

**Meeting Minutes**  
**MERRITT COLLEGE COUNSELING DEPARTMENT**

Date: 4/6/2020	Time: 1:30 pm	
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Attendees: Etna, Mary, Rose, Derrick, Jose, Angela, Marty, Frances, Carlos, Stefani, Rosa, Lesley

<b>Allotted Time</b>	<b>Topic</b>	<b>Person(s) Responsible</b>
	Landscape Horticulture <i>To be rescheduled in May</i>	Laura Forlin
	Counselor Check in How have your virtual student appointments gone so far? What's working? What isn't working? What do you need? <i>Tip: Enable waiting room and chime features so that your next student appointment isn't signing in to your current student appointment. The chime will let you know when they enter the waiting room.</i>  Front desk support update <i>Minh is answering the telephones and Sylvester is responding to the counseling emails.</i>	All
	W Drive/Electronic Degree Worksheets <i>Right click and download. "Save as" to the desktop. However by using this method, we will not have the most up to date version of the milestone list. The chairs will have Marisol let us know when she makes changes so we can update the electronic degree sheets on our desk tops.</i>	Jon Olkowski <a href="mailto:jon@peralta.edu">jon@peralta.edu</a> & Marty Zielke

	<p>Standing Items:</p> <p>1. Reports from programs:  Puate, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, Centro Latino, etc.  <i>SAS: Appointment options for students include telephone calls, emails or zoom. Providing testing accommodations may be challenging.</i>  <b><i>Transfer:</i></b> the UCs are working to relax admissions requirements.  <i>Don't forget to log all acceptances to universities into the google drive and send Angela an email. UC decisions will come out soon. CSUs have been rolling out admissions decisions since January.</i>  <i>College reps have virtual chat rooms. See Angela's email for further information.</i>  <i>Online labs for Spring 2020 will be accepted by CSUEB, Samuel Merritt and USF BSN programs.</i></p> <p>2. Committee Reports  <i>Tabled</i></p> <p>3. SLOAC  Counseling Surveys.  We do have it on Survey Monkey. How should we proceed? Who has access to obtain the Survey Monkey results?  <i>Tables</i></p>	All
	<p>Announcements</p> <p>-Teaching faculty:  Per Dr. Foster, please update your syllabus and send it to the Counseling Chairs so that we can forward it to Dr. Foster.  Please let us know your progress in switching your class to online so we can update Dr. Foster.</p> <p>-Email Steve popular CSUEB majors.</p>	All