



Merritt College Counseling Department

Counselor Meeting Minutes
November 14, 2011

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

1. **Orientation** General discussion about participation from Counseling Department in campus-wide orientation. Ilarde and Khoo offered results of their work as part of the Title III Implementation Team. Scurry offered her thoughts from her role as Matriculation Counselor. Agreement that Counseling should definitely have input in overall orientation and discussion of options such as:
 - .Adding content to existing PowerPoint presentation
 - .Shooting small video clips about varying content items and embedding clips in PowerPoint
 - .Having counselors attend orientation and make in-person presentation
 - .Contracting out to video production firm to make formal, professional presentation
2. **New Business**
 - .Discussion about recent publicity throughout district about re-deploying instructional and non-instructional faculty. Consensus that the department needs to affirm the need not only to maintain existing counseling faculty but to add at least 2 additional counselors (as supported by CDCPD in November 2011 meeting).
 - .Scurry announced that district has begun scanning transcripts into W drive. Check there to see if transcripts have been scanned when working w/ students.
 - .Department acknowledged and congratulated Khoo on recommendation by her TRC for tenure.

Meeting adjourned at 3:00 p.m.