



Merritt College Counseling Department

Counselor Meeting Minutes  
October 12, 2009

Meeting convened at 1:30 p.m. In attendance: Allen, Pantell, Mendez, Scurry, Ilarde, McLean, Zielke, Bettencourt, Ciddio, Coplan; Bueno, Denton, Elliott (interns).

1. **Matric Update** Scurry reviewed Matric forms & procedures, including assessment & orientation process. Agreement by group to complete and collect Matric form from those students who have one & give directly to Scurry (vs. letting student turn in at A&R).
2. **M.A.P Report** McLean reported program continues to gather momentum. Nearing the 200 student goal (but continue to refer). Discussions w/ instructional aides occurring to exchange feedback on student progress. Getting many calls from parents and others in community--informing parents of students in the program that they must be active, too. Also getting several inquiries from females interested in program--may consider developing add'l program for females in future.
3. **Transfer Report** Ilarde gave detailed presentation on Nursing Transfer Guide. Some key points: if student has Bachelor's consider MSN or accelerated BSN (Samuel Merritt one possibility); if already has ADN, can get BSN at CSU EB or Holy Names (think pre- and post-licensure programs); review admissions guidelines and requirements closely on guide since differ from school to school.
4. **Centro Latino Report** Zielke reported progress in outreach efforts, particularly at Castlemont HS; Bettencourt formally hired as of October 2009; will be celebrating Dia de los Muertos on November 2<sup>nd</sup>.
5. **Scheduling** Zielke led discussion about scheduling problems students encounter & distributed sample forms she & Ciddio developed to track data for Office of Instruction. Reviewed and gave feedback on forms and agreed to invite Office of Instruction (VP & both deans) to future meeting to discuss process and needed data.
6. **New Business**
  - Discussion of SARS Alert and Contacts. Laney using alert to let counselors know that a student who no-showed has a transcript already printed (trying to save paper). Can use Contact field to mark student contact that's not drop-in or appointment (but tally only--no formal record).
  - All counselors teaching a COUN course this semester please send copy of syllabi to one of the co-chairs.
  - Unit plans and SLO assessments due. Brief discussion w/ agreement to place on future agenda.

Meeting adjourned at 3:05 p.m.