

## **Counselors' Meeting**

**Date: 02-01-10**

### **Agenda**

#### **Announcements:**

- Transfer Center: Tanya informed us that the CSU representatives will not be available on our campus this semester. The only school that will come is CSUEB. If we have students with questions about SFSU we can refer the student to email Collette Cowan at [cdc@sfsu.edu](mailto:cdc@sfsu.edu)
- Centro Latino: Marty informed us that two Centro Latino part time counselors are no longer working at Merritt. Elizabeth Bettencourt obtained a full time job at Las Positas College and Sandra Mendez is working 20 hrs/week as an adjunct at BCC. Laura and Gabi are still around. Laura is covering Mandela High School, Fruitvale and Grupo Maya. Laura is working only 4 hrs/week and will focus on the campus population. The Center will work closely with the BSI counselor Gabriel Martinez to outreach to the basic skills population.

#### **Enrollment/Triage/Class Cancellations:**

- All counselors had mostly positive feedback to offer about this new approach. Except for the first day, we all thought the waiting times for students were not too long. We are all aware the first day was a learning time for all of us. We discussed how some counselors walked the line asking specific questions to re-direct anyone who should be in a different line, or providing them with add slips or other forms so they would not have to stand there any longer. We think that two counselors are needed to handle the line when students are coming out from assessment, then we can go back to one. We also thought the assessment coordinator could benefit from having a student assistant to help him direct people to and from assessment. A few continuing students complained about having to wait, but counselors handled the complaints in different, but successful manners. All counselors agreed that we need a better ergonomic setting.

#### **Vice President of Student Services:**

- Dr. Gravenberg congratulated counselors on the creativity and organization with which they had met the challenges created by the reduction in staff.
- He informed us as well that there is a consultant on campus, Mr. Drue Brown, who is an agricultural technologist interested in creating an internship on green technology, utilizing our Farmers Market as a platform. Dr. G believes students could greatly benefit from this experience.

#### **Instruction related matters:**

- We discussed the need of having someone from instruction we can contact for issues of classroom changes, last minute cancellations (need to be updated right away on Passport), and someone the students can talk to about courses we are not offering, for example, we have a business program (several certificates and AAs), but we are not offering Bus 1B which is a class required by several of the degrees.