



Merritt College Counseling Department

Counselor Meeting Minutes
November 18, 2013

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

1. **3SP Planning** Continued planning of 3SP implementation. Updates:

- Scurry got final dates/times/days from counselors for sections of COUN 200A (McLean to provide dates later today). Pantell reported on spreadsheet on GoogleDocs to record enrollees.
- Ilarde/McLean to create text for marketing flyer and send to Scurry
- Pantell to send out e-mail to all counselors reminding them to be sure to enter/update Reason Codes after meeting w/ student (and to use SEP- Initial for "Abbreviated SEP" and SEP-Update for "Comprehensive SEP" according to new 3SP guidelines).

2. **PAnnual Program Review** Pantell/Scurry reported requirements from CDCPD & Administration. Reviewed last copy and provided updates. All counselors to provide final input to Pantell by close of business Tuesday, November 19. Pantell will then compile & submit.

3. **Topics**

- Review of evaluation schedule. McLean and Allen gave some dates & will submit to Pantell remaining dates.
- Review request from Jennifer Yates to visit classes for student survey. Pantell reported he'd done so; McLean said he'd follow up as well.
- Review SLO assessment of COUN courses in TaskStream. Inform about requirement to assess at least one section of each class offered.
- McLean announced proposed training for counselors of Academic Advising module in PeopleSoft. Will schedule dates w/ district.

Meeting adjourned at 3:00 p.m.