



Merritt College Counseling Department

Counselor Meeting Minutes
May 5, 2008

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

- 1. Part-time Counselor Evaluations** Progress check. McClean has the two he's chairing almost completed. Scurry was given student eval summaries and reported that the two she's chairing are done except for administrative evals. Zielke reported that the one she's chairing is almost completed. Tissot and Wong were not present to report on the one they're chairing.
 - 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.
- 2. CCC Transfer Website** Scurry reported on transfer website funded by CCCCO grant. Very useful, especially a grid of CCC English and Math equivalencies to help w/ evaluating transcripts. URL is <http://www.cacctcw>
- 3. SMC African American Outreach** McLean reported on second trip to Santa Monica College to observe their outreach efforts into the African-American community. Indicated he felt Merritt might be able to do something similar.

Meeting adjourned at 2:30 p.m.