



Merritt College Counseling Department

Counselor Meeting Minutes
May 12, 2008

Meeting convened at 1:30 p.m. In attendance: Allen, Ciddio, Coplan, De Coursey, Ilarde, Khoo, McLean, Scurry, Zielke, Mendez (intern). Guest: Robin Freeman, ENVMT.

1. **ENVMT** Freeman gave an update on the ENVMT programs and courses. Stated the labor market is strong since growth is one of the strongest in the nation. Also noted that opportunities are very good for students of color since employers are always looking to balance their workforce diversity. Online schedule has some errors so counselors/students should either call 434-3840 or visit www.ecomerritt.org for more accurate information.
2. **Enrollment Brainstorming** Discussed possible reasons for low enrollment:
 - need to create an Intro to Ethnic Studies course
 - modify Passport so it shows in a small grid the name of each campus and an additional one called all-campuses, to allow student to quickly click and see the choices at the preferred campus
 - need a visual cheat sheet (w/pictures of screens) to quickly navigate the many processes
 - public transportation (last bus leaves at 9pm; only one line)
 - Counseling front desk staffed by only one full time classified; all others are student assistants who need much more information/training
 - no one is consistently covering the entrance at the Career/Transfer Center--many new students lost or don't feel welcome
 - when lines get long at A&R, students are told to go to Counseling for clearance of holds, etc. When counselors on drop-in can't see these students immediately, they often leave.
3. **Transfer Report** Ilarde said she's willing to offer transfer training and asked for topics:
 - GE certification
 - out-of-state schools
 - responsibilities of general counselors and transfer counselor

Meeting adjourned at 2:30 p.m.