

## 2/3/25: Counseling Meeting Notes

Attendees: Allen, Moy, Castro, Towle, Castaneda, Alturk, Scurry, Perez & Ross

### Counseling Updates/Accreditation

Check in discussion regarding the District Town Hall Meeting on Friday

#### Spring 2025 Evaluations

- FT Counselors: R. Allen + F. Moy
- PT Counselors: R. Cook-Greene, S. Castaneda, Q. Easter, I. Lopez, F. Tripp, O. Sanchez
- Discussion of which counselor will be completing them and timeline
- All evaluations are due May 16
- Co-Chairs will send directions to assigned evaluators
- If you have done 3+ evaluations in an academic year, please fill out the stipend form with Inga for FT Faculty

#### Dismissal Process

- For all dismissal petitions, please make sure to fill out the dismissal form, attach a student education plan (signed), and the student's unofficial transcript. All dismissal contracts need to be emailed (no in-person submitted copies) to:
  - Dean Angela Khoo ([akhoo@peralta.edu](mailto:akhoo@peralta.edu)) and VPSS general email ([vpssmerritt@peralta.edu](mailto:vpssmerritt@peralta.edu))

Please inform Dean Khoo if you are seeing any people sitting behind the counseling front desk that are not staff or faculty

The staff assistant position for Dean Khoo is frozen- we interviewed and selected candidate but the position held up at the District due to the hiring freezes

Please refer to Co-Chairs emails regarding "late card add form" and how to input student emails

Chairs are working on Summer and Fall 2025 class schedule- cuts are being required for all classes- VPI stated 50/50 will be the direction for classes in Fall

Monday Feb 24 1:30-3:30- Oakland International High School Outreach

Congrats to COUN Professors for submitting census rosters on time. Woo hoo!

Co-Chairs will reach out to Dean Khoo regarding transfer list and 6 units of summer for degree petitions

For absences please report to both “Counselor Absent Reporting” + “MCSS Reporting”

### **Peak Debrief**

- A lot of students were not Merritt students. Helping students with the other colleges and their classes with both drop in and appointments
- Discussion regarding not doing peak the second week of school
- Are we losing students from Merritt because we are spending time on other students from the other colleges?
- Not a lot of students for extended evening hours. Should only keep Thursday and Friday.
- Closure from 12:30-1:30 does not work for our students especially when we are trying to increase enrollment

### **Program & Committee Updates**

HSI- events happening this month. A flyer will be shared with counselors soon.

M. Spencer is on leave- encourage students to attend the Sankofa orientations for credit for reporting and enrollment hold

SAS event this Thursday 12-1:30- Guest speaker Devone Boggan- please encourage students to attend for extra credit