



## Merritt College Counseling Department

Counselor Meeting Minutes  
September 24, 2007

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Scurry, Allen, Ciddio, DeCoursey, McLean, Ilarde, Wong, Coplan, Mendez (intern). Guest: Ann Elliott, English Department Co-Chair

### 1. English Department Presentation Elliott discussed two key issues:

- Supporting students in Basic Skills English classes. ENGL always looking to have enough sections of 252. Counselor input helpful in determining needed number of sec'ns but must also consider practical issues such as costs and room availability. Also said that ENGL 295 will be terminated eff. S08 to be replaced by more sec'ns of 252. Discussed adding late-start sec'ns, as well as Saturday, evening and online. ENGL faculty usually very open to visits by counselors; McLean, Ciddio, and Ilarde expressed interest. Any counselor interested in visiting should e-mail Elliot or Isela Gonzalez-Santana, co-chairs. ENGL 280 in process of being split into modules: vocab, spelling, and sentence-level grammar. Also discussed learning community concept, esp. between COUN and ENGL courses. Recommended giving students extra credit for counselor visits (upon verification of visit).
- Enforcing prerequisites. ENGL aware of "loophole" in which students can register online, state they've met the prereq, and not see a counselor or take the assessment. ENGL working w/ district A&R to close loophole. Counselors clarified that they do not "clear prerequisites". Instead, we either 1) record on the mainframe the level the student has assessed into or, 2) we enter on the mainframe the level of ENGL we think is most appropriate using assessment scores, multiple measures, transcripts, and counselor judgment.
- Also discussed process by which "accelerated 201A students" can be cleared for ENGL 1A with instructor's recommendation. These are students who register for 201A and, after 1 semester, their instructor feels they're ready for 1A (bypassing 201B). Considering two options: 1) ENGL compiles a master list from all instructors and sends to Counseling Dept. or, 2) students who get instructor permission to register for 1A get "Prereq Challenge" form from A&R and take through approval process. Elliott will discuss w/ ENGL faculty and report back to Counseling.

2. Transfer Report Ilarde reported on transfer training last Saturday; went extremely well. Also stated her schedule is posted outside her door for students and that an appt. binder is available for signups. Will also be posting rep visits and other news and information on Counseling Department Website.

### 3. New Business

- Zielke reported on Academic Senate meeting. Also mentioned Eve Wallenstein's passing and that arrangements for a memorial service are in the works.
- Zielke reported that the Child Development Corps is permanently located at Bananas (5232 Claremont, Oakland--510-735-7919) and that students should be referred to director Candida Tapia for information about state-regulated permits.
- Zielke and Scurry reported on Basic Skills Initiative conference at DVC 9/21 and the emphasis on ensuring students in these courses are supported by entire college community.

Meeting adjourned at 3:05 p.m.