



Merritt College Counseling Department

Counselor Meeting Minutes
April 16, 2007

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Shriver, Scurry, Allen, DeCoursey, Blackwell, MacEwan. Guests: Lianne Scott, College Representative from Fashion Institute of Design & merchandising (FIDM); Carmen Jordan-Cox, VPSS; Anthony Powell, Dean; Cheryl Davis, Assessment Coordinator; Regina Davis, Student Services Assistant.

1. **FIDM** Scott presented on programs, majors, admissions, and financial aid. Offer 2year AA degrees, 1 year Professional Designation programs, and B.S. in Business Management w/ emphasis on entrepreneurship. Programs geared toward fashion, beauty, apparel, textile, footwear, visual communication, product development, interior design, costume design, and graphic arts. Admissions similar to job interview: interviewed by rep who must then nominate candidates for admission. Strong career development emphasis (lifetime for graduates) w/ placement rates of 90-94% w/in 6 months of graduation.

2. **Counseling Department Operations** VP & Dean discussed w/ counselors and staff operations in new building. Group agreed on the following:

- All student workers will report to Regina Davis.
- Classified staff and student workers will no longer print transcripts, schedules, assessment scores, or other documents at the front counter. If students request these documents, they can be referred to Admission & Records, the library, or their own computers for printing.
- All drop-ins are to be 5-10 minutes, 15 minutes maximum, and that classified staff or student workers will notify any counselor by phone or by knocking on the office door that 15 minutes have elapsed and that other students are waiting for drop-in appointments.
- Counseling Department will develop lock-up policy for Area 109. Must take into account people who may be working late but who must vacate the building if it is to be locked.

3. **New Business**

- Grand opening of R Building is Wednesday, May 9, from 1:30-3:30. Those who wish to help plan and prepare should contact VP Jordan-Cox.
- Blackwell reported that SFSU, SJSU, CSU EB, and UC Berkeley reps will be here 4/19.

Meeting adjourned at 3:05 p.m.