



Merritt College Counseling Department

Counselor Meeting Minutes
October 9, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Blackwell, Pantell, Shriver, Scurry, Allen, DeCoursey, Ciddio, Westbrook (intern). Guests: Cheryl Davis, Assessment Coordinator; Debra Jacks, Orientation Facilitator; Jesse MacEwan, Hourly Counselor.

1. **Assessment Update** Davis presented assessment schedule for S07 and remainder of F06. Will be doing assessments every Thursday in S07, 15 students at a time, sometimes 2 sessions/day. Now has certification to administer Wonderlic “ability to benefit” assessment instrument for students w/ no high school or GED--purpose is solely to determine eligibility for financial aid. “Ability to benefit” assessments scheduled intermittently as need arises (students referred by Financial Aid Office). Assessment schedule and other important assessment-related information now on assessment web page (link located on Student Services page of Merritt web site).
2. **Orientation Update** Jacks gave update on current status of orientation program. In process of revising PowerPoint presentation in Matric Committee to cover most important topics in the time now allotted for orientation. Jacks also now announcing in orientation sessions that she’s an “advocate” for students and encouraging calls for any issues or concerns. Has had a strong response from students and is spending increasing amount of time responding to student concerns.
3. **Probation/Dismissal Task Force** MacEwan has been member of task force as Merritt rep. Reported on current status (see Addendum). Considering having 2 documents, Academic Success Contract for students on probation and Petition for Reinstatement for those dismissed. Also considering having point person to coordinate send out of probation and dismissal letters at end of each semester. Next meeting of task force is Monday, October 16. **Please review task force issues and get comments to MacEwan prior to meeting.**
4. **Transfer Report** Blackwell reported on Transfer Day progress (10/31/06). Concerned about few RSVPs from instructional faculty--asking counselors to be sure to inform students and spread word whenever possible. Also reported that attendance at application workshops is light. Continue to spread the word. Expect attendance to pick up as application deadline approaches.
5. **Student Learning Outcomes** Reviewed SLOs to determine current status. On track with most. Need to continue monitoring SEP completion.

Meeting adjourned at 3:15 p.m.

Addendum - Probation/Dismissal Task Force

From report by Jesse MacEwan on PCCD Probation/Dismissal Task Force:

I wanted to supply you with an update of our progress. We met on Monday, September 18th at the District office. We are meeting again on Monday October 16th. We would like to get feedback on our proposed plan from our counselors. Our immediate goal is to present at the district wide counselor meeting proposed for October 25th, 2006. I will use bullet points to provide you with the information on what ideas we discussed. I have also attached drafts of the forms we anticipate using.

We discussed the importance of making sure that all Colleges use the same language around Probation and Dismissal in the College Catalogs for 2007-09.

We also discussed the need to develop some sort of system to allow us to monitor and track students on Probation/Dismissal.

We also realized the need to learn the timing of when students are notified, and the need for this to be prompt and consistent. We are unsure if when these letters are created if we can see that a student is a first time Probation student or on continued Probation.

We are contemplating creating a 200-C level course that would be a Probation alleviation strategies course.

Dismissal students would need to complete a "Reinstatement Petition" rather than the current "Academic Success Contract".

First level probation students will complete the form and may meet with a counselor on a drop-in basis. Encouraged to attend the 0-1 unit course.

Second level Probation students would need to complete the petition and meet with a counselor, for a 30-minute scheduled appointment. Encouraged to attend the 0-1 unit course.

Dismissal students would be required to submit the reinstatement petition, meet with a counselor for a 30-minute scheduled appointment, and attend the 0-1 unit course. We are also want to leave room for counselor recommendations of an alternate course depending on the students needs.

Ultimately we feel that developing a district wide policy on probation will be a much greater service to our students. They will not be able to "shop around" for an easier way to get off probation.

If you have any feedback or suggestions, please do not hesitate to reply to this email. Please use reply all so that we can keep everyone in the loop.

Academic Probation Progress Probation Continued Academic Probation Continued Progress Probation

SEMESTER 20
PERALTA COLLEGES
Academic Success Contract

Name: _____
Last First Middle

Social Security Number: _____-_____-_____
Home Phone: (____) _____-_____
Work/Cell: (____) _____-_____

GENERAL INFORMATION (Student to Complete)

Academic Goal : _____ (Certificate/Associate Degree/Transfer)
Number of hours worked each week: _____
Number of units enrolled in current semester: _____ Units attempted previous semester: _____
What are the factors that you feel keep you from being a successful student: (mark all that apply)

- Number of work hours
- Did not withdraw from classes by deadline
- Not enough time to study
- Family responsibilities
- Did not know how to study properly
- Need extra help to understand class work
- I have may have a learning disability
- Lack of support at home (family does not understand what my college commitments are)
- Personal problems make it difficult to study

Additional Comments:

COUNSELOR RECOMENDATIONS

- Limit units next term to: _____
- Schedule an appointment with a Counselor by mid-semester to develop or update your Student Education Plan
- Take advantage of the following services:

(Financial Aid, Library, EOPS, DSPS, etc.)

- Take an Assessment Placement Exam in: English Mathematics ESL
 - Apply for Academic Renewal Complete Petition for Authorized Repeat
 - Course recommendations
- | | Units | | Units |
|-------|-------|-------|-------|
| _____ | () | _____ | () |
| _____ | () | _____ | () |
| _____ | () | _____ | () |

Comments:

I understand that failing to complete the above mentioned requirements may result in my registration being blocked for future semesters.

Student Signature Counselor Signature Date PPCD College

Vice President/Dean of Student Services Comments:

VP/Dean of Student Services signature



Peralta Community College District Student Petition for Reinstatement from Dismissal

- STEP 1 Complete petition. If petition is not completed at time of your appointment, appointment may be cancelled.
- STEP 2 Schedule a thirty (30) minute appointment to meet with a counselor. Be prepared to discuss what led to your being on dismissal.
- STEP 3 During appointment you and Counselor will develop a Student Educational Plan (SEP). You will also be required to take a course TBD.
- STEP 4 Counselor will take your completed petition and SEP to the Vice President of Student Services for review.
- STEP 5 The VP or Dean of Student Services office will notify you regarding the status of your petition and any conditions for enrollment that may exist. You will receive notification in writing or by phone.

Name: _____
Last First Middle

Social Security Number: _____ - _____ - _____ Home Phone: (____) _____ - _____
Work/Cell: (____) _____ - _____

Address: _____
Street Address

City State Zip Email: _____

Please answer the following questions:

What is your educational goal? _____
How did you get into this situation?

What are you doing now to change the situation?

What is your plan to improve your academic performance?

Counselor Comments:

I understand that failing to complete the above mentioned requirements may result in my registration being blocked for future semesters.

Student Signature Counselor Signature Date PPCD College

Vice President Student Services Comments: Approved Denied

VP of Student Services Signature Date

Student notified on, _____, by _____
Date phone, letter, email, etc.