



Merritt College Counseling Department

Counselor Meeting Minutes
September 25, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Blackwell, Pantell, Shriver, Crosetti, Scurry, Allen, DeCoursey, Tissot, Wong, Ciddio, Westbrook (intern). Guest: Carmen Jordan-Cox, VP Student Services.

1. Discussion w/ VP Jordan Cox Covered a number of subjects:
 - R Building move - on track for move to be completed 1st week of December; when return from winter break, will be ready to start business in new site. Moving coordinator (Michelle) will be contacting staff to give directions and supplies to facilitate move.
 - Merritt has been selected to participate in Student Services Institute run by Nat'l Assn for Student Personnel Administrators (NASPA). 30-50 full-time classified and faculty will participate on Merritt site 5 Fridays in February and March, 2007. Focus will be on streamlining flow and coordination of student services w/in and between individual Student Services units. Part-time classified and faculty who are not scheduled during institute hours are invited to attend. Business will remain open during institute.
 - Ongoing discussion about coordinating Merritt's recent procedures re: probation and dismissal with procedures being discussed by district-wide committee. Will stay in close touch.
 - Brief discussion about services we can offer to improve student retention. Jordan-Cox invites all ideas.
2. Nursing Dept. Meeting Zeilke led discussion about information that arose from a meeting she and Pantell had w/ Nursing Dept. See Addendum for transcript.
3. New Business
 - Blackwell reported on several issues from Academic Senate. Discussion about adding Psychology, Marriage and Family Therapy, and Marriage, Family, and Child Counseling to list of approved Master's degrees to meet minimum qualifications for CCC Counseling positions. Based on information we had, group voted to approve MFT and MFCC but deny Psychology (reasoning that Psychology may not include acquisition of counseling skills). Blackwell also reported on discussion of grading policies by Math department. As a practical matter, any student who receives a grade of C should be counseled about the wisdom of going on to next level. Although C is passing grade, many students who get Cs struggle quite a bit at the next level.
 - Shriver reported on decision by Biology faculty (Nancy Rauch) on combining courses to meet Anatomy & Physiology requirement for allied health programs. Acceptable combinations are those that combine a individualized Anatomy course (not a combined A&P course) from one institution with an individualized Physiology course from another. For example, Merritt's BIOL 2 (Anatomy) may be combined w/ Alameda's BIOL 19 (Physiology). However, it is not acceptable to combine an individualized course with a combined course (for example, combining BIOL 2 w/ 20A or 20B). Shriver will get written confirmation from Rauch.
 - Allen asked for ideas about ways to improve the mastery of basic skills by students. Some thoughts were linking a tutor w/ a specific instructor, ensuring that assignments are linked directly to experiences in students' lives, and emphasizing writing across the curriculum. Allen asked those w/ add'l ideas to give them to her.

Meeting adjourned at 3:10 p.m.

Addendum - Nursing Department Admissions

Date: 09/12/06

Re: RN Permits

The Counseling Department Co-chairs met with the RN program Director, Dawn Williams, to discuss this academic year's "permit to apply" process. Kathy Bauer, prior RN program Director was also present in this meeting to assist with her expertise and historical perspective. We asked several questions related to the permits, the application process and budget code for part-time faculty assignment funding.

1. Information related to the permits:

The wording at the top of the permit will change a bit. The part that explains about accepting applications in two groups, one Oct to Mar and another from Mar to June will be eliminated to avoid confusion. The permit will only mention the first dates Oct 1 to Mar 1.

We still expect all Group B courses completed and with a grade. If even one one-unit course is missing it puts the student in a much lower priority group. Students technically COULD apply without all Grp B courses completed, but they will not be competitive. Courses must be completed and with a grade (e.g. don't apply on Oct 1 if they have courses in progress in Fall. Wait until Jan or Feb, when grades are posted, to apply). We discussed the problem with obtaining credit by examination for CIS 205. Even if Merritt is having trouble offering this service consistently, the student is ultimately responsible for completing group B courses. They can take the course at Peralta or any other community college.

Upper division courses are acceptable. Students will get "application points", but not grade points for graduation. Make sure students have what they need to graduate from Peralta with an AS degree, otherwise they cannot sit for their Board Exam. High school AP courses accepted by Peralta as equivalent to college courses will also be acceptable to the Nursing program (See Merritt Catalog).

If a student assessed above Math 201, they MUST still take a Math course or have one on a transcript. If they graduated from another university without a Math course because they assessed high in Math at that particular school they MUST take a college level, degree applicable Math course at Peralta or any other accredited college.

Students MUST show up to the "permit" session with official transcripts for courses taken outside Peralta. They should also bring appropriate catalogs or course descriptions photocopied or downloaded from the internet.

Counselors will hand out the Nursing program application to each student after verifying that every course required in the permit has been completed. The applicant must fill the application right then and there and hand it back to the counselor. Students CAN NOT mail it in or take it themselves to the Nursing program.

Counselors completing Nursing Permits will be located in D102, photocopier area, which has a large table with several chairs. They will have access to Shenisse's computer to retrieve Peralta transcripts if needed. At least the first session should be conducted when Dawn is in her office so the counselor can ask questions. Dawn will be there M-Th 8am to 4pm. Mondays she stays until 7pm.

Anatomy and Physiology courses must be, either 5, 4 or 3 units and with a lab. A&P courses under 3 units are not acceptable. A&P courses without a lab are not acceptable. The labs are acceptable even if they dissected pigs or other animals and not human cadavers.

Quarter units are acceptable. If a student took a 4 unit Psychology in a quarter system school they will end up with an equivalent to 2.67 semester grade points. That is OK.

2. General Questions:

There are no overall changes in the permits this year. Next year there will be some changes.

The students are selected in two steps. First they form a “priority” group with all those that completed all nursing pre-requisite courses from groups A and B. Then they arrange them in order of their Group A GPA. Last year the students who made it into the program had: a) all group A&B completed and b) a Group A GPA of 4.0 all the way to 3.0. People with less than 3.0 did not make it. ATTENTION: Even if they have a very high Group A GPA, if they had not completed all courses in Grps A&B (including Computer Literacy), they did NOT even make it to the priority group.

There are no additional points if a student retakes a course, but they do take the highest grade. For example, a student took Biol 20A (5 units) two years ago and obtained a grade of C (=5units x 2 for the “C” = 10 grade points). The student re-took the course this semester and now obtained an A (= 5units x 4 for the “A” = 20 grade points). The permit will document the highest grade, that is the grade of “A” and give 20 grade points for the course. They will NOT add the first 10 grade points to the new 20 grade points.

3. Update in budget code:

No information yet. They will let us know ASAP. There will be between four and five different budget codes because the money for these counseling positions will come from different sources.