



Merritt College Counseling Department

Counselor Meeting Minutes
May 15, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Scurry, Shriver, Pantell, DeCoursey, Tissot, Allen, Blackwell, Papini. Guest: Ann Elliott, English Department Chair.

1. **English Department Update** Elliott reviewed different options for scheduling of ENGL classes to balance student and enrollment needs. Also discussed relationship and overlap between ESL and ENGL classes. Though a student may be eligible for ENGL 1A after completing ESL 21B, if their grades are C or lower, may want to counsel about wisdom of taking add'l ENGL class (i.e. 201B) to be best prepared for 1A. Reviewed ESL Writing Workshop scheduled for F06 on Wednesdays, 11 a.m. to 1:30 p.m. Students can get needed help w/ writing and get 1.5 units. Elliott also reported that ENGL 1A will eventually be statewide degree requirement. Discussion about possibility of revising PCCD assessment process to require writing sample if score below 90% on English assessment.
2. **Review of ADN Handout** Continued discussion. Dawn Williams (ADN dept. chair) very busy w/ admissions for F06. Counselors encouraged to continue getting comments and suggestions on handout to Jesse MacEwan and we'll communicate them to ADN at a convenient time.
3. **11th Month Contract** All F/T general counselors agreed to work 11th month days starting 8/14. Pantell asked any counselor wanting to work 11th month days earlier in August to get schedule request to him not later than 5/26. Submit preferred days and 1st and 2nd choices of hours each day (minimum 6 hpd).
4. **Articulation Report** Pantell gave report noted in Articulation Notes of this date.
5. **New Business**
 - Intern sub-committee gave report. Interviewing 3 candidates tomorrow. Discussion about eligibility to be intern (only for pre-master's students or also for those w/ master's & no experience?). Discussion to be continued.
 - Zielke reported on initial contact and training w/ on-call counselor, Mirella Medina.
 - Zielke led discussion about COUN courses. Discussed schedule for S07, who teaches (rotation if duplicate requests?), and offering both degree and non-degree applicable courses. Get requests to Zielke asap.
 - Discussion about hourly counselors attending counseling meetings: attendance on or off pay status and how many should attend.
 - Next week's meeting (5/22/06) last of semester. Two tours of R Bldg. (2:00 and 2:30).

Meeting adjourned at 3:05 p.m.