



Merritt College Counseling Department

Counselor Meeting Minutes
September 12, 2005

1. **Peak Enrollment** As of today we are up approximately 1 to 2 percent in enrollment for the semester. Laney is even. COA and Vista are slightly down. Ohlone, Contra Costa and Chabot are down too. We assume that the reason for the lower numbers is that there is more hiring happening, especially in Oakland. We briefly discussed that hurricane Katrina victims will be given special treatment if they come. Earnie has seen two people already.
2. **January, 2006 Intersession** Al was informed we will probably not have an intersession, with a few exceptions, eg. some Horticulture classes that are programmed to occur every year in the intersession. If we have a class that we know will fill we need to tell Al Shriver now.
3. **Academic and Progress Dismissals** Counselors don't know what to make of being able to sign off on dismissals, then suddenly told they can't. Al clarified that they can still sign-off on probation cases, but not on dismissals. Ernie expressed his understanding that if a policy is needing change, a process needs to occur where the VP calls to a meeting, people give input and then, as a result of a discussion, procedures and policies change. Otherwise morale is deflated. Al will meet with the VP on the 20th and will bring up this issue. Marty wants to work with Jesse pulling a random sample of dismissal cases, analyze them and report the findings to the group, then discuss solutions. The 6-unit cap is an issue of concern. EOPS students need at least 9 units to continue in the program.
4. **Rad Tech and RN Programs** We will no longer fill out permits to apply for RT or RN. Instruction will pay for a 17-hour part time counselor to work with the RN programs (October through February) to fill out the permits. Dawn Williams will take over the RN Director position as Kathy Bauer steps down at the end of Fa/05. Another 17-hour part time counselor will do the RT permits. RT will move on to a lottery system. This year they accepted 30 students and created a waiting list with another 30 students who met the requirements with highest scores. Those will be invited to join the program in 2007. If any one of those students in the waiting list does NOT accept the offer then a spot will open for a new applicant.
5. **Transfer Report** Blackwell handed out fliers for AP equivalency chart, CSU/UC application dates, College and University reps schedule at the Transfer Center, Considerations for Writing Transfer Application Essays
6. **New Business**
 - Counselors reported some students have been told that they cannot have an assessment until November. Lesley will find out for us if assessments are ongoing as usual or not.

Minutes prepared by Mary Zielke