



Merritt College Counseling Department

Counselor Meeting Minutes
October 16, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Shriver, Scurry, Allen, Taylor, DeCoursey, Ciddio. Guest: Helenka Livingston, Nutrition Department.

1. **Nutrition Degrees and Certificates** Livingston reviewed courses and requirements for NUTR degrees and certificates.

- Dietetic Technician: Most advanced degree and certificate offered by MC. Must have at least AS degree from ADA accredited institution (MC is accredited) to take national exam for licensure. MC's program also draws students w/ Bachelor's (two biggest feeders are SFSU & SJSU) returning for certificate. Upon completion, may also transfer to 4-year school to pursue Registered Dietitian (RD). To do so, must complete NUTR 1 & 10, Statistics, Physics, Chemistry, and Biology courses. Entry level salaries for DT roughly \$20/hr.
- Dietary Manager (also called Dietetic Food Service Manager): Often work as food service operators, typically in hospitals, long-term care facilities, schools, and commercial food service. 18-unit program. Completion qualifies student to enter Dietetic Tech program.
- Dietary Assistant: Basic program. One-semester certificate, 7-10 units, leading to employment in food service industry, typically in health care field.

Livingston will update informational handout, detailing requirements for all 3 programs, and send to Counseling Dept. Best information source for students to get overview of field and MC's programs is to take 1-unit NUTR 1, usually offered every semester. Livingston will also attempt to keep website updated w/ timely and accurate information.

2. **Part-time counselor evaluation** Began discussion of content and process of part-time counselor evaluations, to be continued at MC and at district-wide counselor's meeting 10/25/06. Divided content of evaluation into 2 broad areas:

- Knowledge base: contains elements such as skill in use of general advising tools (web-based such as ASSIST and EUREKA, catalogs, degree and certificate requirements, transfer requirements [admission, graduation, general ed, major prep, etc.]), knowledge of campus resources, referral sources in community, career-related tools and resources, etc. Also involves proficiency in general counseling skills: developing rapport, evidence of cultural awareness and sensitivity, conveying respect and concern, follow-up, etc.
- Professionalism: contains elements such as reliability, punctuality, follow-through, attendance, initiative, collegiality and teamwork, treating students, colleagues, and staff with courtesy and respect, etc. Agreement that evaluative measures need to be behavioral in nature.

Also developed list of questions & issues about evaluation process to be raised at district-wide meeting: Who and how many evaluate? How often? When in effect? Students and peers participate in evaluation? Observe drop-in, appointments, or both?

3. **COUN Courses** Pantell led discussion of COUN course offerings at MC. Other PCCD colleges have raised issue of offering both transfer- and degree-level courses. Discussion about difference in scope and rigor between both levels. Also discussed offering course to meet requirement for students on academic dismissal to attend College Success Strategies course noted in catalog. Agreement to continue discussion in future meetings, getting more input and covering topics such as which courses to offer and number of sections, times of day to offer (days or evenings), and alignment w/ other PCCD college offerings.

Meeting adjourned at 3:15 p.m.