



Merritt College Counseling Department

Counselor Meeting Minutes
February 23, 2015

Meeting convened at 1:30 p.m. In attendance: McLean, Allen, Pantell, Khoo, Zielke, Ciddio, Ross, Garcia. Guest: Dominique Taylor, Susana de la Torre, A&R

I. Q&A with A&R: Taylor provided answers to following questions:

- a) What is the average timeline for students to hear back from A&R after submission of petition: **2-4 weeks depending on staffing & # petitions rec'd.**
- b) Typically how many letters does a student received once a petition has been filed? **(some students had multiple): 3 possible letters go out: approved, denied (for petitions lacking multiple and significant things), and pending (lacking transcript, sub/waiver, grades in progress, etc.)**
- c) Students that have been denied because the state has not approved a "major", but our catalog has the major in print and student is citing her rights based on the catalog. What is the policy? **Even if in catalog, if not approved by State, won't be awarded; working w/ Clifton to make sure W drive current.**
- d) Please explain AP 4100 to us so we totally understand where A&R stands on this policy: **exempt from all GE but only if accredited school in U.S.; doesn't apply to international degrees.**
- e) In the past, we have an A&R "cheat sheet" from Jose Pena that lists the equivalencies for the nursing pre-reqs and the sciences like chemistry. Do you still use the same "cheat sheet"? can we safely use it? **Do NOT use old cheat sheet; A&R will not be generating new one.**
- f) Where does she go for reference help? Web resources (e.g. CollegeSource, college websites, catalogs, etc.)
- g) If a course completed at another CA community college satisfies that community college's Ethnic Studies requirement or satisfies the Ethnic Studies guideline based on the course description, can we use that course to satisfy the Ethnic Studies requirement? For example, a student completed HUM 6 – American Cultures at Santa Rosa Junior College. The course is listed under their AA GE Ethnic Studies area. Since we don't have an equivalent course, I cannot ask the student submit a Petition for Substitution/Waiver to the Humanities Dept. because the Humanities Chair would not even know if that course satisfies the Ethnic Studies area. **For the most part, yes, you can use a course that satisfies a comparable GE area at another college. No sub/waiver form required for GE--that's A&R's call; if can't determine that course is appropriate for GE, won't be allowed.**
- h) For majors that do not fall under one department (i.e., Social & Behavioral Science and Liberal Arts), does the student still need to submit a Petition for Substitution? For example, if a student is using a US History course to fulfill one course in Group 2 in Social & Behavioral Science, does the student still need to submit a Petition for Substitution? **For 'cluster' degrees (like SBS & Humanities), A&R will make the call whether it's a course suitable for that GE area and if so, it can be used. If need add'l opinion, may discuss w/ 'department' but in this case, the 'department' is the Social/Behavioral Science 'chair' (i.e. Anthony Powell or whomever SBS falls under). Should not go to the "History" chair since we're not trying to determine if we have a comparable History course.**
- i) With regards to Petitions for Substitutions and Waivers, at what point are you willing to process the petition? In the past, students were asked to submit a copy with at least a signature from the Department Chair. Unfortunately, the Department Chairs can't or don't always provide a copy of the petition; the exchange of the petition sometimes happens through the Department Chair's mailbox. Can we simply note that the petitions have been submitted? **Counselor can include note with petition stating sub/waivers have been submitted or are pending and A&R will accept petition.**

Student may also submit copy of e-mail to department chair asking about status of sub/waiver previously submitted but not completed (as evidence of due diligence) and A&R will accept petition.

- j) For the Associate's Degree in Nursing, since the students have already been admitted to the program following the English 1A, Anatomy, Physiology and Microbiology requirements, will A&R still require petitions for substitutions for those major requirements? Possibly. Just because Nursing has accepted student into program (and thus determined that they've met ENGL or core BIOL requirements) doesn't mean A&R will evaluate course as meeting major requirements (not GE). Shouldn't happen often but might. Counselors strongly recommend A&R consult with ADN evaluator to make sure both on same page so everyone advising student properly and consistently.
- k) Can you explain what students are required to provide when using foreign transcripts/evaluation service? Do they need the original transcript or just an original of the evaluation? May need course descriptions; evaluated on course by course basis. Need sufficient documentation to determine what requirement course meets.

Meeting adjourned at 3:00 p.m.