



## Merritt College Counseling Department

Counselor Meeting Minutes  
September 13, 2004

Meeting convened at 1:30 p.m. In attendance: Pantell, Wong, Allen, DeCoursey, Crutchfield, Blackwell, Scurry, Jessie (intern).

- 1. Transfer Updates** Blackwell reported on transfer issues. Several 4-year school reps have cut back on campus visits due to budget and staffing constraints. She'll publicize their visits as best she can. Will also be holding application workshops for both CSU and UC—will publicize. Suggested having students print online applications as a way to prepare and assemble information before completing online applications. Re: TAAs, if we do one, please make a copy for Blackwell's master file. TAA deadline (UC Davis) is 10/5/04 but it is first come, first served until full.
- 2. Computer Literacy Challenge Exam** Discussion of process and contact person for students to take Credit by Exam for Computer Literacy AA/AS GE requirement. Refer students to Ron Grant, CIS Department Chair (notice and requirements posted on Merritt Counselor Web Site). Crutchfield will discuss w/ Shriver the idea to invite Grant to Counselor meeting for discussion and clarification.
- 3. Matriculation Update** Scurry given warm reception and congratulations on being selected as new Matric Counselor. Will be assuming more of role as semester wears on. She asked that, if counselors complete and Educational Plan with a student, to please note that on /CSC screen of mainframe, if only to mark with an "X" that the Ed Plan has been completed. Helps w/ tracking by District.
- 4. Articulation Report** Pantell gave artic report (posted on Counselor Web Site).

Meeting adjourned at 3:05 p.m.