



Merritt College Counseling Department

Counselor Meeting Minutes
January 29, 2007

Meeting convened at 1:30 p.m. In attendance: Allen, Blackwell, Scurry, Zielke, MacEwan, Rosario, LeBlanc (intern).

1. **Review of Peak Registration** Having probation/dismissal procedure in writing was helpful since the procedure seems to change each semester. Most of the front desk staff at General Counseling seems to exhibit unprofessional behavior at times. Having a mandatory meeting with them to discuss peak registration positives and negatives would be helpful. Blackwell agreed to convene meeting and took notes on issues to discuss w/ staff.
2. **Hourly Counselor Training Needs** Agreement that training is ongoing need for all counselors, contract or hourly. Reviewed input received already by e-mail. Suggestion to increase number of things available from Transfer Center, including forms, through link on Counselor web site. Blackwell agreed to send e-mail to all counselors encouraging contact w/ full-time counselors for any questions.
3. **Transfer Report** Blackwell will try to have future transfer reports typed prior to meeting. New CSUEB rep is Norris Cooper. He will provide the dates that he will be at Merritt shortly. SFSU will be at Merritt 2/21, 3/22, 4/17 from 9-12. SJSU will come to Merritt one time this semester--date TBA. CSUEB is still accepting applications for the Spring Quarter which begins in March. Transfer student panel will be in April.
4. **New Business**
 - Tentative SARS training dates in April are 9th & 11th
 - Agreement to keep listing of area-based majors (Social and Behavioral Science, Liberal Arts, etc.) the way they are currently in catalog (listing individual courses instead of a generic statement to take any course in a specific GE area). Felt to be clearer for students that way.
 - Zielke reported that 106 new slots have been added to the permit-to-apply workshops.
 - Allen's COUN 24 class is required to obtain SEPs on the new SEP form, **not** on the old one. Some students in the past have been told by counselors that they would not use the new form. Allen will clarify in an e-mail to all counselors.

Meeting adjourned at 3:00 p.m.