



Merritt College Counseling Department

Counselor Meeting Minutes
September 26, 2011

Meeting convened at 1:30 p.m. In attendance: McLean, Scurry, Ilarde, Allen, Pantell, Zielke, Khoo, Cardenas, Perez (intern).

1. **Annual Program Update** Allen led discussion of APU. Agreement to create single update to cover both Counseling Department and COUN courses. Tasks assigned throughout group w/ agreement to get info to Pantell by mid-day Thursday, 9/29, who will assemble into single document by 9/30 deadline.
2. **Prerequisite Clearance Form** Discussion of forms and procedures for clearing prereqs w/out having student face to face. Reviewed forms currently in use by BCC & Laney. Agreed that department will offer 2 options for students to have prereq cleared: f2f (drop-in or appointment) or by dropping off completed form and supporting documentation. Cardenas agreed to develop draft form and send to counseling faculty for review before finalizing.
3. **New Business**
 - Pantell reported Cardenas falls under PFT guidelines for all new counseling faculty to be evaluated in first year (even though grant-funded). Pantell will seek guidance from PFT about proper observation form for career counselor (vs. one currently in use for general counselors). Zielke agreed to chair Cardenas' evaluation committee.
 - Zielke reported on "fishbowl" meeting w/ VPI and others to continue coordinating Central Latino program and outreach
 - Ilarde reminded about Transfer Day October 20th (10 a.m.- 1 p.m.) and got agreement from faculty to help out
 - Ilarde reported on status of UC TAGs. Deadline September 30th. Some complications w/ students who attend multiple PCCD campuses. See Ilarde for any questions.

Meeting adjourned at 3:00 p.m.