



## Merritt College Counseling Department

Counselor Meeting Minutes  
December 10, 2007

Meeting convened at 1:00 p.m. In attendance: Zielke, Ilarde, Pantell, Scurry, Coplan, Allen, McLean, Mendez.

- 1. COUN 200A 2008 Intersession** Discussed enrollment procedures for upcoming COUN 200A offered January 8, 9, & 10, 2008. Two sections, taught by Allen (9-12) and McLean (5:30-8:30). For those students on dismissal status (either academic or progress), enrollment is a mandatory condition of reinstatement and must be noted on the petition sent to the VPSS for reinstatement approval. Only exception is those students who have successfully completed (C or better) the same or similar COUN course *and have demonstrated a pattern of improvement (i.e. improved grades and/or attendance since completion of class)*. In those cases, use counselor judgment about requiring another COUN course as part of the 2-class/6-unit limit on reinstatement. VPSS Herring has provided master list of students on dismissal (and probationary) status. Agreement to contact these students by phone to inform of need to schedule counseling appointment before enrolling. Allen and McLean will prepare script to be given to counselor(s) and student worker(s) who will be calling students. Pantell will send out e-mail to counseling faculty informing of above.
- 2. Basic Skills Allocation** VPSS Herring asked counseling faculty to brainstorm ideas about how to use money if allocated for students assessing into basic skills classes. Some ideas: 1) first determine needs of these students by checking w/ Basic Skills task force—tailor ideas to those needs; 2) fund attendance by counseling faculty at conferences/workshops on best practices; 3) rotate counseling faculty into Learning Center, Transfer Center, or off-campus locations (One-Stops, Fruitvale Center, etc.); 4) review recommendations in previous Scorecard report; 5) determine whether one-time funding or not—will effect strategies (recommend against instituting ideas that can't be continued once funding disappears); 6) consider developing a “Summer Bridge” program (at local high school(s) or using existing Merritt students) creating a learning community-type program that might consist of a pre-test, enrollment in COUN 224 or 200A-B plus and ENGL/ESL and MATH course, followed by a post-test at end of summer to determine level of improvement.
- 3. Student-Friendly Schedule** At President Adams' request, group brainstormed ideas about ways to make schedule more accommodating for students. Some ideas: 1) offer more sections of ENGL 267 (Writing) at night—currently offering only during day and this is where students have greatest need; 2) divide schedule into 3 broad tiers *with no conflicting start/end times*: A.M. (8 to 11), Afternoon (11-3), and Evening (3 on); 3) Re: ENGL courses, need more 252 in afternoon and at least one section in evening; need 1 section of 267A-B in a.m. and afternoon—currently only 1 section in p.m. (and is 295 ever going to be taught?); 4) Re: MATH, need 201, 25, & 253 in afternoon; 5) try to schedule classes on M/W, M/W/F, or T/Th—eliminate the 5dpw classes—and start classes on the hour (vs. the half-hour); 6) more and more colleges going to no classes on Fridays—consider; 7) offer more classes online in more disciplines; 8) when enrolling in online class online, route student through a page (via a link posted on the schedule) that orients student to online classes that they must read before completing enrollment in that class; 9) suggest to CIS department that they develop and offer a .5 unit class to teach students how to take and succeed in online classes.
- 4. Transfer Report** Ilarde reported that students applying to CSUEB Nursing Program will be admitted with “Pre-Nursing” status, meaning they've been admitted to the University but not necessarily to the major. Students will hear from Nursing Dept. in S08 and should have backup plan for other major(s) if not admitted to Nursing Program. Also reported that FIDM will be last school to make campus visit this semester on 12/13.
- 5. New Business**
  - Zielke reported on Puente Program visit to UC Santa Cruz this Friday. Will meet at Laney flagpole (9<sup>th</sup> & Fallon) at 8 a.m. and return around 3 p.m. About 20 students now signed up—still room for more. Will meet w/ African-American and Latino student groups while at UCSC.

Meeting adjourned at 2:15 p.m.