



Merritt College Counseling Department

Counselor Meeting Minutes
April 30, 2007

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Scurry, Allen, DeCoursey, Blackwell, MacEwan, Ciddio.

1. **Probation/Dismissal Policy Update:** Reviewed policy and procedures discussed at district-wide Counselor training.

2. **Transfer Report** Blackwell reported on last week's transfer student panel. Panel had 2 students from UC Berkeley and 1 each from CSU EB and SFSU. 4 classes attended. Good Q&A and general sharing of vital transfer information. May (and December) is month for Concurrent Enrollment (last months of semesters). No more 4-year school rep visits scheduled for rest of S07.

3. **New Business**

- Reviewed district-wide counselor training. Merritt well-represented by attendees and facilitators. Agreed to keep materials and agenda as template for counselor training at Merritt.
- Discussed standing Counselor Manual Committee. Agreed it should have at least 2 members who will serve 2-year terms. MacEwan and Ciddio volunteered for 07-08 through 08-09. Will assemble enough manuals for all full-time counselors and one for each part-time office. Committee will maintain the manuals in each part-time counselor office; full-time counselors can maintain their own manuals.
- Brief discussion about 11 month contract for 07-08. Pantell will distribute calendars when received.
- Discussed dates and schedule for SARS training.
- Discussion about 07-08 Counseling Department Co-chairs. Elections completed and Dean Powell will count ballots w/ PFT rep. Blackwell, who was running, may be on sabbatical S08. If elected, and if approved for sabbatical, department will discuss how to handle her term of office.
- Discussion of membership on Academic Senate. MacEwan re-elected for 07-08. Blackwell has one year remaining on term. Attendance by counselors on Senate considered important to keep Counseling's voice and presence.
- Blackwell announced that CIS Department will be offering one additional session of Credit by Exam for CIS 205 on Tuesday, 5/8/07 at 1:00 p.m. in D-178. See guidelines posted on Counselor Web Site for required materials and content of exam.

Meeting adjourned at 3:10 p.m.