



Merritt College Counseling Department

Counselor Meeting Minutes
March 19, 2012

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

1. **Online Probation Review** Re-reviewed draft materials (student handout, web site, etc.) in prep for launch of program. Final documents to be distributed at district counseling meeting 3/28. Also reviewed department procedure for processing students. prepared by district committee.

2. **New Business**

- Allen presented on faculty participation on shared governance committees (report back from CDCPD). Distinguished shared governance committees from departmental or student services committees.
- Review progress on department SLO survey. Now at 92—need 8 more to reach goal for term.
- Discussion about 12-13 department chairs. Allen will not run again. Pantell considering. Renewed agreement about everyone taking a turn and trying to stagger elections to avoid two new co-chairs in one semester. Scurry considering. Ilarde and Khoo may also consider running. Nominations/elections in April.
- McLean reported on: 1) possibility of renewed funding for M.A.P.; 2) Faculty Senate: extensive discussion about status of ESL on campus and report of 3 current openings—counselors urged to consider running; 3) District Education Committee addressing Student Success Task Force. Current task force is McLean, Audrey Trotter, Ann Elliott, and VPSS.
- Khoo asked about advising current (not prospective) Nursing students about need for 2 English and 1 Humanities course. At least one student said s/he was mis-advised and unaware of need. Scurry reported several students who were also confused about requirement. Agreement to make a point of talking w/ colleagues whenever possible to ensure everyone accurately informed about requirements.

Next Steps

- Pantell will get Online Probation student handout copied.
- Allen will try to get list of faculty representation on current shared governance committees.

Meeting adjourned at 3:05 p.m.