



Merritt College Counseling Department

Counselor Meeting Minutes
April 24, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Scurry, Shriver, Pantell, DeCoursey, Tissot, Wong, Allen, Taylor, Blackwell, Alexander (intern).

1. **11th Month Contract** General discussion about 11th month schedule and hours.
2. **Articulation Report** Pantell repeated report outlined in Articulation Notes of 4/17/04. Key items were changes to English courses effective S07 and LVN program discontinuing eligibility for ENGL 1A and MATH 201 as prerequisites for entry into program. Agreement that, since we've been advising students according to current LVN admissions criteria, we would continue to do so for next class to maintain consistency unless directed by LVN program to do otherwise.
3. **Transfer Report** Blackwell reported on transfer workshop and student reception 5/10/06. Asked counselors to identify students who have been accepted for F06 (w/ acceptance letter) & get contact info to her asap for personal invitation. Reception will follow workshop that runs from Noon to 2:00 p.m. in A-129.
4. **New Business**
 - Shriver distributed brochure on sports facility management program at CSU, Fresno
 - Announcement about ASMC Family Field Day (check w/ ASMC for date and details)
 - Discussion about process for identifying, selecting, and training interns and new part-time faculty. Agreement on 2 subcommittees to draft policies and procedures and then bring to group: 1) Blackwell and Allen to target interns and, 2) Zeilke and Pantell will target part-time faculty.
 - Discussion about floor plan and office assignments in R Building. Agreement to develop subcommittee w/ reps from each counseling specialty to discuss and bring findings and recommendations back to group. Sub-committee is Shriver (General), Judy Adams (EOPS), Tissot (DSPS) and TBA (CalWORKS and Veterans).
 - Zielke announced Puente-related activities for Cinco de Mayo.
 - Zielke announced that ESL instructor Mika Vanspanje concerned about low enrollments. Reminder to be aware of ESL program here on campus as well as at Fruitvale Center and advise students accordingly.

Meeting adjourned at 3:10 p.m.