



Merritt College Counseling Department

Counselor Meeting Minutes
September 11, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Blackwell, Pantell, Scurry, Allen, Westbrook (intern).

1. **Counseling Dept. Meetings** Discussion of attendance by hourly counselors at meeting. Decision to keep current policy: the meeting is considered on the clock; any hourly counselor (who is scheduled to work during the time of the meeting) is welcome and encouraged to attend as long as there is at least 1 counselor on the floor for drop-ins; those on the floor at the time of the meeting can decide amongst themselves who attends (may want to set up a rotation); a counselor scheduled for an appointment during the meeting is expected to keep that appointment; appointment time is not to be blocked off to attend the meeting; all counselors not scheduled to work that day are welcome and encouraged to attend. Also discussed guests at meetings, particularly reps from instruction. Guests are always welcome--we want to continue to build alliances w/ instruction--but agreed: 1 guest per meeting; guests are first on agenda at 1:30; time limit of 15-20 minutes, max (if need more time, can invite back).
2. **Peak Registration De-brief** Consensus is that it went well: smooth, well-staffed, less crowded (even on 1st day of school), more even pace and flow of students. Lots of Academic Success Contracts--good to be attending to these students. COUN 24 classes are fuller, probably due to probation/dismissal.
3. **Probation/Dismissal Policy** Discussed balancing need to enforce policy and set limits w/ CCC culture and mandate of open access--fine line to walk. Allen led discussion about sitting out a semester, enrollment in COUN 24, and students' need for financial aid conflicting w/ limit on units. Also discussed adding PSYCH 33 to list of courses recommended for probation/dismissed students.
4. **Transfer Center Report** Blackwell reported rep from SFSU in attendance today; Berkeley rep also due to be on campus. Application workshops set to begin in October. Researching Berkeley's majors w/ no (or limited) lower division prep because may be easier admission. Encouraged everyone to look closely at Nursing admission requirements for SFSU on ASSIST, w/ special attn to requirement that only 1 prereq can be in process in Spring before admission. Reminder about Transfer Day/Department Showcase (new term for faculty reception) October 31.

Meeting adjourned at 3:00 p.m.