



Merritt College Counseling Department

Counselor Meeting Minutes
October 14, 2002

Meeting convened at 11:00 a.m. In attendance: Blackwell, Zielke, McLean, Crutchfield, Shriver, Pantell, Taylor, Wong, Allen, DeCoursey, Scurry, Greene, White (Intern).

1. **New English Assessment Cut Scores** Brief discussion and hand out of new scores to be used for S03 enrollment. Further discussion tabled until next week when Assessment Coordinator can attend.
2. **Request for New Counseling Positions** Discussed draft of justification statement. Shriver to present at Dept. Chair's meeting 10/21/02. Following faculty review and prioritizing, second review done by administration before final decision made. Any suggestions for justification statement should be to Shriver or Pantell by end of day Wednesday, 10/16/02.
3. **CIS Department Presentation** Guests were Anita Black (Dept. Chair) and Mike Feiler from CIS.
 - Asked counselors to be careful when advising students about CIS 205: many students over-prepared and get bored easily. For these, point out CIS 1 or 5 (both of which are taught online, too). Students can be scheduled into TBA labs or designated labs for both CIS 1 & 5
 - CIS working hard to offer new web design certificate program (clone of Laney & COA); hoping for F03 rollout.
 - CIS thinking about letting students test out of CIS 205 to meet computer literacy degree requirement. Currently, CIS 205 only course in dept. that allows Credit By Exam. Students best suited to take CIS 205 are those familiar w/ Windows, Office, and e-mail applications.
 - Also considering offering brief orientation, or online checklist, to ensure students are ready for online courses (familiar w/ hardware & software).
4. **Other Business**
 - Zielke needs help covering site visit to Oakland Tech HS 11/7/02 from 9 a.m. to 2 p.m. (showing presence on campus, answering questions, orienting students, etc.). If you can help, contact her by e-mail martazielke@peralta.cc.ca.us or call her at X2529.
 - McLean handed out proposed agenda for PCCD counselor training 11/20 & 11/21. Give any suggestions for agenda to McLean by next meeting on Monday, 11/14.

Meeting adjourned at 12:15 p.m.