



## Merritt College Counseling Department

Counselor Meeting Minutes  
March 10, 2008

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Scurry, Coplan, Allen, McLean, Mendez, Ciddio, De Coursey, Khoo.

1. **PCCD Counseling Meeting Follow-up** Discussed 3/6/08 district-wide counseling meeting. Brief review of Probation/Dismissal guidelines currently under revision. Ciddio volunteered to represent Merritt on the the district-wide committee addressing these procedures. Also discussed next district-wide counseling meeting, which Merritt will be hosting, probably in Fall 2008. Began discussions about possible agenda items, including presentations from each college about signature programs.
2. **Counseling Department Chair Elections** Pantell informed group that elections are now open and will close at 5 p.m. on Friday, March 21. Completed ballots should be turned in to Dean Powell.
3. **New Business**
  - Outreach. Discussion about request for outreach contact from Oakland Tech. Allen volunteered to respond. Led to broader discussion about outreach efforts, including what to address when visiting a high school and what handouts to offer. McLean mentioned topics such as signature programs, validating CCCs as a true “college” experience leading to transfer, campus services, financial aid, and open access. Zielke reported she has a PowerPoint that she volunteered to share. Pantell mentioned a checklist he’d developed in consultation with other counselors. McLean said he’d try to create a “cheat sheet” and all agreed to share what they had. Khoo also agreed to help w/ outreach efforts whenever possible.
  - Passport training and floor operations. Discussed upcoming Passport training and switchover to new system 4/4/08. Concern about logistics: who is going to help student w/ online (exclusively) registration? Where? Will needed equipment (computers etc.) be available? Led to further discussion about problems managing the floor in the Career/Transfer Center (students interrupting counselors who are seeing students, lack of serviceable equipment, disgruntled students, etc.). Also discussed difficulty getting needed materials such as catalogs from other PCCD colleges, outreach brochures, etc. Agreement to invite VPSS and Dean to next meeting to discuss.
  - BIOL 18 & 19 at COA. Pantell reported that COA is adopting BIOL 2 & 4 and will stop offering BIOL 18 & 19 effective F08.
  - Future agenda items. In response to Pantell’s question about future meeting topics, Scurry reminded about past survey as well as new feature, “Stoopid Questions.” Pantell agreed to compile topics into master list and send out to group for preferences.
  - Pantell circulated: 1) article on finding work in the gaming industry; 2) “Fast Facts 2008” from Community College League of CA; 3) Health Professions Education Foundation, offering scholarships and grants for health-related training programs. Anyone interested should contact Pantell for copy.

Meeting adjourned at 3:05 p.m.