



## Merritt College Counseling Department

Counselor Meeting Minutes  
March 29, 2004

Meeting convened at 1:30 p.m. In attendance: Zielke, McLean, Shriver, Pantell, Wong, Allen, Tissot, Crutchfield.

1. **Counseling Department Chair Election** After discussion, McLean agreed to prepare nomination form and circulate to all counseling faculty. Will try to complete before Spring break or by first day of return.
2. **Intern Program** Wong informed group of intention to re-start intern program for F04. After discussion about procedures, agreed that Wong would contact CSU, Hayward and SFSU and ask those interested in being interns to submit letter of interest to him. Interns will be targeted for Puente, EOPS, Transfer, and General Counseling. Agreement that decisions to have intern must take into account 1) office space (for intern); 2) intern's schedule must match schedule of supervising counselor; 3) intern must be in 2<sup>nd</sup> year of graduate program (or, if in a 1-year program, must not be in early stages of program); 4) primary decision about selection of intern from applicants rests w/ supervising counselor (who may ask for consultation from other counseling colleagues); and 5) once intern(s) selected for different supervisors, Dept. Chair will hold group orientation session for all interns.
3. **Artic Report** Pantell gave artic report (see report of this date on Counselor web site). Also discussed "redirection of students" programs at UC and CSU (for students who are admission-eligible but who are not offered admission). Refer to information on web sites for both UC and CSU for details.
4. **Other Business**
  - ♦ Shriver reported it's likely Matriculation funds will be folded into General Fund for 04-05. Early indication is that previous amounts allocated for categorical funds will be similarly allocated from General Fund.
  - ♦ Shriver reported on status of new counselor position. Has contacted District Office and has been told that paper screening for minimum qualifications is ongoing and that we're not likely to see list of eligible candidates until mid- to late-April.
  - ♦ Starting SU04, students will go first through assessment, then orientation, then group planning. Yvonne Lawrence will deliver assessment scores to person leading orientation who will then triage for group planning.
  - ♦ Zielke gave Puente update. Will be celebrating Cesar Chavez day 3/31/04 w/ bake sale—will use proceeds to offer Puente scholarship (amount announced on Cinco de Mayo). **Note: Zielke has changed time & day of COUN 24 to be offered F04. Old course was to be Tues/Thurs from 9 a.m. to 10:30 a.m. (Code M0924). New course will be offered Mon/Wed from 9:30 a.m. to 11 a.m. (Code not yet assigned).**

Meeting adjourned at 2:55 p.m.