

### **3/18/24: Counseling Meeting Minutes**

**Attendees: Allen, Scurry, Moy, Castro, Pantell, Ross, Perez, Alturk, Towle**

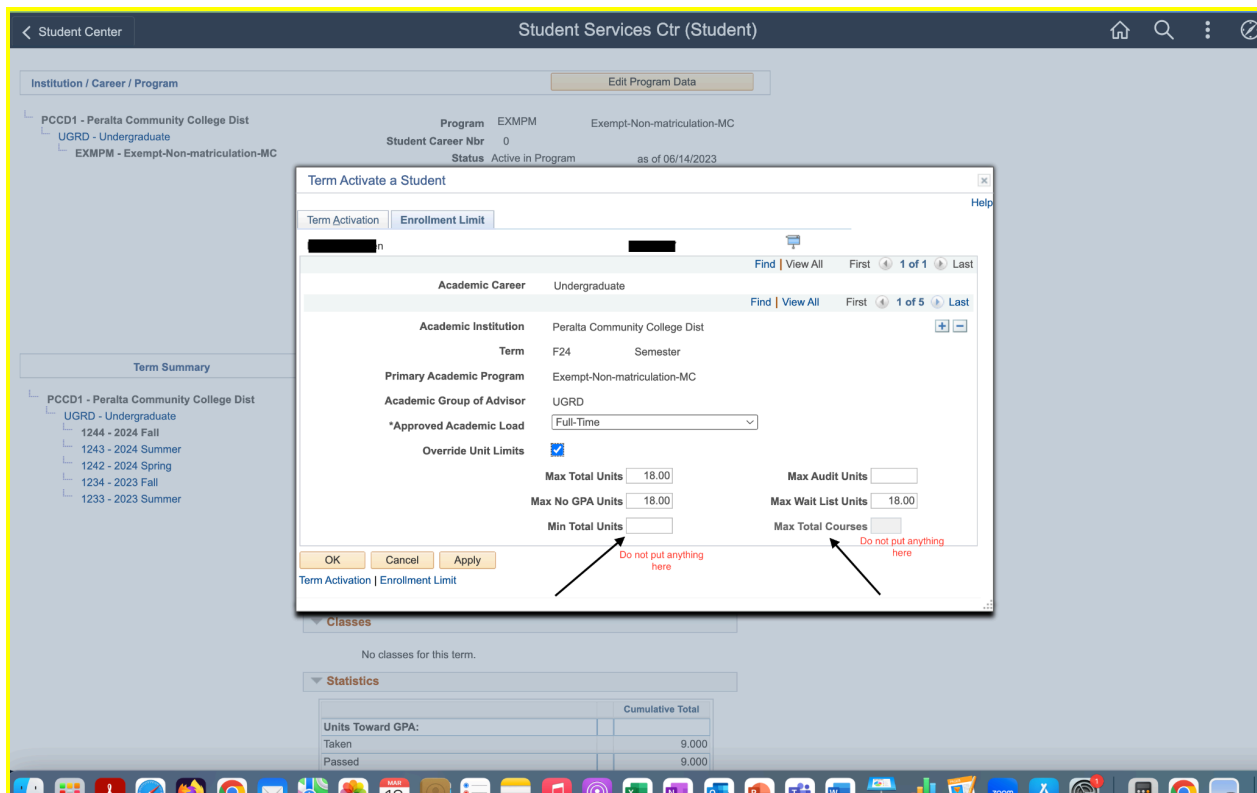
#### **Counseling Updates:**

- Deadline to petition for a degree is Friday March 22nd however this is for counselor knowledge only. Please work with students the best you can if they come on drop-in.
- If students are missing 6 units or less and want to participate in graduation, please use the excel sheet on the counselor website and remind students to petition in Summer - deadline to include students on the list is March 29- we are on spring break this week so realistically it will be March 22
- Virtual District Wide Counseling Meeting is Thursday March 21
  - Office is closed and the meeting will be online
  - PFT President unable to make the meeting
  - See previous email regarding agenda and Zoom link
- Here's a link to scholarships offered by peralta association of african american affairs (paaaa). The deadline is March 29th.
  - <https://www.peralta.edu/admissions/student-resources/paaaa/scholarship>
- Academic Senate is sponsoring eleven scholarships for a total of \$8800 in awards this year. Please refer to Danae Martinez's email

#### **Counseling Cautions:**

This is a new additional topic to our department meetings. Let us know if you learn anything new or are reminded of something that would benefit all counselors.

When increasing student units, please be sure to **not** increase their "minimum total units" to be enrolled in. Leave this box empty. If the box has a number in it, the student will be unable to drop below the number of units. See screenshot below.



## **Guest Speaker:**

Phasasha Pharr: Financial Aid

The Covid Withdraw form is an internal form for financial aid. Students do not really know about the form. Students who withdrew from courses due to COVID-19 related emergency issues are eligible for relief from certain financial aid requirements. The form waives EWs for Spring 2020-Spring 2023 so these do not go against a student for SAP purposes (the units for those semesters do not count). There is no limit to the number of units that can be waived. Documentation is needed to be included with form. See attached form.

The deadline to apply for free classes for FA23-SP24 is the end of the school year (June 30).

SAP Appeal:

4-6 weeks is the processing time for appeals

Students with 90 plus units need CSEP.

To follow up on: Request to have the appeal forms be distributed/available after the third week of each new semester. Co-chairs will meet with financial aid to have better practice for the upcoming school year regarding appeal forms-for now follow the same process.

## **Program & Committee Updates:**

### **Artic:**

Steve is meeting with the GE sub committee April 1st about using HS Algebra 2 and Integrated Math 3 to clear AA GE area 4b for only one academic year. Possibly might not be included at all on the advising sheet to not cause confusion with students. More updates to come.

### **SAS:**

Openhouse/HS orientation same day as CE event, May 3rd. More information will follow.

### **Career:**

- We are partnering with Insight Housing again for the Spring 2024 career fair which will take place on Wednesday May 1 from 10am-2pm. A flier will be created in April to share out. Please encourage your students to come and Sara will send an extra credit assignment.
- We also are finalizing a contract with Handshake to make them our job board. Should be effective April 1, but Sara will send an email once the contract is signed. Sara will have to work with IT to upload student emails and access, but will keep us posted. We are no longer using CCN.
- Career center website is also updated with new employment and internship opportunities.

### **Transfer:**

**Merritt College Transfer Day is on Wednesday, Oct 9, 2024.** Time will be 10 am - 12 noon but this does not include pre - start at 8:00 am and lunch through 1:00 pm. Please encourage your students to come and complete an extra credit assignment

### **Chair:**

**Does anyone want to volunteer to be co-chair with Sara?**

Update: Rosa volunteered to serve with Sara and they will be on the nominations together.

### **Co-Chair Discussion:**

\*The term of service for a co-chair (one year, two years, other).

Agreement: Two years minimum

\*The rotation of co-chairs if no one or only one person self-nominates.  
(Self nomination takes precedence over the rotation)

Counselors agreed on this rotation:

Sara

Rosa

Edwin

Veronica

Jose

Frances

Derrick

Rose

Lesley

(anyone new)

\*Angela TBD- will discuss if and when she returns

\*What happens if someone needs to step away for the spring term of their full-year commitment?

Makeup that time by becoming a tri chair in the following semester.

Follow up issue:

Current chair would be solo.

Agreement: First, ask for a volunteer. If no one volunteers, everyone would help by dividing up the tasks. **We will revisit this at our next counseling meeting.**

Steve volunteered to track our agreements and the rotation and publish on the counselor webpage.

**Announcements:**

Reminder: Transfer acceptance list is on the counselor website. Please enter all students who are accepted into a university.

Next meeting will not be until Monday April 8.