



Merritt College Counseling Department

Counselor Meeting Minutes
October 17, 2011

Meeting convened at 1:30 p.m. In attendance: Scurry, Ilarde, Allen, Pantell, Ciddio, Khoo, Perez (intern).

1. **Probation/Dismissal Procedures** Scurry reported on recent Counselor Functionality Team (Passport) meeting in which procedures were discussed. Current district-wide policy is that students can go to any PCCD campus to clear both probation and dismissal holds. Students will be receiving notices in October and February about their probation/dismissal status and will be advised about how to proceed. After considering different options, department agrees to 1) wait for district sub-committee developing online prob/dismiss workshop (Cardenas is Merritt rep) and then 2) adopt district online workshop as first step after which students will need to see individual counselor to clear hold (no workshops). Pantell/Allen will take recommendation to next chairs conference call (11/2/11) to see what other campuses are doing.
2. **Prereq Clearance Form** Group reviewed current draft prepared by Cardenas and made final edits. Cardenas will revise and complete form. Agreement that once form is completed, front desk will give to students w/ instructions for how to complete (including requirement to attach all supporting documentation) and staple completed form to drop-in slip and put in regular drop-in rotation. Counselors completing process will either clear student and enter info into SARS notes or contact student if denied/needng add'l documentation, sign form, and return to front desk, where it will be filed in master file for follow-up if necessary.

Meeting adjourned at 3:00 p.m.