



Merritt College Counseling Department

Counselor Meeting Minutes
November 20, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Allen, Blackwell, Shriver, Scurry, Westbrook (intern). Guest: Cheryl Davis, Assessment Coordinator

1. **Student Retention Program** Scurry and Davis reported on status of program being proposed to address student retention. Proposal based on program currently in place at Skyline CC, focusing on student success classes or workshops, counseling services allocated specifically for at-risk students, and mid-semester progress reports. Davis also commented on her positive experience w/ the Coastline basic skills program.
2. **Ed Plan & Action Plan Review** Continued review from last meeting. As attempts were made to identify, clarify, and develop Student Learning Outcomes and action plans for 07-08, it became clear that dedicated work sessions were needed to create uniform plans for the department. As a result, two working sessions were scheduled for 12/5 and 12/12/06. Counselors agreed to work on action plans for individual units and bring them to the working sessions for development of action plans for the entire department.
3. **R Building Move** Brief update on status of move. Everyone notified about importance of packing and labeling office contents for movers.

Meeting adjourned at 3:00 p.m.