



Merritt College Counseling Department

Counselor Meeting Minutes
October 19, 2009

Meeting convened at 1:30 p.m. In attendance: Allen, Pantell, Mendez, Scurry, McLean, Zielke, Bettencourt, Ciddio, Coplan, De Coursey; Bueno, Denton, Elliott (interns).

1. **Unit Plan** Faculty reviewed and revised General Counseling unit plan; later submitted to VPSS timely.
2. **SLO Assessment** Faculty reviewed and revised SLO assessment survey, scheduled to be distributed F09.
3. **New Business**
 - Pantell read proposed Matriculation resolution composed by COA Counseling faculty and approved by their Academic Senate. Group voted unanimously to support and send to Merritt Senate.
 - Zielke and Ciddio presented feedback form to capture problems students are having when trying to create a workable schedule. Group made suggestions and when revised, will start using immediately to gather feedback for Office of Instruction.
 - Zielke announced her presentation of Centro Latino Program at Professional Development day 10/20 in Student Lounge at 2:00.
 - Allen announced On Course presentation on Friday, October 30 (time and location TBA).
 - Announcement that Office of Instruction (VP & both deans) will attend next Monday's meeting (along w/ VPSS) to discuss issues about enrollment and others items that affect students. Use form mentioned above to track problems students have and bring to meeting.
 - Agreement to invite ENGL department to future meeting to discuss number of sections, scheduling, additional basic skills classes, etc.
 - Elliott (intern) presented on visit to SFSU to hear presentations about impacted majors (Psychology, Journalism, Family and Consumer Studies). Key points: 1) students should have all major prep done by end of Fall during which they apply (not Spring before admission); 2) will be implementing "point" system as way to screen for admission, considering issues such as whether student is first generation in college, underrepresented student population, and other criteria still under development.

Next Steps:

1. Pantell will revise Unit Plan and submit timely (by 10/21/09).
2. Pantell will revise SLO assessment survey and distribute to faculty for immediate use.
3. Bettencourt will prepare secure box to hold completed SLO assessment surveys.
4. Pantell will revise Office of Instruction feedback form (re: student scheduling problems) and distribute for immediate use.
5. Elliott will prepare brief write-up of visit to SFSU for general distribution.

Meeting adjourned at 3:05 p.m.