



Merritt College Counseling Department

Counselor Meeting Minutes
March 31, 2008

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

1. **Passport Update** Discussed ongoing training for Passport ahead of launch on 4/4/08. Alerted counselors to e-mail notifying them of password and username for practice in “sandbox.” With username and password, can go to <<http://uweb1.ad.peralta.edu:8001/HRTRN/signon.html>>.
2. **Transfer Report** Ilarde reminded all about UC Admissions Panel 4/10/08 from 12:30 to 2. UCSC & UCSD reps will be here between 9-12 to see students (no signups yet; please encourage students to sign up). Also working on getting a visit from UC Berkeley Black Student Recruitment group.
3. **New Business**
 - Reviewed “Stoopid Question” re: extension courses (specifically from CSU EB and in general). Pantell handed out e-mail w/ district policy. Can accept extension courses if 1) from accredited institution and, 2) if lower division.
 - Discussed “Good Idea” to have “cheat sheet” of information about different allied health programs (specifically CNA, LVN, RN but also others). Decided to prepare several cheat sheets, starting w/ nursing-related and then see about others. Agreed that Pantell will create template then send to Zielke, Ciddio, & Ilarde for input and distribution.
 - Department Chair elections closed 3/21/08. Pantell spoke w/ Dean Powell today to ask the ballot counting process begin.
 - Discussion about M08 & F08 schedules. Pantell agreed to talk w/ Dean and/or VP to see about getting hard copies and also make photocopies if needed. (UPDATE: Pantell talked w/ VP Hoyos after meeting and learned schedules are at Merritt loading dock and that arrangements will be made to get them to counselors asap).

Meeting adjourned at 2:45 p.m.