



Merritt College Counseling Department

Counselor Meeting Minutes
September 17, 2007

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Scurry, Allen, DeCoursey, McLean, Ilarde, Wong, Coplan, Mendez (intern). Guest: George Herring, VPSS

1. New Business

- Update on ADN admissions: Refer all students to ADN ON OR AFTER October 1 for more information and details about applications process.
- MATH Credit by Exam: Dr. Shah has agreed to give students option to take exam for a grade (vs. CR/NC). Refer students to him at any time (not just end of semester). Typically gives them final exam.
- CIS Credit by Exam: Dept. will start administering exam 10/15/07. Until then, refer students to Milfie in Division II Office (x2409).
- Hourly Evaluations Check-in: Agreed that Counseling front desk person will hand student evaluation form to counselor (for those being evaluated this year) when student goes in for appt. or drop-in. Counselor will then give to student at end of session, to be completed and returned to front desk staff person.
- Federal Student Aid & Vocational Programs: Herring reported on regulations disallowing aid to students enrolling in voc programs that aren't approved (see list). Important to advise students who are in one of the disallowed programs that they must change their major or won't be eligible for aid. Also, if student doesn't change major and has previously gotten aid, will have to pay back funds.
- AC Transit Pilot: Herring reported on pilot program being considered to provide students w/ universal passes. Still under discussion but may involve small fee charged to student (< \$50) for 1 year's use.

2. Committees/Goals for 07-08 Discussion about existing and new committees for coming year. Coplan filled vacancy on Counselor Manual Committee (may also recruit another hourly counselor). Discussion about ensuring that informational pieces about instructional depts. are current and accurate. Agreed to do this by inviting key depts. to Counseling Dept. meetings and reviewing printed material w/ them then. Zielke and Pantell will announce at CDCPD. Re: equipping hourly offices, agreed to ask temporary classified staff person to include equipment and supplies for hourly counseling offices on her list to be reported to VPSS. Also agreed to send out survey to all counseling faculty re: needs for training and/or other issues to be addressed in 07-08.

3. Transfer Report Ilarde handed out information about UC Counselor Conference materials, UCLA Counselor Institute and college rep visits. Agreed to post this and other pertinent transfer information on Counseling Website. Career/Transfer Center will have one (and maybe more) student worker at the reception area. Babatunde Harrison will start soon and will be at the desk MWF (hours TBA). Transfer training, led by Kimm Blackwell and Ilarde will be this Saturday, 9/22/07; Ilarde will confirm time.

Meeting adjourned at 3:05 p.m.