



Merritt College Counseling Department

Counselor Meeting Minutes
February 11, 2003

Meeting convened at 10:00 a.m. In attendance: Blackwell, Zielke, McLean, Shriver, Pantell, Wong, Allen, DeCoursey, Scurry, Yvonne Lawrence, Debra Jacks.

- 1. High School Concurrent Enrollment** Shriver distributed copies of the 2/10/03 memo from VP Ferro documenting current policy. In ensuing discussion, it was agreed that an apparent discrepancy between disallowing remedial courses (courses at a lower level than English 201A and/or Math 201) and disallowing courses offered at a high school didn't exist. For example, if a student assessed into Math 201 (Elementary Algebra) but had taken Elementary Algebra in high school, this is not an example of "taking a course offered at a high school" since ours is college-level algebra and not high school-level algebra (thus, not the same course).
- 2. Counselor Board Presentation** Blackwell reported on 2/10/03 meeting at Laney to plan 3/11/03 presentation by counselors to Board. **All counselors are strongly urged to attend.** To help w/ planning, all counselors are asked to submit to Blackwell 1) those duties they feel are most important for the Board to know we do; 2) examples of challenging/complex/difficult issues that have arisen when working w/ a student; 3) suggestions for an instructor who would deliver an effective testimonial; and 4) suggestions for a student who would deliver an effective testimonial. Next meeting is at Laney, Room T-350, on 2/18/03 from 1 p.m. to 3 p.m.
- 3. Articulation Report** Pantell distributed list of courses added to UC Berkeley L&S Essential Skills and 7-Course Breadth. Also reported that VP Ferro had authorized payment of registration fee for all counselors (except part-timers scheduled to work that day) to attend the ETS Counselor Conference 4/22/03. Those wanting to attend must RSVP to Pantell by the end of the day Friday, 2/14/03.
- 4. Other Business** DeCoursey encouraged all counselors to participate in the evaluation of Dr. Wesley (forms available from DeCoursey and must be completed and returned to Norbert Bischof by 3 p.m. Wednesday, 2/12/03).

Meeting adjourned at 11:05 a.m.