



## Merritt College Counseling Department

Counselor Meeting Minutes  
September 20, 2004

Meeting convened at 1:30 p.m. In attendance: Zielke, McLean, Shriver, Pantell, Wong, Allen, Crutchfield, Blackwell, Jesse Datz MacEwan (intern), Yvonne Lawrence (guest).

- 1. Assessment Update** Lawrence reviewed new assessment schedule and gave update on services. Useful tips: 1) DSP&S doing own assessments (w/out orientations or group planning); 2) assessments not timed—students can take as long as they want (& Lawrence will often stay late to let them finish); 3) students can take assessment max of 2 times per semester (and must wait at least 2 weeks to re-take); 4) re: math, all students start at Pre-Algebra subtest but assessment sequences them to the highest level (Calculus) as long as they keep providing correct answers; if student wants to start w/ subtest higher than Pre-Algebra, tell Lawrence at beginning of assessment session; 5) Lawrence very accommodating: will do one-on-one assessments for students in need on request (i.e. those needing assessment scores for LVN admission); 6) when student calls for appointment, have them leave more than one time and day (and alternate phone #s) in case first choice is filled—cuts down on telephone tag and unconfirmed reservations; 7) Lawrence also doing assessments for students needing financial aid and who have no high school diploma or GED: called Ability to Benefit assessment and is done using Wonderlich test.
- 2. Peak Registration Review** Thorough discussion yielded several comments and suggestions: 1) need to work out process by which DSP&S receives students—cumbersome and inefficient for general counselors working counter to also act as receptionist for DSP&S; 2) process by which students check in for drop-in counseling needs revision: sign-in forms scattered and unavailable, distracting for counselors who are working w/ one student to coach other students about sign-in; 3) advising sheet colors must be consistent w/ other PCCD colleges; 4) forms in cascading files often outdated, in wrong place, or missing—need better maintenance method; 5) revisit whole process of “counseling” (whether drop-in or not) at counter vs. in offices? issues of confidentiality, professionalism, and efficiency should be reviewed.
- 3. Nursing Update** Shriver reported Counseling department no longer doing individual permits to apply for NURS program. Instead, have scheduled 9 group sessions for this semester (schedule previously distributed to all counselors and w/ receptionist) and will schedule more for next semester. Will also be going to group advising for RADTE next semester (apply dates 1/15/05 to 4/15/05). Can do individual permits w/ students you’ve been working w/ for awhile but intent is to channel permit requests to group sessions.
- 4. Artic Report** Pantell gave artic report, primarily handing out material from recent UC Counselor Conference (material available for download at [www.ucop.edu/sas/counselorconference/materials.html](http://www.ucop.edu/sas/counselorconference/materials.html)) Also raised issue about changing name of current General Curriculum major to Liberal Arts. After discussion, motion seconded and approved to make such change. Pantell will take to CIC and CIPD and, if approved, will notify District A&R to change major sheet.
- 5. Transfer Report** Blackwell led discussion about TAAs at UC Davis. Encouraged all counselors to do them whenever possible since they’re guarantees of admission (and easy to do). Warning that they’re accepted by UC Davis on first-come-first-served basis so do them as early as possible in the year. Also reminded counselors to notify her if they do a TAA because she keeps a master list.

Meeting adjourned at 3:05 p.m.