

MERRITT COLLEGE
Minutes of the Academic Senate Meeting
October 07, 2010

- PRESENT:**
- ✓ Black, Anita (President)
 - ✓ Park, Tae-Soon (Vice President)
 - ✓ Trotter, Audrey (Treasurer)
 - ✓ Seals, Jason (Corresponding Secretary)
 - ✓ Alexander, Alexis
 - ✓ Dimopoulos, Barbara
 - ✓ Drinnon, Jon
 - ✓ Elliott, Ann
 - ✓ Greenside, Mark
 - ✓ Holloway, Jason
 - ✓ Litchfield, Ken
 - ✓ McLean, Carlos
 - ✓ Mofidi, Fereshteh
 - ✓ Murphy, Jon
 - Santana, Isela Gonzalez
- Absent:** Santana
- Guests:** Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. CALL TO ORDER	Meeting was called to order at 12:36 p.m.	
II. AGENDA REVIEW AND APPROVAL OF MINUTES	The Merritt College Academic Faculty Senate (MCAFS) approved the September 02 and 16, 2010 meeting minutes as amended.	
III. PRESIDENT'S REPORT <ul style="list-style-type: none"> • Welcome New Senators • Consolidated Summer Session 	<p>Black welcomed newly elected MCAFS members, Mr. Jason Holloway and Mr. Carlos McLean.</p> <p>It was discussed during the last DAS meeting that there is a possibility of having a consolidated session on Summer 2011. Laney College (LC) and Berkeley City College (BCC) will be the only campuses operating during the Summer 2011 session. Merritt College, as the campus with the highest daily operating costs, and Alameda College will be shut down. Except for the Radiology, Horticulture and Nursing program, all of the other courses will be offered in LC and BCC. Several concerns were raised:</p> <ul style="list-style-type: none"> ❖ The decision of having a consolidated Summer 2011 did not go through the shared governance process. ❖ Once Merritt College students attend a different campus, it will be hard to convince them to go back to Merritt College once the consolidation ends. This will directly impact the productivity and enrollment in Merritt College. ❖ Drinnon announced that faculty and staff who will be affected by this consolidation should express their concern(s) by sending an e-mail to Dr. Robert Adams, Merritt College President. 	<p>MOTION: MCAFS opposes closing the Merritt College campus for Summer 2011 because the recommendation is in violation of a shared governance process. We should also be given the opportunity to come up with our recommendation for cost savings in order to stay open through a shared governance process. Members of the MCAFS direct Anita Black, MCAFS President, to bring this motion to the District Academic Senate (DAS), Merritt College Administrators, PCCD Administrators (C, VCs and C-VCs).</p>

<ul style="list-style-type: none"> • PeopleSoft Functionality Team 	<p>Alexander was appointed to be MCAFS's representative to the PeopleSoft Functionality Team.</p>	
<ul style="list-style-type: none"> • Educational Services Committee 	<p>Park was appointed to be the MCAFS's representative to the Educational Services Committee.</p>	
<ul style="list-style-type: none"> • District Wide Task Force for Basic Skills 	<p>The District Academic Senate (DAS) recommended that a District Wide Task Force be formed for Basic Skills. The Task Force would be charged with exploring, defining, and making recommendations about development of a pilot foundation skills program that will prepare a cohort of students to transfer to California State University, East Bay (CSUEB) or Career Technical Education (CTE) Program that maximizes the use of current resources that can be institutionalized (this automatically means curriculum development), and any other ideas of this kind with the desired objective that colleges could uniquely implement for their specific campus committees. The DAS is proposing that the Basic Skills Coordinators in all four colleges and four Mathematics faculty members (to be determined by Faculty Senate Presidents in each college) meet with the Chancellor, Vice Chancellor of Educational Services and the DAS to begin exploring this idea. The purpose of the task force will be to help the success rates of particular group of students (first generation college students, foundational skill needs) starting with foundation skills and supporting them through an entire General Education (GE) program for transferring. Trotter expressed her interest in attending the initial meetings, but not to be a member of the task force.</p>	
<ul style="list-style-type: none"> • Senate Travel Budget 	<p>MCAFS Travel Budget for 2010-2011: \$ 6,000.00</p> <ul style="list-style-type: none"> • Curriculum Institute - Drinnon suggested that the MCAFS send Alexander to the Curriculum Institute because she will be the next Chair of Merritt College's Curriculum Committee. • Leadership Institute will be in Berkeley, California, so the only expense will be the registration fee. • Vocational Institute - Registration has already been paid for. The only expense will be the travel and hotel accommodations. Mofidi expressed her interest in attending this conference. • Career Technical Education - VTEA funds might be able to fund. • Professional Development Institute - Trotter suggested that the person who will be interested in attending this conference can apply for a Title III Campus Innovation Mini-Grant to receive travel sponsorship, since the conference is related to the goals of the Grant. 	

IV. VICE PRESIDENT'S REPORT	No report.	
V. TREASURER'S REPORT	BALANCE: \$ 9,423.51	
VI. CORRESPONDING SECRETARY'S REPORT	No report.	
VII. OTHER BUSINESS <ul style="list-style-type: none"> • Professional Ethics Committee • Distance Education • Steve Morris, Production 	<p>Greenside offered several suggestions:</p> <ul style="list-style-type: none"> ❖ The Professional Ethics Committee should be a MCAFS independent sub-committee and that it should not associate with the Peralta Federation of Teachers (PFT) or any of the Merritt College administrators. ❖ He also reminded the MCAFS that the American Association of University Professors' (AAUP) ethics standards are quite strict. ❖ "Unsubstantiated charges" might be against free speech. This should be defined. ❖ "Absent oneself from class without notifying the appropriate Assistant Dean—except in emergency cases" and "Withhold or not turn in grades or other vital college documents when due" are disciplinary issues and should not be dealt with by a Professional Ethics Committee ❖ "Long standing personality issues" is a matter that should be dealt with by a Professional Ethics Committee <p>Alexander, as the Distance Education (DE) Coordinator in Merritt College, created a document that serves as a guide book for the DE in Merritt College. She based this document from Accrediting Commission for Community and Junior Colleges' (ACCJC) Distance Education & Correspondence Education Manual. She included recommendations from several people like the members of the DAS and Dr. Debbie Budd, Vice Chancellor of Educational Services. Trotter strongly suggested that the MCAFS support establishing standards for the DE in Merritt College, as it is a very important accreditation issue. Alexander is asking for MCAFS's support in establishing DE standards.</p> <p>According to Murphy, Mr. Steve Morris, Production, requested to be on the next MCAFS agenda.</p>	
VIII. ADJOURNMENT	The meeting adjourned at 2:15 p.m.	

(From Title 5 Section 53200)

Academic Senate means an organization whose primary function is to make recommendations with respect to *academic and professional matters*.

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

