



Merritt College Counseling Department

Counselor Meeting Minutes
March 17, 2008

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

1. Meeting w/ the VP & Dean Discussed the following issues:

- Passport Training and Launch Q&A will be posted on website to address ongoing issues. All applications will online only through CCC Apply. Computer banks will be set up in A&R, by Financial Aid counter, and perhaps in Career and Transfer Center and Assessment Center depending on student need. A&R staff, along w/ trained Student Ambassadors will help students w/ application process. Students will receive new Student ID about 30 minutes after registering at their new Peralta e-mail account. CCC Apply will be web-based, available to students off campus as well as on.
- Career and Transfer Center Logistics Finalists for classified position are w/ Dean now. Expects to have a hiring decision w/in next 2-3 weeks and person starting before end of semester. Once on board, classified person will direct traffic, respond to student inquiries (Dean also mentioned that coin boxes are now installed in copy machines in Student Activities area), and be responsible for reception at front counter. Suggestion to supplement classified person with student worker to share responsibilities—Dean agreed and will implement. Dean also reported second classified position inside Counseling Center to be filled in next 2-3 weeks as well.
- Welcome Center VP said plans are to have Welcome Center. Where to be located, including possible repositioning of Student Services units, under discussion.
- Heating/AC Dean asked about problems and asked all faculty to report any building related issues since we're still "under warranty".
- Phone & Equipment Need phone in Khoo's office and in hourly counseling office. Dean/VP committed to equip all counseling offices asap.
- Reement to try during next peak keeping mostly drop-ins and designate a "probation/dismissal" drop-in counselor (being sure to rotate to avoid imbalance).

2. Transfer Center Report Ilarde reported on UC Admissions Panel 4/10/08 from 12:30-2 in Student Lounge. Asks to spread the word for good turnout, prompting reps to return in future. Also reported on Transfer Admission Program (TAP) at UC Berkeley. Refer all students to Ilarde for processing. Also discussed GE Certification process, eventually agreeing that all counselors helping student w/ petitions should note on SARS Notepad to avoid duplication by other counselors.

3. New Business

- After student has been readmitted from dismissal and registered in agreed-upon classes, A&R will put hold back on; called MENR for "Monitored Enrollment".
- RADSC department will be sending students currently in the program to counselors w/ forms requesting validation that they have completed all their GE; needed for RADSC accreditation audit ensuring that students seeing counselors regularly. Agreement w/ RADSC that they will attach to form the initial workup by counselor or evaluator done at time student admitted to program. Counselors will review initial work and confirm or amend when completing form.
- Discussed A&R's agreement to accept late petitions w/out promise to complete in time for graduation. Request to not publicize widely to students but handle on case-by-case basis.
- Students who are completing 3-6 units of degree/certificate requirements in summer may participate in graduation in May. E-mail names of students to Linda Sanchez to go on list.

Meeting adjourned at 3:05 p.m.