



Merritt College Counseling Department

Counselor Meeting Minutes
October 8, 2007

Meeting convened at 1:00 p.m. In attendance: Zielke, Pantell, Scurry, DeCoursey, McLean, Coplan, Tissot, Ilarde, Mendez (intern).

1. **Unit Plans** Brief discussion tabled pending further clarification from CDC and campus researcher.
2. **Transfer Report** Ilarde reported on campus activities:
 - Application workshops scheduled through October and November--schedule posted in Transfer Center. When referring students, counselors should tell students to bring /THD transcript, gather information needed to qualify for financial aid, GE advising sheets w/ counselor's review and comments, and set up profile on CSU Mentor if applying for CSU transfer.
 - UC application workshops focusing primarily on personal statement.
 - Ilarde considering setting up student ambassador program to support transfer process by announcing in classes and advocating for transfer w/ students.
 - SFSU rep visit clarified for 10/10/07 from 9 to 2. Drop-in only.
3. **Articulation Report** Pantell distributed artic report of this date (posted on web site).
4. **New Business**
 - McLean led discussion about COUN 200 for S08. Suggested running it for 3 days, at 3 hours/day, between 1/2/08 and 1/15/08--before semester starts. Also discussed making class mandatory for those students on dismissal.
 - Zielke reported again on PeopleSoft student record launch. Expected launch date is March or April of 2008.
 - Pantell and Zielke reported on grant survey for anyone considering applying for grant funding. Distributed survey to those interested and told them to complete and return to Anika Toussant-Jackson by 10/12/07.
 - Discussed emergency procedure grid distributed by nurse Bougae. Tissot reported on incident last week in which a former student worker was loud, abusive, and aggressive to counselor and classified staff. Agreement on contacting sheriff and then 911 for any incidents in which safety is in question.

Meeting adjourned at 2:35 p.m.