



Merritt College Counseling Department

Counselor Meeting Minutes
October 17, 2005

Meeting convened at 1:30 p.m. In attendance: Shriver, Zielke, Blackwell, Pantell, Taylor, Allen, Scurry, DeCoursey, Papini.

1. **Professional Day** Shriver reported on status of Institutional Development Day, 10/19/05, from 8:30 a.m. to Noon at the Laney Theater. All full-time counselors, and those P/T counselors who are scheduled to work during those hours, are expected to attend.
2. **Transfer Report** Blackwell reported on upcoming Transfer Day, November 1, 2005 and also asked for volunteers to help w/ set-up and staffing the Counseling Department table. Anyone who can get to the Gymnasium early that day (preferably before 8:00 a.m.) would provide much needed set-up help. Blackwell also elicited input from counselors for the Transfer Center Annual Progress Report & Action Plan (APR/AP).
3. **Articulation Report** Pantell gave artic report noted in artic notes of this date. Pantell also raised the issue of current ESL/ENGL equivalents. Pantell and Zielke will meet w/ Jill Neely to clarify and update advising grid. Pantell also elicited input from counselors for the Articulation Unit Annual Progress Report & Action Plan (APR/AP).
4. **New Business**
 - Shriver asked for suggestions for a part-time counselor to work 12 hpw on the Allied Health Permits to Apply.
 - Shriver will look into current contact for Credit by Exam of CIS 205 and relay information to Pantell for general distribution.

Meeting adjourned at 3:00 p.m.