



## Merritt College Counseling Department

Counselor Meeting Minutes  
December 8, 2003

Meeting convened at 1:30 p.m. In attendance: Blackwell, Zielke, Shriver, Wong, Allen, Tissot, DeCoursey. Guest: Hilary Altman, Speech Department.

1. **Assessment** Students can repeat Assessment once per semester and must wait at least two weeks before retaking.
2. **Human Services Certificate** Tissot presented on Certificate of Achievement. At 18 units, it doesn't require State approval, only District approval. Concept came from Alameda County Social Services. Program is very skills-based vs. theory-based and is set up to develop paraprofessionals working in social services settings; very applied, hands-on orientation. Instructors are already working in social services in local communities. Good program for those interested in becoming job developers, job coaches, and other entry-level paraprofessionals.
3. **Speech Courses** Altman presented on two courses:
  - ♦ SPCH 46, Interviewing, Business & Professional Communication. Begins F04. Divided into 3 sections, 1 unit and 6 weeks each: 1) resume & interview from interviewee perspective; 2) training to be an interviewer; 3) facilitating a focus group.
  - ♦ SPCH 6, Intercultural Communication Taught by Cristina Barber—excellent instructor. Fulfills AAGE Area 2.

Meeting adjourned at 3:00 p.m.