

Merritt Counseling Department Meeting  
November 3, 2014

Meeting started at 1:05 pm.

Members Present: Ilarde, Zielke, Perez, Khoo, Scurry, Allen, McLean, Ciddio, Nelson

- I. Mental Health Counselor Memo
  - a. Allen presented copies of the draft of the memo. Suggestions included:
    - i. Emphasizing “life issues” or “making it stronger”
    - ii. Listing some of the issues (e.g., anxiety)
    - iii. Adding “crisis”
    - iv. Removing reference to CDCPD moving the full-time Mental Health Counseling position to the top of priority list; Ilarde indicated that this was done at the Academic Senate but not at CDCPD.
  - b. The draft will be signed “Counselors of Merritt College” and forwarded to the VPSS.
  
- II. Training for COUN 501 Instructors
  - a. Ilarde reported that Pantell and Ilarde were in the process of interviewing potential part-time Counselors for 3SP Counseling. Ilarde asked the group’s support in training the new Counselors (shadowing, reverse shadowing, and possibly serving as a mentor for a new Counselor)
  - b. Ilarde reported that we have the VPSS’s full support with batch enrollment, including ensuring that Admissions & Records would process the rosters/enrollment.
  - c. Discussion regarding 3SP procedure: There was some confusion regarding the process. Scurry indicated that the group voted by consensus at the previous Counseling Department meeting that we would not be providing group counseling but rather individual counseling. Ilarde asked for clarification as she was under the impression that we were doing individual counseling until such time we had 30-40 students signing up for orientation & assessment and we had staff. Scurry stated that

she made the changes to the 3SP proposal. Ilarde and Pantell will discuss further with Scurry, especially since we will have new Counseling staff and also need to address office space and logistics with the front desk.

III. Other

- a. 11-month contracts – Ilarde distributed previously approved 11-month contracts (10 days) and new contracts for the recently approved 18 days.
- b. MEDAS recap – Discussion regarding student input about the program.
- c. 3SP-funded Counselors – Ilarde reported that Counseling is submitting a proposal for 3 Counselors (funded by 3SP) to CDCPD for the faculty prioritization list. Nelson asked if DSPS needed to submit a request for part-time Counselors to CDCPD. Ilarde responded that DSPS needed to submit that proposal to the VPSS.
- d. Student Equity Plan – Ilarde reported that the VPSS sent an email asking Merritt faculty for input on the Student Equity Plan no later than Wednesday, 11/5. Ilarde emphasized that if after reviewing the plan, the individual did not need to add anything, the Counselor can still respond to the VPSS to indicate he/she did not have any further input.
- e. Zielke reported that the buses for the SFSU Transfer Day have been filled to capacity.

Meeting adjourned at 2:32 pm.