



Merritt College Counseling Department

Counselor Meeting Minutes
December 16, 2002

Meeting convened at 11:00 a.m. In attendance: Blackwell, Zielke, McLean, Crutchfield, Shriver, Pantell, Taylor, Wong, Allen, Tissot, DeCoursey, Scurry, Greene, White (Intern).

- 1. S03 Counselor Meeting Change** Starting in S03, weekly counselor meetings will be held on Tuesdays instead of Mondays. They are currently scheduled for 10:00 a.m. to 11:00 a.m. but there may be a change in time. Shriver will keep us posted.
- 2. S03 Enrollment** In anticipation of the impact of budget cuts on scheduled classes (and anticipating increased enrollment), counselors are to encourage students to enroll early to avoid full classes and/or classes cancelled due to low enrollments. Important to get this message to instructional faculty and administrators so they can also encourage students to enroll early.
- 3. Relationship Between Counseling Department and Instructional Departments** Good discussion about ways to build bridges with key instructional departments, particularly English, Math, and other general education-type disciplines. Important to have 2-way communication so that faculty in each area (instruction and counseling) can be more aware of the pressures, concerns, and details of life in the other area.

Meeting adjourned at 12:10 p.m.