



Merritt College Counseling Department

Counselor Meeting Minutes
November 1, 2004

Meeting convened at 1:30 p.m. In attendance: McLean, Zielke, Wong, Blackwell, Allen, Scurry, Tissot, DeCoursey, Datz MacEwan (intern).

1. **Notes From 10/28/04 District Counselor's Meeting** McLean gave a summary of the meeting and will distribute a copy of the agenda to those interested.
2. **GE Sheets** Carlos handed out Laney Advising Sheets although we all know that they are available on the Counselor's website☺
3. **Financial Aid Workshops** Cie-Jae and Charles are the designated counselors if the students who are petitioning for financial aid do not have a Counselor. They will be doing updated SEP for those students. For students who are on academic probation, progress probation or dismissal status, Carlos and Kimm are doing a required four-part workshop that begins 11/2. They will be learning test taking skills, study skills, time management, etc. If the student is enrolled in Counseling 24, they can be exempt from the workshops but note this on their financial aid letter.
4. **Transfer** Concurrent enrollment workshop schedule is available. Please promote this to your students.
5. **Announcements**
 - Paralegal 6 is being offered although it is not in the schedule of classes. It will be held Wednesdays from 7 – 10 pm and Fridays from 12 – 3.
 - The Puente altar will be up until Wednesday. Stop by and see it.
 - Skyline's college night is 11/4 from 7 – 9 pm.

Meeting adjourned at 2:45 p.m.