MERRITT COLLEGE
Minutes of the College Council Meeting
March 16, 2016, 3:00 p.m., Room R29

Attendees: M. Rivas, A. Trotter, R. Allen W. Karim, D. Hankins, S. Harding, M. Sealund, S. Kessler, T. Vasconcellos, M. Williams, A. McCray, L. Willis, ML Zernicke, B. Drazen, N. Ambriz-Galaviz

Absent: J. Shanoski, A. Cedillo, C. Olsen, D. Del Rosario

Guests: A. Elliott

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order at 3:33 p.m.	
I. Agenda Review, Changes and Adoption	M/S/U (Zernicke/Trotter) to approve agenda as amended. • Approval of Resource Request Prioritization will be discussed first under Action Items. • IEPI was added as an information item under presentations. • College-wide assessment survey was added as an information item under presentations.	M/S/U (Zernicke/Trotter) to approve agenda as amended. • Approval of Resource Request Prioritization will be discussed first under Action Items. • IEPI was added as an information item under presentations. • College-wide assessment survey was added as an information item under presentations.
II. Action Items/Presentations: • Financial Aid Appeals Committee By-Laws • Resource Requests Prioritization • College Council By-Laws • IEPI • College-wide Assessment Survey	**Resource Requests Prioritization** A Prioritized Summary of New Resource Needs for 2016/17 was distributed. Below are highlights of the discussion: ▪ Resource requests were scored using a rubric. ▪ Only high level admin assessments were identified on the list. ▪ What is the communication process for resources not identified? Administration to follow-up with all programs and departments. ▪ What is the decision-making process on the District level? President to follow-up at April 2016 Council meeting. ▪ How does the college know if it is being supported properly if no dollar amounts are being tied to the resource allocation requests?	What is the decision-making process on the District level? President to follow-up at April 2016 Council meeting. M/S/U (Rivas/Hankins) to recommend that moving forward these lists provide dollar amounts to resources requested.

	M/S/U (Rivas/Hankins) to recommend that moving forward these lists provide dollar amounts to resources requested.
	
	M/S/P (Willis/Rivas) to approve the Resource Request Prioritization list for 2016/17. R. Allen and A. McCray abstained.
	
	Financial Aid Appeals Committee By-Laws
	A draft of the revised by-laws was distributed. Below are highlights of the discussion:
	    ▪ Committee formerly titled Financial Aid Petition Committee.
	    ▪ The function, charge and meeting frequency changed. Membership remained the same.
	
	M/S/U (Hankins/Willis) to approve Financial Aid Appeals Committee by-laws as revised.
	
	College Council By-Laws
	It was suggested that the current version of the Council's by-laws be placed on google docs with a solicitation for input. To revisit at the April 2016 Council meeting.
	
	IEPI
	    ▪ The College was provided a written summary of Initial Observation by the Partnership Resource Team (PRT). The summary is to be shared with all constituency groups.
	    ▪ Second visit to follow in April.
	
	College-wide Assessment Survey
	    ▪ Assessments will be two-fold; one related to college processes and governance, another to departments/service areas.
	    ▪ Identified the last week in March or first week in April to conduct the assessments.
	    ▪ Title of survey to be called Assessment of College Processes for Institutional Effectiveness.
		M/S/P (Willis/Rivas) to approve the Resource Request Prioritization list for 2016/17. R. Allen and A. McCray abstained.
		
		M/S/U (Hankins/Willis) to approve Financial Aid Appeals Committee by-laws as revised.
		
		It was suggested that the current version of the Council's by-laws be placed on google docs with a solicitation for input. To revisit at the April 2016 Council meeting.

III. Review and Approval of Minutes:
    • December 16, 2015
    • February 2, 2016
    • February 24, 2016
	Minutes were not complete. Approval of the minutes was deferred until the April 2016 meeting.	

IV. Accreditation (Trotter)	No report provided.	
V. Presidential Updates		
A) ASMC (Williams)	No report provided.	
B) Academic Senate (Rivas)	M. Rivas provided a written report which has been attached to the minutes.	
C) Classified Senate (Karim)	No report provided.	
D) College (Ambriz-Galaviz)	N. Ambriz-Galaviz reported the following: ▪ Great work being done with Accreditation. Support is still needed. ▪ Concerned with completion of SLO's	
VI. Committee Reports		
A) CBC (Willis)	L. Willis provided a written report which has been attached to the minutes. Below are additional highlights: ▪ Approval of the 2016-17 College Budget to be placed on April 2016 College Council agenda.	Approval of the 2016-17 College Budget to be placed on April 2016 College Council agenda.
B) CDCPD (Olsen)	C. Olsen not present to report. A written report was not provided.	
C) CEMPC (Elliott)	No report was provided.	
D) CFC (Drazen)	No report was provided.	
E) CIC (McCray)	A. McCray shared the following: ▪ CIC revised by-laws need to be placed on April College Council agenda. ▪ Currently working on curriculum review and putting together plans/templates for activation.	
F) MTC (Zernicke)	A written report was provided and has been attached to the minutes.	
VII. Upcoming Events/Announcements		
• 11th Annual Cesar Chavez Celebration • Africana Center Grand Opening "Community Event" • MC 7th Annual Achievement Awards	No announcement of upcoming events was provided.	
	Meeting adjourned.	

SH
5/17/2016

Merritt College Council Report- Academic Senate
March 16, 2016

- The Senate worked with CIC to interview faculty who were intending to teach compressed classes. There was very little response by faculty to this request, so the course offerings were put on hold. A student participated in this process, and noted that three week classes possibly were not the most effective way to offer classes to students in order to maximize learning. Certainly we need to ensure that all course offerings meet the standards of rigor, effectiveness of learning experience, and opportunity for faculty and students to interact in the learning process;

- A subcommittee of the Academic Senate and the Council of Department Chairs (CDCPD) met to review the process of Academic Department reorganization. The goal of the subcommittee was to make specific recommendations to administration regarding how to ensure that this process for reorganizing departments ensures the productiveness of discipline and department functioning;

- The Senate will review the recommendations from the recent visit of the CCC Chancellor's Office Institutional Effectiveness Partnership Resource Team (IEPRT). The Senate will make recommendations to administration regarding what could be best options to proceed in developing a proposal for improving institutional effectiveness. Once a focus is chosen, the college will submit a proposal for up to $150 k funding to undertake specific activities to improve institutional effectiveness. Some examples might include workshops to help faculty, staff and administration to learn to use data more effectively to plan for improved institutional effectiveness or leadership training to help campus governance groups to be more effective in their work;

- Senate members continue to participate in District committees to support the on-going work of Merritt College. Funding for infrastructure repair, adequate funding of classified staff at the colleges (e.g. custodians and groundskeepers); follow through on part of District to follow-up on Program Review recommendation for budget allocations.

College Budget
Committee Members

VP Instruction

Cedillo, Arnulfo

Del Rosario, Dettie

Ilarde, Tanya

Lawson, Daniel

Park, Tae-Soon

Perez, Maria

Perez, Ron

Rivas, Mario

Sidzinska, Kinga

Victorian, Charlotte

Willis, Linnea

ASMC Student Rep

I. **Accreditation Update**

- **Discussed Accreditation Status**

II. **Status of Resource Allocation Requests in Program Reviews, Summaries from Deans/VP's, Joint Meeting with CEMPC and Prioritization of Resource Allocation Requests**

<u>Joint Meeting With CEMPC and CBC on March 15, 2016</u>
- **A joint meeting was held on March 15, 2016 between CEMPC and CBC, with representatives also present from CFC and MTC**
- **The Deans/Managers/Program Review Validation Team provided a list of resources that they prioritized as high level for Technology, Equipment and Facilities**
- **The Classified Senate also provided a list of classified staff that they prioritized**
- **We approved the Resource Prioritization List (classified staff, technology, equipment and facilities lists) as a group, and recommended it to College Council and the President to take on to the PBC etc.**

III. **Upcoming Approval of Budget for FY 2015-2016**

- **In April Budget Committee will approve the resource allocation requests for FY 2015-2016**
- **Dr. Del Rosario met with CDCPD in March and provided them with their budget request worksheets/templates, populated with actual figures from last year etc.**
- **Dr. Del Rosario also met with the Managers/Deans and provided the resource allocation lists**
- **The Deans and Managers have been meeting with their Department Chairs and Program Directors. The Deans and Managers are also being reminded to make sure they meet with Program Leads who are not Department Chairs**
- **On April 5, 2016, the Deans and Managers will present their proposed budgets to Budget Committee for review and approval. Their proposals will include itemized budgets for each program/department and summaries of Program Reviews and alignment with Assessment.**
- **All faculty and staff will be invited to the April 5, 2016 meeting, and CCC Confer will possibly be set up for the meeting**

IV. **Purchasing Cutoffs are Fast Approaching – keep this in mind**

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Written Update to College Council

Meeting Date: Wednesday March 16, 2017
Committee: Merritt Technology Committee
Submitted by: Mary Louise Zernicke

Please reference below updates:

- CEMPC requested and received a budget from MTC.

- Our March MTC meeting will be on Thursday March 17--we have not met since the last College Council meeting. The group will have more updates after our monthly meeting.

- The district is having serious discussion about the possible use of Canvas to replace moodle, but no decisions have been made. Individual instructors may use Canvas.

RECOMMENDATION/ACTION ITEM

COLLEGE COUNCIL ACTION TAKEN   1   2   3   4   EXPLANATION IF NECESSARY

MERRITT COLLEGE

CEMPC – CBC SPECIAL MEETING
Resource Request Prioritization
Tuesday March 15, 2016 1:30pm-3:00pm
Room R-29

MINUTES

Present: Kinga Sidzinska, Linnea Willis, Tim Hackett, Mario Rivas, Dan Lawson, Romeo Garcia, Ann Elliott, Dettie Del Rosario, Maria Perez, Rachel Antrobus, Rosemary Delia, Molly Sealund, Jamila Saleh, Waduda Karim, Charlotte Victorian, Tae-Soon Park, Mary Louise Zernicke, Samantha Kessler, Stefanie Harding

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	The meeting was called to order at 2:45 p.m.	
I. Purpose and Outcomes of Special Meeting	Need to validate the prioritized resource request list. According to the Integrated Planning and Budgeting Calendar, this is supposed to take place in December. List is due to the District PBC meeting by Friday, 3/18/2016. It will be in alphabetical order, without ranking.	

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II. Process of Developing Prioritized Lists	Harding explained the process of Deans determining High-Medium-Low level priority based on completion of assessment and then ranking within the level. **See attached rubrics (ask Harding for all documents provided at the meeting to file with minutes).** Faculty asked how to add items to the list that go beyond one individual program review. For example, Willis asked about P218 computer lab refresh that was started but never finished. Example from Ambriz-Galaviz: upgrade of campus internet cables. Example from Hackett: Have backup plans for larger technology issues like network capabilities, total cost of ownership and on site licenses.	"What happens when things fall off request lists?" Discussion tabled. Items from Technology and Facilities Committees that were larger campus discussions are not included. They must be compiled and send to Harding by 9am 3/16/2016. Technology Committee – follow-up on P218 Chairs of CFC and CTC to cross reference the list provided and add items accordingly. Email to Harding by 3/16/2016. Consider including a prompt in the Program Review to encourage programs to think about larger scale technology and facility needs so they are documented in Program Review.
III. Manager Recap	Vasconcellos: confirmed if no Assessment done, the program is not on the list. Elliott: the purpose of H-M-L classification is to document the tie to student learning and achievement and the District/College Goals and EMP. Referencing the rubric (see attached).	

IV. Questions/Answers Regarding Prioritized Lists	Elliott: How are classified positions prioritized?	Clarification is needed about issues such as ranking of requests, flow of requests to the district and back to the college and the final outcomes of the process via monetary allocation.
	Harding clarified the process and results of the Classified Staff Prioritization, based on a rubric.	
	Love: What actually happens from the lists that go to the District? If they are sent unranked, how do we rank when it is time to allocate funds, if any?	
	Victorian: How are we saying what the College needs if we do not rank?	
	Sealund: How do we communicate to the College that items requested were met?	
	Zernicke: If items on the equipment list should be on Technology, will they be moved?	
	Sealund: Indicated that money from the State is being sent for Facilities.	
	Zernicke: How does Technology get similar types of funds?	
	Love: District Facilities Committee members meet with the Chancellor and Technology should do the same.	
	Harding: The list is not submitted in a ranked order because needs change in 4-6 months when the dollars are actually available for spending. Vasconcellos: many items can be covered by other funds, even those marked HL, and especially those for immediate instructional needs.	
V. Opportunity for CTC and CFC to Present Additional Items	See discussion above.	

VI. Validate Resource Request Priorities of the College	Motion to approve the list of HL-1 priorities as presented by the Deans, with the addition of HL items to be added by the CFC and CTC.	M/S: Harding, Willis/Sealund Yes: 16 N: 0 Abstained: R. Garcia
	The meeting was adjourned at 2:55 p.m.	

MERRITT COLLEGE

Bi-Annual Spring Planning Summit
Friday, May 13, 2016
Executive Inn & Suites

AGENDA

Time	Item	Presentor
8:30AM	Breakfast	
9:00AM	Welcome/Overview	Dr. Norma Ambriz-Galaviz
9:15AM	Culture of Assessment & Data Driven Decision-Making	SLOAC
10:00AM	Accreditation Follow-Up Report Recommendation Responses	AFR Core Team
10:45AM	ACCJC Institutional Set Standards	Dr. Norma Ambriz-Galaviz
11:15AM	Assessment of College Processes	Dr. Norma Ambriz-Galaviz & Samantha Kessler
12:00PM	Lunch/Overview of Annual Report	Susan May
12:45PM	Student Support and Success Program (SSSP)	Dr. Arnulfo Cedillo & Dr. Lilia Chavez
1:30PM	Educational Master Plan Update	Dr. Tina Vasconcellos
2:30PM	Break	
2:45PM	Institutional Effectiveness Goals Framwork of Indicators	Dr. Mario Rivas, Ann Elliott & Samantha Kessler
3:45PM	Highlight of Child Development Program	CHDEV Staff
4:00PM	Closing Remarks	Dr. Norma Ambriz-Galaviz

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College Assessment & Strategic Planning Session is scheduled for this **Friday, September 18, 2015 from 8:30am-2pm** with breakfast and lunch included at the Student Lounge (R110) in the R building.

I would like to extend an invitation to those on campus interested in getting involved and becoming familiar with our accomplishments, college assessment and strategic planning.   What we do? Who does what? Why it makes a difference? How priorities and funding is established?

The expected outcomes for the session include:
1. Assessing 2014-15 college outcomes
2. Review of Peralta 2015-16 Strategic Objectives
3. Alignment of 2015-16 College Objectives with District Objectives
4. Awareness of Planning, Program Review, ILO/SLOs/ALO, Resource Allocation and Evaluation of processes

Those participating will include all College Administrators, Academic Senate, Classified Senate, ASMC representatives, and Department Chairs.

We welcome your participation.

Spring 2016 Administrator SAO Meetings & Discussions

Meeting	Attendees	Discussion/Outcome
5/11/2016	College Managers Meeting: Norma Ambriz-Galaviz (President), Arnulfo Cedillo (VPI), Tina Vasconcellos (Div I Dean), Rosemary Delia (Div II Dean), Lilia Chavez (Dean, Special Projects and Grants), Samantha Knappenberger (Researcher), Clifton Coleman (Assessment Specialist), Stefanie Harding (President's Staff Assistant), Berenise Herrera (President's Exec Assistant)	Discussed status of SAO and PLO assessments. Discussed importance of supporting PLO assessment and continually assessing SAOs. SAO assessment template was presented. It was decided that each administrator would meet with Clifton Coleman to review assessments and enter into Taskstream.
5/23/2016	Arnulfo Cedillo (VPSS), Clifton Coleman (Assessment Specialist)	Discussed results and action plans, suggested that results contain further data and reflection meeting criteria for success; finalized status update
5/23/2016	Denise Woodward (Div I Staff Assistant), Clifton Coleman (Assessment Specialist)	Denise and Dean Vasconcellos met to review results of recent student and faculty/staff survey. They came up with action plans. This meeting reviewed setting benchmarks, reflection of results, and Taskstream. Denise plans to ask for recalculated results as the results received did not add up to 100%.
5/24/2016	Jeffrey Lamb (VPI), Clifton Coleman (Assessment Specialist), Jane Fong (Scheduler), Tony Hampton (IT staff), Patricia Rom (IT staff)	Discussed results and actions from three SAOs. Reflected on the results as a group. Discussed better ways to gather information. Discussed action plans for summer 2016, fall 2016, and spring 2017. Follow-up meeting will reexamine SAOs.
5/26/2016	Dettie Del Rosario (Director, Business Office), Ron Perez (Staff Services Specialist), Clifton Coleman (Assessment Specialist)	Business Office regularly conducts meetings to create surveys, discuss survey results and process improvement. Reviewed action plans action plans. Discussed aligning future surveys with SAOs. Elaborated on Action Plans and reflection of results.
5/26/2016	Rosemary Delia (Div II Dean), Sara (Career Pathways Trust Project Manager), Clifton Coleman (Assessment Specialist)	Reviewed SAO template and reporting in Taskstream. Dean Delia had discussed results with staff and come up with action plans. Discussed formatting and elaborating results

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		reflection.
6/9/2016	Robbie Kunkel (Dean, Academic Pathways and Student Success)	Robbie is a new dean. Discussed Merritt's assessment processes, status of SLO, PLO, SAO and ILO assessments. Trained on Taskstream and reports.
7/19/2016	Administrator Retreat: Marie Elaine-Burns (Interim President), Jeffrey Lamb (VPI), Arnulfo Cedillo (VPSS), Tina Vasconcellos (Div I Dean), Rosemary Delia (Div II Dean), Robbie Kunkel (Dean, Academic Pathways and Student Success), Lilia Chavez (Dean, Special Programs & Grants), Herb Kitchen (Interim Director of Student Activities), Samantha Knappenberger (Researcher), Clifton Coleman (Assessment Specialist), Stefanie Harding (President's Staff Assistant), Berenise Herrera (President's Exec Assistant)	Dean Vasconcellos and Clifton Coleman reported on current status of learning assessment, acceleration plan, new assessment calendar, and successes/challenges; provided template for administrators to fill out. Administrators met in groups to discuss ways that they can better support assessment across the college. Ideas were discussed as a group. These will be discussed further and some will be added to assessment calendar.
7/28/2016	Academic Deans Meeting: Jeffrey Lamb (VPI), Rosemary Delia (Div II Dean), Siri Brown (Interim Div I Dean), Clifton Coleman (Assessment Specialist)	Reviewed current status of assessment, reviewed ideas from managers retreat and further discussed supporting assessment, successes/challenges and activities to support assessment. Reports were provided from Taskstream on assessment results. Discussed how to provide results in a meaningful way to chairs/faculty. Also reviewed best practices for writing SLOs.

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<u>Learning Outcomes for session~</u>
Every Administrator present will be able to…
1. Summarize the state of assessment at Merritt College based on the Learning Assessment Report and Acceleration Plan, especially the current efforts and results to their Division/units.
2. Develop a defined set of activities and a plan to implement to support Outcomes Assessment during the 2016-2017 academic year

      I.   Assessment Report & Acceleration Plan Overview (Handout)
          a. Baseline 2014-2015 Data
          b. June 2016 Data
          c. The Ongoing Plan
     II. The Administration's role Overview and Activity
          a. Learning Assessment Timeline- Overview (Handout)
          b. How are you currently supporting assessment?
          c. How can you increase your support of assessment?
          d. Specific Plan
              i. Instruction
             ii. Student Services
            iii. Business Services
   III. *Report out- Plan details per Division*

Student Services/Special Programs & Grants

Dr. Lilia Chavez

Previous activities unutilized to support assessment in your division/service area(s):

1) Program review validation 3 yr cycle/APU 1 yr
2) PowerPoint detailed needs for upcoming trainings
3) Unit surveys
4) Use of SLO coordinator/one-on-one meetings
5) Program-focused meeting

Activities to support ILO Assessment participation from your division/service area(s):

Activity	Month Planned	Intended outcome of activity
Coordinate SAO to ILO	Ongoing	Mapping to support ILO

Activities to support SLO/PLO assessment for Instruction or SAO assessment for Student Services:

Activity	Month Planned	Intended outcome of activity
Continued use of SLO Coordinator	Ongoing	Comply
Initiate SAO Development Training	Fall 2016	Unit leads buy-in
Initiate SAO Development Training	Ongoing	Classified staff
Continuous Meetings	Ongoing	Increase knowledge base to better serve our students

Division II

Dr. Rosemary Delia

Previous activities unutilized to support assessment in your division/service area(s):

1) Set up Flex Day assessment plan
    a. Why it matters
    b. How it leads to improvements
    c. What's in it for instructors (action-based research, improve student learning, curriculum design, collaborative conversations across disciplines, resource allocations)

Activities to support ILO Assessment participation from your division/service area(s):

Activity	Month Planned	Intended outcome of activity

Activities to support SLO/PLO assessment for Instruction or SAO assessment for Student Services:

Activity	Month Planned	Intended outcome of activity
Strategic joint division meetings	End of Sept, 2x a semester	Increased # of assessments
Ensure that dept meetings focus on outcomes assessment	Monthly/Semester	"
Meet w/SLO Lead (Heather) on a roll-out plan at least 3x/semester. What worked/didn't work		"
Monthly Division Meetings. Ensure it is agendized, updates from Heather, and feedback (obstacles)		"

Academic Pathways & Student Success (CTE)
Robbie Kunkel

Previous activities unutilized to support assessment in your division/service area(s):

1) Conceptualize SLOs/PLOs/assessments for internship programming w/ ES Manager & Sector Access Specialists (?)
2) College hour Thursdays 12-1:30PM

Activities to support ILO Assessment participation from your division/service area(s):

Activity	Month Planned	Intended outcome of activity

Activities to support SLO/PLO assessment for Instruction or SAO assessment for Student Services:

Activity	Month Planned	Intended outcome of activity
Participate in strategic ? division meetings	August	Increased # of assessments & tied into budget augmentation
Present at division meetings about grants "can" & "can'ts" & ways I will support faculty	Monthly/Semester	"
Report out in the Merritt community about grants and how that's building programming. Tie that back to program review & assessments		"

Business Office

Dr. Dettie Del Rosario

Previous activities unutilized to support assessment in your division/service area(s):

1) Monthly meetings with team leads about service area assessment
2) Continue surveys per semester

Activities to support ILO Assessment participation from your division/service area(s):

Activity	Month Planned	Intended outcome of activity
Ensure all services area outcomes are mapped to ILOs in Taskstream (w/ help of Clifton)	One time. ASAP	Lead to future service area ILO assessment

Activities to support SLO/PLO assessment for Instruction or SAO assessment for Student Services:

Activity	Month Planned	Intended outcome of activity
Schedule one meeting with each administrator and assistant with the business office team.	Once per semester, ongoing	Better service between administration and business office.