



Merritt College Counseling Department

Counselor Meeting Minutes
October 20, 2003

Meeting convened at 1:30 p.m. In attendance: Blackwell, Zielke, McLean, Shriver, Pantell, Wong, Allen, DeCoursey, Crutchfield, volunteer Joyce Hill.

- 1. District A&R/Counseling Meeting** Pantell reported on 10/16 meeting. Plans underway to have most forms posted on J drive for all counselors—perhaps w/in next 2 years. Perdue to talk to Chancellor Harris to make top priority. Agreement at meeting that District A&R will accept judgments by counselors about clear matches between courses; those courses where matches aren't clear will be evaluated as soon as possible by District A&R staff. Next meeting 11/20. Get all comments/issues to Pantell by then. Also, any counselor welcome to attend meeting—good for establishing and strengthening relationships w/ District A&R staff.
- 2. Instructor/Student Relations** Discussion about best way to handle instructors who are having problems w/ students coming to front counter. Agreement on need for training for student workers about how to handle. Suggestion made to consider making a presentation on working w/ students who are having difficulties to general faculty as part of professional days—perhaps a task force of 1 or 2 instructional faculty w/ 1 or 2 counseling faculty. Led to discussion about Early Alert. No money this year for call-backs to students by counseling staff—may develop something similar for next semester if funds available. Ongoing problem w/ instructors not talking w/ students they have identified for Early Alert—so 1st contact student has is from counseling. Agreement on need for instructors to buy into Early Alert program, and their responsibilities, if it is going to work well.
- 3. Artic Report** Pantell gave report—notes posted on Counseling web site.
- 4. Transfer Report** Blackwell reported on progress of Transfer Day, 10/28, from 9 a.m. to Noon. Over 40 colleges have committed to come and looking forward to good response from Merritt students, faculty, and staff. Also reported on Transfer Training Day at Holy Names College 11/10/03 from 9 a.m. to 3 p.m. – details about location to follow. All counselors welcome although there is no pay for hourly counselors and those hourly counselors who are scheduled during those hours are expected to remain on the floor. Report on High School Counselor luncheon at Laney. Good response from community. Clarification that District is responsible for distributing schedules to local high schools. Expect to have S04 schedules out by 10/31/03.

Meeting adjourned at 3:15 p.m.