



Merritt College Counseling Department

Counselor Meeting Minutes
October 14, 2013

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

1. **3SP Planning** Continued planning of 3SP implementation. Tentative plan:

- offer 7 sections of COUN 200A (.5 units ea) starting January 6, 2014
- content will consist of, broadly, assessment, orientation, & (Abbreviated) SEP development
- current assessment & orientation modules will be incorporated into COUN 200A lesson plan
- counselor/instructor will have latitude to structure SEP development any way they choose, groups, individualized, combination, etc..
- possible sections: 1) EOPS cohort (Allen?); 2) student athlete cohort (Khoo?); 3) DSPS cohort (Ciddio?); 4) CalWORKS cohort (instructor TBA); 5) bi-lingual Spanish cohort (Zielke?); 6) online section (Ilarde)
- possible sections on Monday/Wednesday (AM—Ciddio? & PM—McLean?); Tuesday/Thursday (AM&PM); Friday (all day); Saturday (all day—Zielke interested); McLean possible

Next Steps: 1) Scurry will check w/ administration re: charging tuition for “mandatory” enrollment; 2) Pantell will check w/ CalWORKS; 3) Nelson w/ confirm for DSPS; 4) Allen will confirm for EOPS; 5) next meeting—need to still determine if add'l sections to be offered and if so, who will teach (and when).

2. **PCCD Counseling Meeting Planning** Continued planning for meeting October 30th in P-307 from 8:30 to 2. Scurry will take minutes from 9-10; Zielke will take minutes from 10-Noon; still need someone from Noon to 2. Chairs will meet w/ other chairs for 2nd planning meeting tomorrow and report back.

3. 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.

4. **Topics**

- Reviewed details of 13-14 evaluation schedule. Counselors will get dates already completed and scheduled to Pantell for master schedule.
- Compliments to Ilarde for an exceptionally well-organized and effective Transfer Day this morning. She mentioned the teamwork that helped pull it off and that many reps said this was this best event they'd attended.

Meeting adjourned at 3:05 p.m.