



## Merritt College Counseling Department

Counselor Meeting Minutes  
October 27, 2003

Meeting convened at 1:30 p.m. In attendance: Zielke, McLean, Shriver, Pantell, Wong, Allen, McIntosh.

- 1. District A&R Computer Training** Discussion about District A&R's invitation to present training on common forms posted on the J Drive. Agreement that training would be helpful but that we'd like to first gain access to the J Drive and then view and become familiar w/ forms on it before training. Should help to prompt questions.
- 2. New IGETC Forms** Discussion about new forms: Request for Certification and Petition for Partial IGETC. Questions about responsibility to print and distribute forms and origin of requirement for VPSS signature. Pantell to research and report back.
- 3. 11/5/03 Department Chair Meeting** Shriver most likely can't attend due to scheduling conflict and asked for volunteers to represent Counseling Dept. at important meeting to discuss new position allocation. Volunteers should contact Shriver.
- 4. Articulation Report** Pantell gave artic report, noted on Articulation Notes of this date.

Meeting adjourned at 3:00 p.m.