



Merritt College Counseling Department

Counselor Meeting Minutes February 26, 2007

Meeting convened at 1:30 p.m. In attendance: Scurry, Zielke, Shriver, Blackwell, Pantell, DeCoursey, LeBlanc (intern). Guest: David Morales

1. **Counseling Department Chair** Discussed elections and terms. Zielke announced her term expires end of S07. Agreement on two year terms, with co-chairs and alternating first years (i.e. one co-chair elected one year and second co-chair elected next year, so both not new at same time). Also agreed to hold elections early in Spring to allow incoming co-chair to train w/ outgoing for duration of semester.
2. **Hourly Counselor Evaluations** Discussed recently approved procedures and forms. Will be starting evaluations S07. Agreement by all full-time counselors in attendance to participate on evaluation committees. Contract calls for new hires to be evaluated first, followed by graduates of Diversity Internship Program, Long-term Subs, and then other faculty by seniority. Will be finalizing committees and procedures shortly.
3. **COUN Classes** Discussion about assignment of COUN classes. Agreement that co-chairs will consult w/ department and Office of Instruction about which courses and number of sections to offer. Once determined, courses will first be offered to full-time faculty and then hourly faculty. Agreement that no one "owns" a course or a time that it's offered. May need to discuss rotation or other methods of assigning courses in future if more than one faculty member wants to teach a course.
4. **Discussion with David Morales** Morales appeared in role as chair of College Council to discuss relationship between instructional and counseling faculty, specifically around strengthening connections w/ students. Morales said perception among many instructional faculty is that many students don't know where Counseling Department is located and the services offered. Morales suggested that counselors be more "visible" by being on campus more. Counselors reported on the many ways we are already trying to connect w/ students: Transfer Day (w/ student panel), consistent representation by counselors at faculty reception, taking time in tenure review observations to make brief presentation on counseling services, attending department meetings to inform instructional faculty about counseling services so information can be passed to students in their classes, announcing at CDC key dates and deadlines, campus-wide e-mails informing instructional faculty of issues important to students to be passed along, "Don't Cancel That Class" program in which instructional faculty can have a counselor take their class instead of cancelling or getting a sub, etc. Agreement that counseling faculty will continue to look for ways to connect w/ instructional faculty and students. Agreed counselors would obtain e-mail list that contains addresses of faculty who don't use peralta.edu and also continue notifying instructional faculty, through representation on CDCPD of key issues for students as well as availability of counselors and counseling services.
5. **New Business**
 - Ensuring Transfer Success Counselor conference is May 8, 2007 in Foster City
 - UC Counselor Conference is September 8 in Santa Cruz

Meeting adjourned at 3:00 p.m.