



## Merritt College Counseling Department

Counselor Meeting Minutes  
November 21, 2005

Meeting convened at 1:30 p.m. In attendance: Zielke, Blackwell, Pantell, Scurry, Wong, MacEwan, Taylor, Shriver, White, Allen.

1. **Peak Registration Preparation** Zielke led discussion about policies and procedures in preparing for S06 peak registration. Agreement that, whatever we decide, all counselors must apply uniformly. Re: progress and academic probation, decided that those on "Probation One" would be counseled and, if appropriate, cleared for registration. Those on "Probation Two" would be counseled, asked to complete and sign the Academic Success Contract (w/ the counselor's signature--no signature from Counseling Dept. Chair needed) and encouraged to take either or both a Probation Workshop and a College Success class. Counselor seeing student or counselor leading Probation Workshop could clear student for registration. Students on "Probation Three" (i.e. dismissed from college) must see VPSS for readmission. Agreement to 1) carry discussion over to next Counselor meeting and discuss logistics of notifying students who are on probation (letters from VPSS), which counselors will lead Probation Workshops, how many workshops will be offered and when, etc. and, 2) convene a sub-committee to work on this issue outside of Counseling Dept. meeting and report back. Also agreed that Shriver would coordinate w/ A&R to find out if they are referring students with Contracts signed by counselors back to counseling to have registration hold cleared.
2. **Counseling Student Learning Outcomes** Review and approval of Counseling Department response to VPSS re: Student Learning Outcomes for Counseling Department. To be signed by Department Chair Shriver and delivered to VPSS this date.
3. **COUN Classes** Discussion about enrollment numbers in classes. Informed that low numbers (i.e. less than ~ 25) would most likely result in class not being offered in following term. Also clarified that it is student's responsibility to drop class, not instructors, and that "F" or "N/C" grades are considered as a student finishing a course while a "W" is not.
4. **Counseling Department Chair Elections** Continuation of previous discussion. Agreement that Shriver and Zielke will be co-chairs for S06 (Shriver handling floor and scheduling; Zielke handling campus liaison). Pantell had gathered information about Counseling Dept. functions at difference colleges but deferred report. Agreement for all counselors to gather information about other Counseling Depts. and bring to future meetings. Also agreed to consider possibility of Chair-Elect to take office F06 and train w/ Shriver and Zielke during S06.
5. **Transfer Center Report** Blackwell noted reps from UC Berkeley, SFSU, and CSUEB will be here tomorrow (11/22). Transfer Center offering application "cram" workshops 11/28 & 11/29 at Merritt (UC & CSU, 9 a.m. to noon, Transfer Center) and at Laney (UC only, 6 p.m. to 9 p.m., Room F170B).
6. **Artic Report** Pantell gave report noted on Artic Notes of this date. Also discussed updating the ESL advising sheet. Zielke to get clarification about CELSA scores before completing and distributing advising sheet.

Meeting adjourned at 3:00 p.m.