

# Counseling Meeting Notes

SEPTEMBER 14, 2015 / 01:30 PM -3.00 PM/ CONFERENCE ROOM 112A

## Attendees

Khoo, McLean, Allen, Perez, Scurry, Zielke, Moy

## Meeting convened at 1.30 p.m.

### 1. VPSS Update-Dr. Arnulfo Cedillo

In regards to signatures for excess units, progress probation, etc , Dr. Cedillo reiterated that he does not want to second guess counselors. However, this F'15, a counselor recommended an override for 12 units for a student with a GPA of 1.45. He urges counselors to make the right decisions for students before coming to see him for signatures. Dr. C also update the group on the return of our staff assistant, S. Daniels which is still pending.

### 2. Chair Update

Khoo updated on CDCPD meeting, There will be 2 Deans for Div 2, Dean of Workforce & Applied Sc and Dean of Academic Pathways. Mclean will share his recommendations for SSSP and Equity with counselors. This report was prepared for the president. He also shared that Dr. Audrey Trotter has been assigned release time of 1.5 to be the Academic/Accreditation Lead and encourage all to attend the Accreditation follow-up report meeting to be held next week.

### 3. A&R Update-Dominique Taylor (A&R Technician)

Taylor updated the she has done all of S'15 petitions (525 total) and summer is still pending but only has 25 left.

#### Substitution waivers

**GENERAL EDUCATION - NO SUBSTITUTION WAIVERS.**

THEY BELONG TO A & R. AND IT IS THEIR CALL. However, she respects the decision of the counselors and A& R takes that into account. Counselors should submit supporting documents documenting the use to any class that is out-state or outside of Peralta's for G.E. Areas. She also uses similar websites that counselors use for her reference. (ccctransfer, TES etc).

**MAJORS - NEED SUBSTITUTION WAIVERS.**

According to Taylor, "if the course name is the same but the course description is unclear and does not describe the main objective from Peralta's course, then a substitution waiver is needed"

Exceptions: If the course title is the same and the course description is very similar, no waiver is needed. (eg. Psych 1A and Psych 1A at another school)

Majors where G.E. is also part of major (eg. Nursing) ...“If the Major has GE type courses, a substitution waiver may be needed if the student did not complete the exact course listed. For example, a student in the Nursing program took MATH 159 Introduction to Statistics from Ohlone College. A substitution waiver is needed because MATH 203 Intermediate Algebra is the course that is approved by the State for this major. Even though Stats is higher than our MATH 203, the substitution waiver is needed because anytime a course is being used that has not been approved by the state, the waiver gives justification for this particular course to fulfill the Major requirement”.

#### Upper division course & AP 4100

Upper division courses can be used to fulfill content only and NOT units.

AP4100 - Students with a BA or BS degree can take only major classes and obtain an AA/AS degree from Merritt college on a case to case only (eg Adjust is OK but not Nursing)

#### Initial Evaluations

Taylor is responsible for Initial evaluation. This is NOT a priority for A&R, they will accommodate on a case to case basis only. Evaluated transcripts will be logged in the W drive

#### **4. Others**

SARs scheduling was raised by Mclean and Khoo explained that the front desk was told to accommodate students for this month only due to Financial Aid appeal and Petition deadline.

Meeting adjourned at 3.05 p.m.