



## Merritt College Counseling Department

Counselor Meeting Minutes  
September 18, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Blackwell, Pantell, Shriver, Crosetti, Scurry, Allen, Westbrook (intern). Guest: Ann Elliott, English Department.

- English Department Feedback** Elliott discussed difference between ENGL 270, The Writing Center & 280, Communication Skills Lab.
  - 270: Open-entry; .5 to 3 units, depending on time logged; can enroll up to 12<sup>th</sup> week of semester; for students at all levels of English (Basic Skills to IA); provided as support and instruction for English work in other classes (in English and other disciplines)
  - 280: Open entry; .5 to 3 units, depending on time logged; can enroll up to 12<sup>th</sup> week of semester; not for students taking another English class; given instruction and tutoring in basic principles of vocabulary, reading and writing, followed by homeworkElliott also mentioned opening of new ENGL IA section, Wednesday evenings and Saturdays, to start 10/18. See /SCI on mainframe. Also discussed need for additional sections of Basic Skills classes at night. Elliott agreed it's a good idea and will look to add either another 250 in S07 or perhaps a 252 w/out the lab, reducing it to 4 units instead of 5.
- SARS Setup** Have been informed SARS launch and training have been postponed until all four PCCD colleges can be networked. Discussed access to scheduling and scheduling units. Agreed on General Counseling and Transfer Center as 2 separate scheduling units. Agreed on having single point of contact for scheduling appointments. Will need to learn more about having access to changing availability times.
- Probation/Dismissal Follow-up** Zeilke led discussion of follow-up meeting to de-brief Probation/Dismissal policy and procedures. See Addendum A following report.
- Nursing Department Recency Requirement** Zeilke reported on meeting she and Pantell had w/ Nursing Department. Among other items (to be reported later), noted that 7-year recency requirement for Biology courses (Micro and A&P) IS in effect.
- Articulation Report** Pantell reviewed items noted in Artic Report of this date.
- Transfer Report** Blackwell reported that SFSU and CSUEB reps continue visiting throughout the semester. Berkeley due later this semester. Students can sign up to meet w/ reps on bulleting board in Transfer Center.
- New Business**
  - Blackwell suggested watching for e-mail from Tom Branca re: re-registering as member of Academic Senate, dues for which sponsor scholarships
  - Scurry reported that assessment coordinator Cheryl Davis will be scheduling additional assessments for F06, beginning 11/4. Full schedule has not yet been announced. Plans are for regular assessments every Thursday in S07 once move to R Building has been completed and assessment has its own lab.

Meeting adjourned at 3:10 p.m.

## Addendum A - Probation/Dismissal Update

Date: 09/12/06

Re: Probation/Dismissal Questions

The Counseling Department Co-Chairs discussed the following 9 questions with VP Jordan Cox this date and arrived at the following:

1. Do PROGRESS Dismissed students need to sit out one semester?  
After reviewing the exact wording of the 05-07 Merritt Catalog, we decided NOT to have the Progress Dismissed sit out one semester anymore. They do have to take College Success, though. Academic Dismissed students do need to sit out one semester AND take College Success.
2. What if DSPS adds a course to the currently allowed pair of courses (COUN 24 + XYZ course) for dismissed students?  
We decided that DSPS can add one or any number of RESOURCE only courses they deem necessary to provide support and accommodations to probationary/dismissed disabled students.
3. Can other "COUN" classes be acceptable in lieu of COUN 24 for dismissed students? Some students work or have the other class at the same time our COUN 24s are offered.  
We decided 224s will be OK because they address issues of retention (note taking, time management, goal setting, etc.). COUN 57s are OK for dismissed students who are very lost and undecided on a major. We will further discuss the possibility of offering COUN 200 (Orientation) A, B, etc tailored to the needs of dismissed students. It's a good idea because COUN 200s are less time consuming for the student, less expensive, can be offered as late start classes and can be designed to deal directly with the issues of this group. We even thought of the day when all new students take a COUN 200.
4. If the student's GPA/Ws does not balance out in one semester, the student will come back. What should we do?  
We document the progress and use counselor discretion to allow 2 other classes, or maybe 3. We must document the justification for allowing those classes.
5. What about beginning level ESL? They do not speak, read or write at the level required for a COUN 24.  
We decided we should not be requiring those students to take the transfer level COUN 24. ESL levels 1, 2, 3, & 4 are below our regular ENGL 201A. At this point we are not offering AA/AS degree applicable level COUN class. In future semesters when we do, then we will revisit the ESL dismissal issue.
6. Should we create additional COUN 24s for dismissed students?  
Not at this time. Please re-read the answer to question #3. It looks like instead of additional 24s we will offer 200s.
7. What if the academic dismissal comes from the 90s or earlier?  
They already sat out more than one semester. They do have to take College Success.
8. What if the student already took and passed COUN 24 or 57?  
If they already took COUN 24 we need to create a game plan for these students. It will all depend on what the issues are for that specific student. If they took 57, they can always take 24. Maybe we want to recommend a learning disabilities assessment class. In other words, we use our counselor judgment.
9. What if we recommend an LD assessment class?  
That is fine, especially if student already went through a College Success class and is still struggling with class content.