



Merritt College Counseling Department

Counselor Meeting Minutes
April 14, 2008

Meeting convened at 1:30 p.m. In attendance: Zielke, McLean, Ilarde, Coplan, Pantell, Ciddio, Khoo, Scurry, Mendez (intern). Guest: Alice Freeman, Financial Aid

I. Financial Aid Freeman discussed the following points:

- The “new” form requesting “Transcript Evaluation” was designed so Financial Aid can determine if student has exceeded the Federal 90-unit maximum to qualify for aid. We are to review any transcripts OUTSIDE PCCD to see which courses apply toward student’s goal (which may or may not be a “major”). If student planning to transfer and “major” is something at the 4-year school that we don’t offer, use best guess(& ASSIST) about which of our courses might apply. Also discussed add’l revisions to form to clarify its use for counselors. Freeman will revise before further use.
- Some students have provided financial aid with an application that contains information they didn’t list, saying “My counselor put that on there.” Regardless of who says what, it’s clear and important that counselors DO NOT complete the app for the student (“assisting” is one thing; “completing” is another). App is an official document; student must take responsibility & complete it themselves.
- When students tell us “Financial Aid says I need a letter”, it’s not true. The information fin aid needs is on the SEP; student should be informed about this—a letter isn’t needed or wanted.
- Fin Aid posts on the top of their counter the date range for each semester (excluding summer) that they are accepting petitions. Students should be advised about these dates to avoid last minute submissions.
- , 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. Passport Check-in Discussed some bugs during first part of launch: 1) system won’t let you repeat a course for which grade of D or F was rec’d; 2) system won’t let you drop a course for S08. Zielke reported that A&R confirmed this and said they are the only ones who can complete these until system is fully operational. Scurry and Pantell also discussed “superuser” process and asked people to send their questions and concerns by e/m or v/m and we’ll respond.

3. Transfer Report Ilarde reported on recent UC Admissions panel. Very successful for our size college. Students asked good questions and college reps were pleased w/ turnout. Ilarde also reported on add’l dates of college rep visits—to be posted on web site. UC Davis is starting to let students know about admit decisions for F08; be prepared for student inquiries.

4. New Business

- Zielke reported that VP Hoyos had approved reimbursement for \$85 ETS conference fee. See Linda Sanchez to process requisitions.
- Ciddio reported on hours she’s available for career counseling: Mondays at 9:30, 10:00, 3:00 & 3:30. Cliff Flamer also available for career counseling Wednesdays from 11 to 4.
- Ilarde reported on difference between LVN & RN: LVN can’t make health assessments; 2) both can start IVs and complete transfusions but LVNs can’t mix meds w/ blood.
- McLean raised importance of having a central point of contact for outreach inquiries and activities. Now that Debra Jacks has returned, questions and concerns should be referred to her.
- Ciddio reported that she attended the most recent meeting of the PCCD Probation/Dismissal task force as Merritt rep. Information should be forthcoming soon.

Meeting adjourned at 2:55 p.m.