



Merritt College Counseling Department

Counselor Meeting Minutes
November 14, 2005

Meeting convened at 1:30 p.m. In attendance: Zielke, Blackwell, Pantell, Scurry, Wong, DeCoursey, MacEwan, Papini. Guest: Miriam Fernandez, Student Services Clerk II.

1. **Welcome Miriam Fernandez** Group welcomed new Clerk II. Will be rotating between EOPS (8:00 a.m. to 10:30 a.m. M-F), DSP&S, & General Counseling (times to be determined). Will be responsible for making and confirming appointments and other duties as they become known.
2. **Student Learning Outcomes** Zielke led discussion about Counseling Department and Student Learning Outcomes. Will continue to coordinate w/ Faculty Senate.
3. **Counseling Department Chair Elections** Continuation of previous discussion. Agreement to continue gathering information about how other Counseling departments (in and outside PCCD) organize their departments. Elections to be held soon for S06.
4. **Transfer Center Report** Blackwell handed out flyer on concurrent enrollment and reviewed eligibility requirements. Also mentioned that application period is nearing a close at the end of November.
5. **New Business**
 - Zielke led discussion about policies and procedures for enrollment as well approach the peak enrollment period for S06, particularly probationary students. Several items discussed, including value of tracking how many and what types of probationary students we see and their progress after counseling contacts. Discussion about other issues that are important to address in preparing for peak enrollment. Agreement to continue discussion at next meeting and to also elicit input from part-time counselors who may not be able to attend meeting.

Meeting adjourned at 3:05 p.m.