



Merritt College Counseling Department

Counselor Meeting Minutes
March 19, 2007

Meeting convened at 1:30 p.m. In attendance: Zielke, Wong, Ciddio, MacEwan, Pantell, Shriver, Allen, DeCoursey, Blackwell, LeBlanc (intern). Guests: Kandy Simmons, President and Crystal Beverly, admissions representative from DeVry University; Cheryl Davis, Merritt College Assessment Coordinator.

1. **DeVry University**: Simmons and Beverly presented on background and programs. Best for very structured, focused students; little flexibility in scheduling and progress. Strong emphasis on Business and Engineering. Extremely diverse student body and faculty. See web site (new page on Counselor web site) for more info.
2. **Assessment and Orientation** Davis reported on plans to implement “assessment around the clock” w/ ongoing, extended hours starting F07. After discussion, agreement by all counselors to be more consistent about not seeing new students for registration advising unless they can show evidence of having completed BOTH assessment and orientation. If assessment waived or not necessary (no ENGL or MATH, or opting out), must still steer student to complete orientation before schedule planning or SEP development. Davis also presented a script excerpt from the electronic orientation (attached) and asked for feedback from all counselors by end of April, 2007.
3. **Transfer** Blackwell reported on UC Berkeley College of Natural Resources (& new major: Society and the Environment). Much smaller college than L&S (-18K vs. -1K) & less competitive for entry. Also reported on 4-year school rep visits (see web site for dates), Transfer Student Panel on 4/24, and “mini Transfer Day” on 4/17 w/ SJSU, SFSU, CSU EB, UCB, & 2 independents.
4. **Hourly Counselor Evaluations** Discussed and made arrangements to complete 1/6 of most recent hires (approx 3 counselors) by end of S07. Agreement that 3 committees would consist of Blackwell/Pantell (Saturdays), Shriver/Wong (Tuesdays), and Allen/Scurry (Wednesdays). Pantell will distribute forms and all agreed to continue talking to plan and communicate evaluation process.
5. **Counseling Department Guidelines** Pantell distributed first draft of guidelines. All agreed to review and comment on content and scope as part of ongoing development.
6. **New Business**
 - VPSS Jordan-Cox brief visit to announce move to R Building delayed by about a week. Will be notifying all as details unfold.
 - Agreed on add'l SARS training days of 4/18, 4/19, 4/25, & 5/2

Meeting adjourned at 3:15 p.m.