

**MERRITT COLLEGE**  
**Minutes of the Academic Senate Meeting**  
**September 15, 2011**

- PRESENT:**
- |                                   |                      |                           |
|-----------------------------------|----------------------|---------------------------|
| ✓ Black, Anita (President)        | Brown, Siri (leave)  | McLean, Carlos            |
| ✓ Park, Tae-Soon (Vice President) | Ciddio, Mary (leave) | ✓ Mofidi, Fereshteh       |
| ✓ Trotter, Audrey (Treasurer)     | ✓ Elliott, Ann       | ✓ Murphy, Jon             |
| ✓ Alexander, Alexis               | ✓ Holloway, Jason    | ✓ Santana, Isela Gonzalez |
|                                   | ✓ Litchfield, Ken    |                           |
- Absent:** Mr. Carlos McLean
- Guests:** Dr. William Love, Ms. Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I. CALL TO ORDER</b>	Meeting was called to order at 12:40 p.m.	
<b>II. READING &amp; APPROVAL OF MINUTES</b>	The Merritt College Academic Senate (MCAS) approved the September 1, 2011 meeting minutes as amended. The approval of the May 26, 2011 meeting minutes was tabled.	
<b>III. REPORTS OF OFFICERS</b>		
❖ <b>Special Election</b>	<p>The nomination period has just ended. There was no nomination for the full time positions, but there are two nominations for the part-time position:</p> <ol style="list-style-type: none"> <li>1. Dr. William Love</li> <li>2. Mr. Kenneth Smith.</li> </ol> <p>The Election Period will be from Wednesday, September 21 to Tuesday, October 4, 2011.</p> <p>Since there weren't any nominees for the full-time positions, it was suggested that the faculty members who ran during the past election (e.g. Mr. Jayi Thompson and Ms. Barbara Dimopoulos) be encouraged to run again.</p> <p>It was also noted that there is a need to discuss amending the current MCAS Constitution.</p>	
❖ <b>Shared Governance College Committees</b>	<p>There was been an ongoing discussion regarding changing the meeting days of the major shared governance committees such as College Council, College Educational Master Planning Committee (CEMPC) and the Budget Committee. The current meetings days are:</p> <ul style="list-style-type: none"> <li>❖ 2<sup>nd</sup> Wednesday of the Month → Budget Committee</li> <li>❖ 3<sup>rd</sup> Wednesday of the Month → College Council</li> <li>❖ 4<sup>th</sup> Wednesday of the Month → CEMPC</li> </ul>	

<ul style="list-style-type: none"> <li>❖ <b>Senate Goals for 2011-2012</b></li>   <li>❖ <b>Fall Plenary</b></li>   <li>❖ <b>Vice President's Report</b></li>   <li>❖ <b>Treasurer's Report</b></li> </ul>	<p>The proposed schedule change are as follows:</p> <ul style="list-style-type: none"> <li>❖ 2<sup>nd</sup> Wednesday of the Month → CEMPC</li> <li>❖ 3<sup>rd</sup> Wednesday of the Month → Budget Committee</li> <li>❖ 4<sup>th</sup> Wednesday of the Month → College Council</li> </ul> <p>None has been finalized as the changes have to be approved by the College Council.</p> <p>The MCAS discussed their goals for the AY 2011-2012:</p> <ul style="list-style-type: none"> <li>❖ Add student scholarships → A draft of the Vocational Scholarship has been sent to all senators by Black. Trotter noted that there has been a decrease in faculty dues, and unless it increases again, the MCAS cannot support new student scholarships.</li> <li>❖ Increase support for completion of Student Learning Outcomes (SLOs) and Assessments by 2012 → Mr. Brock Drazen agreed to be a co-chair of the Student Learning Outcomes and Assessment Committee (SLOAC). Elliott, as the co-chair of SLOAC, requested that all senators obtain their Task Stream User I.D.</li> <li>❖ Monitor curriculum updates and approval process by the Curriculum and Instructional Council</li> <li>❖ Attain consensus &amp; monitor completion of Executive Leadership Goals by 2012 → a separate meeting between the MCAS and the Executive Leadership Team will be called to discuss.</li> </ul> <p>Mofidi and Murphy will represent the MCAS in the upcoming Fall Plenary.</p> <p>Park requested the MCAS' input on the Evaluation Policy for Tenured and Part Time Faculty. Any suggestions for additions/deletions should be sent to her by e-mail.</p> <p>Account Balance: <b><u>\$ 8,480.23</u></b></p> <p>Trotter reminded all senators to pay their dues. She also reported that Mr. David Morales would like to conduct a fundraising for the student scholarships. However, he insisted that a 100% of the money he raises to be solely dedicated to the scholarships awarded to students. The MCAS currently has a regulation regarding its account: 90% or more goes to student scholarships and 10% is allowed for overhead expenses. The MCAS agreed to uphold the current regulation.</p>	
<p><b>IV. REPORTS OF STANDING AND SPECIAL COMMITTEES</b></p>		

<b>V. UNFINISHED BUSINESS</b> ❖ <b>Executive Leadership Team</b>	Black, Trotter, Litchfield, Santana, Love and Elliott will be the members of the subcommittee who will meet with the Executive Leadership Team.	
<b>VI. NEW BUSINESS</b> ❖ <b>Student Study Space</b>  ❖ <b>Spring Reductions in 1351</b>	<p>There is a need for the college to identify study spaces for students. The MCAS should request that the lower level of the P-Building be designated as student study space.</p> <p>Black emphasized the need to gather data before finalizing any decisions on Spring Reductions. Trotter reported that the grant projects in the college will collaborate in hiring an independent contractor/consultant to serve as the college researcher.</p>	
<b>VII. OTHER</b> ❖ <b>Staff Development Committee</b>	Black expressed her concern regarding the lack of faculty participation in the Staff Development Committee, which is part due to the fact that there is no money allocated to the committee. She reported that there is only one faculty member currently serving in the committee: Ms. Teresa Williams. She suggested that the MCAS assume the responsibilities of the Staff Development Committee. At this note, it was suggested that the MCAS increase it's the senate membership. Trotter suggested that the Executive Leadership Team should encourage all faculty members to participate and serve on the committees in the college.	
<b>VIII. ADJOURNMENT</b>	The meeting was 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.