



## Merritt College Counseling Department

Counselor Meeting Minutes  
February 14, 2005

Meeting convened at 1:30 p.m. In attendance: Zielke, Wong, Blackwell, Allen, Scurry, Taylor, DeCoursey, Pantell, Crutchfield, Cannady, Datz MacEwan (intern). Guests: Tamica Ward & Susana de la Torre from PCCD A&R.

- 1. PCCD A&R Issues** Ward & de la Torre covered 3 topics: 1) Deadline dates for degree petitions are to be considered firm (3/11/05 for S05). Will accept petitions after deadline but can't guarantee they'll be processed in time. If can't be done in time, will roll them over to be processed in next term although actual completion date will be shown on transcript. Example: student files late for S05 degree but can't be processed in time for S05. Will process in SU05 and will receive diploma after that but will show degree awarded S05 on transcript. Also, if denied, student must reapply after deficiencies made up. 2) [www.accjc.org](http://www.accjc.org) is site for listing of all accredited community colleges. [www.nca.umich.edu/regional\\_accrediting\\_associations.html](http://www.nca.umich.edu/regional_accrediting_associations.html) is site for other acceptable accrediting associations. 3) Procedure for degree petitions denied. A&R will pull transcript and call/e-mail counselor to discuss issues. Denial letter will not go out to student until issues discussed and agreed upon. All letters (approved, pending, denied) go out about 1 month after deadline. Those applying for Spring degree and who are taking <6 units in the summer can petition to walk (not graduate) from student services administrator (VP or Dean).
- 2. Nutrition & Dietetics** Scurry reported on requirements for certificates & degrees in NUTR. Best method is to consult p. 32-37 of 03-05 catalog supplement for requirements. Also, refer students to department to clarify any questions.
- 3. Articulation** Pantell gave artic report (see artic notes of this date).
- 4. New Business**
  - Mills College Counselor Breakfast 2/25/05 from 10 a.m. to 1: p.m. RSVP to Debbie Woods at [dwoods@mills.edu](mailto:dwoods@mills.edu)
  - Discussion about possibility of waiving/modifying math general ed requirement for AA/AS degree and for 4-year schools. DeCoursey to compile information for Pantell who will forward to all.
  - Debra Jacks has sign-up sheet outside her office for students who want one-on-one assessments. Add'l group assessments may also be offered.
  - Ensuring Transfer Success is 4/7/05 in Foster City. Pantell has money to sponsor registration but must RSVP to him no later than 2/21/05.

Meeting adjourned at 3:05 p.m.