall implementation strategy, etc. McLean agreed to summarize 3SP implementation ideas gathered through his participation on planning committee. Will continue planning and also look to district-wide counseling meeting for coordination w/ other PCCD college Counseling departments.
2. **PCCD Counseling Meeting Planning** Discussion and assignment of responsibilities such as food (Ilarde), supplies (Allen), note taking, facilitation, reservations, etc. Will continue in coordination w/ chairs planning w/ other PCCD chairs.
3. **Topics**
 - SLO survey completions (N=10)
 - Reviewed details of 13-14 evaluation schedule. Counselors will get dates already completed and scheduled to Pantell for master schedule.
 - Scurry reported on issues affecting Counseling from October CDCPD: class cancellation policy, add policy, S14 schedule, etc.)

Meeting adjourned at 3:00 p.m.