



## Merritt College Counseling Department

Counselor Meeting Minutes  
December 10, 2012

Meeting convened at 1:35 p.m. In attendance: Allen, Scurry, Zielke, Ilarde, Khoo, Pantell.

### I. Counseling Functionality Team (CFT) Report Scurry reported back from meeting on Friday, December 7, 2012

- . Passport will now show the name of the counselor clearing milestones (located on middle tab of Milestones page—"Completion Info").
- . Students who have completed prereq challenge form and who go to A&R to be enrolled in course may be dropped in successive semesters since A&R doesn't actually enter the milestone, it overrides it and enrolls the student. So if students come to us and ask why they are dropped from or can't enroll in a course in the future, this may be the reason. These students should be referred to A&R.
- . Permission number still override milestones as of right now. District is working on fixing this but be alert that students w/ permission numbers may be allowed into a class without having completed the prereq (if instructors don't check and monitor)
- . Students are likely to continue to be dropped for non-payment of fees (all fees, btw, not just tuition). One exception is if students have completed the FAFSA (which also satisfies completion of the BOGG fee-waiver application)
- . Students are eligible for priority registration as a foster care student based solely on their self-identification as such on their CCC Apply application

### 2. New Business

- . Group discussed progress on 12-13 evaluation schedule. Reminder to complete by end of S13
- . Group discussed progress on SLO surveys. Reminder to complete by end of S13
- . Group discussed progress on updating TaskStream (for those who teach COUN courses).

Meeting adjourned at 2:45 p.m.