



Merritt College Counseling Department

Counselor Meeting Minutes
November 27, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Allen, Blackwell, Shriver, Scurry, DeCoursey, Westbrook (intern).

1. **SEP Form Review** All counselors reviewed different SEP forms and made suggestions about improvement. Consensus that developing a better form was a good use of time. Next steps are for Allen to see if form is in electronic form and for Pantell to prepare draft of new form for review.
2. **Action Plan Review** Continued review from last meeting. Clarified relationship between Action Plans and TracDat, as well as SLOs and Ed Plan. Reviewed 06-07 plans in preparation for working sessions 12/5 & 12/12/06. Also agreed to create goals for Counseling Department separate from the individual units that exist w/in Counseling Department.
3. **Transfer Report** Blackwell reported that transfer activity is heavy up to 11/30/06 deadline. UC Berkeley reps will be on campus 11/29/06 for last minute application assistance.
4. **New Business**
 - Shriver reported on impact of felony convictions on ability to work in real estate field. Applicant w/ felony conviction may take the license exam and, if s/he passes, ability to be granted license will be reviewed by judge empowered State of California Real Estate Board. Felony conviction not an immediate rule-out. Depends on nature of felony. Drugs or some other offense that is rehabilitated may be seen more favorably than embezzlement or fraud. Reviewed on case-by-case basis. Shriver also plans to look into similar issue in Paralegal profession and will report back. Shriver also reported that applicants will need Bachelor's degree for Appraisal license as of 2008.
 - Generated ideas about agenda items for future Counseling Department meetings: 1) Part-time Counselor re-hire evaluation progress; 2) Spring, 2007 events; 3) R Building move progress; 4) possible revision of English/Math sequence chart; 5) status update on Assessment & Orientation; 6) Matric Planning and Advising checklist. Get additional ideas to Zielke and/or Pantell.

Meeting adjourned at 3:10 p.m.