



Merritt College Counseling Department

Counselor Meeting Minutes
March 5, 2007

Meeting convened at 1:30 p.m. In attendance: Scurry, Zielke, Shriver, Blackwell, Pantell, DeCoursey, Tissot, Allen. Guest: Shannon Leonardini and Cynthia Mallory from University of Phoenix.

1. **University of Phoenix** Presentation about programs and requirements. Currently offering several Bachelor's and Master's degrees at Bay Area learning centers. Courses are 5 (Bachelor's) or 6 (Master's) weeks long--first and last class meet on site and rest are online. Can transfer in between 55 & 72 semester units, depending on program. Need high school diploma or GED for entry into Bachelor's. Cost is \$400 per unit plus \$75 book fee per class. See catalog for programs and financial aid information.
2. **Hourly Counselor In-service Agenda** Reviewed and made suggestions about proposed agenda as prepared by committee developing in-service. Committee meets again 3/12/07. Dates of in-services Thursday, 4/26/07 (9 to Noon at Laney); Saturday, 4/28 (10 to 1 at BCC); and Wednesday, 5/9/07 (6 to 9 p.m. at Merritt). Committee currently feels that it's best for in-service facilitators to be the same for all 3 to provide uniformity of information. Volunteers for facilitation are being requested from all colleges.
3. **Invitation for Instructional Faculty** Following brainstorming session about ways to strengthen connections w/ instructional faculty to have greater contact w/ students, reviewed first draft of invitation to be distributed to all instructional faculty through dept. chairs. Allen and Blackwell will compose introductory paragraph to be added to invitation. Zielke and Pantell will present to chairs at CDCPD.
4. **Dismissal Policy** VPSS Jordan-Cox asked for input from counseling faculty about signature authority for dismissals. All VPSSs are reviewing current policy (which calls for VPSS signature on petition for reinstatement) to develop uniformity between all colleges. Discussion about several options. Group felt that, regardless of options, if counselors are able to sign for either probation or dismissal, all counselors should be included, not just contract (vs. hourly).
5. **New Business**
 - Discussed developing FAQs as handouts for opening of R Building
 - Discussed setting up and maintaining Counseling Department Policy and Procedure Manual. May consider developing committee to keep manuals maintained once set up.

Meeting adjourned at 3:00 p.m.