Meeting convened at 1:30 p.m. In attendance: Blackwell, Zielke, McLean, Shriver, Pantell, Allen, DeCoursey, Crutchfield.

1. **Counseling for Financial Aid Students**  Shriver reported on progress of providing counseling for students on financial aid. Details still being worked out with Alice Freeman of Financial Aid Office.

2. **Transfer Issues**  Blackwell reported on activities in the Transfer Center this semester. Refer to flyer posted on Counselor Web Site.

3. **Articulation**  Pantell reported on artic issues—refer to Articulation Notes of this date on Counselor Web Site. Also asked for show of interest in attending Ensuring Transfer Success Conference 4/20/04 in Foster City. Those interested need to inform Pantell and turn in completed registration form by March 3.

4. **Other Business**  Discussion about time management of meetings to ensure that all agenda items are covered adequately.

Meeting adjourned at 3:10 p.m.