



Merritt College Counseling Department

Counselor Meeting Minutes
January 28, 2003

Meeting convened at 10:00 a.m. In attendance: Blackwell, Zielke, McLean, Crutchfield, Shriver, Pantell, Wong, Allen, Scurry, Clark.

- 1. Budget Update** VP Ferro reviewed budget issues at both the State and District level. More to be known once budget is finalized.
- 2. Degree & Certificate Petitions** Shriver reviewed new procedures by which students submit petitions for degrees and/or certificates. Students must complete and sign petition, and have it reviewed by counselor, and then turn it in to Merritt Admissions & Records. Very important that they sign log in A&R. Can take up to 6 units in summer school (inside or outside PCCD) and still be eligible to participate in Spring graduation.
- 3. Concurrent Enrollment** District meeting to discuss current procedures in light of pending budget cuts. Howard Perdue noted PCCD guidelines that state: 1) high school student may not re-take a high school course they have failed or want to repeat for a higher grade; 2) high school students may not take PE or activity courses (such as performance courses in the arts—art, drama, dance, etc.); 3) concurrent enrollment must be used for acceleration, not remediation. At this time, Merritt College is interpreting this to conform with Title 5 standards that state that remediation is any course below transfer level English (ENGL 1A) and Math (MATH 13, 15, or lower); 4) a high school student may not take a course that is offered at their high school; 5) high school students must be at least 16 years old to enroll; students younger than 16 must be referred to Howard Perdue for approval before being allowed to enroll. Merritt College will ask Howard Perdue to confirm, in writing, these and any other guidelines about High School Concurrent Enrollment.
- 4. Other Business** 1) Eureka training 2/20/03, from 1 to 4 p.m. in Q202; 2) reminder about Mills College financial aid workshop at Merritt 2/21/03, from 10 to 11:30 a.m. in P-333;

Meeting adjourned at 11:10 a.m.