

**Peralta Community College District  
Merritt College Academic Senate Meeting Minutes  
October 19, 2017**

Present: Mary Ciddio, Dan Lawson, Mia Kelly, Inga Marcilionis, Sheila Metcalf Tobin, Fereshteh Mofidi, Tae-Soon Park, Tom Renbarger, Reza Sarraf, Terry Wilbert, Jennifer Yates, Marta Zielke  
 Guests: Alexis Alexander, Jeff Lamb, Nghiem Thai, Marie Elaine Burns, Dettie Del Rosario  
 Recorder: Dan Lawson  
 Absent: Mario Rivas, Heather Casale, Jason Seals

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions
<b>1. Meeting Called to Order</b>			Meeting called to order 12:40pm Agenda approved without objection
<b>2. Review of Minutes from Meeting</b>			Minutes approved without objection
<b>3. Reports of Officers</b>	VP report attached Treasurer: Currently have \$6796.34 Recording Secretary: No report		(VP Report attached)
<b>4. Reports of Shared Governance, Standing and Special Committees</b>	CDCPD: Nothing to report CEMPC: No report CIC: Written report attached <ul style="list-style-type: none"> <li>• State control numbers are now given within 24 hours, but courses need to be advertised for 30 days; other issues may also delay scheduling a course</li> <li>• Check in with Nghiem Thai, Ruhina Najem, or LaShaune Fitch for Curricunet Meta training</li> <li>• Need division reps on CIC as point of contact</li> <li>• CIC manual is on the website</li> <li>• There is an Adult Ed block grant with stipends available</li> </ul>		(CIC report attached)  (AP 4105 attached)

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

**Peralta Community College District  
Merritt College Academic Senate Meeting Minutes  
October 19, 2017**

	<p>for developing non-credit courses. Talk to Maria Spencer for more information.</p> <ul style="list-style-type: none"> <li>• Q: How are faculty paid for non-credit courses?</li> <li>A: There is a side-letter with PFT. Comparable rate to credit courses.</li> </ul> <p>CBC: Subcommittees still working on update of bylaws and improvement of planning &amp; integrated budgeting process for this year.</p> <p>MTC: Working on 17/18 goals</p> <ul style="list-style-type: none"> <li>• Jason Cole attended today's meeting</li> <li>• There will be 10 new smart classrooms</li> <li>• Merritt has less IT staff than other PCCD colleges</li> <li>• Need training to use a smart classroom</li> <li>• Do APU requests for technology go to MTC? Need direction from Academic Senate.</li> <li>• District-wide home page template for Canvas courses. Could be included in AP 4105 (attached)</li> <li>• Q: How can library, for example, be added to the template?</li> <li>A: Can have all libraries in district ask to be added.</li> <li>• Need face-to-face support for students for help with online services</li> <li>• Q: Improvements to AP 4105 section IV.B (regarding DE training for faculty)?</li> <li>A: Need to know who is to be trained and need to assign online courses to trained faculty. Will work on spreadsheet of faculty who need to be trained and who have been trained. VPI will prepare proposal for training</li> </ul>	<p>VPI will prepare proposal for DE training requirements for Senate approval.</p>	
--	--	--	--

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

**Peralta Community College District  
Merritt College Academic Senate Meeting Minutes  
October 19, 2017**

	<p>requirements for Senate approval.</p> <ul style="list-style-type: none"> <li>• Alexis Alexander is retiring at the end of Spring 2018. Need someone who can handle DE responsibilities</li> <li>• EDT course starting Monday.</li> <li>• At least 8 people have expressed interest in serving on the DE committee.</li> </ul>		
<p><b>6.2 President Burns &amp; CBO Del Rosario</b></p>	<ul style="list-style-type: none"> <li>• Q: Why are travel forms so cumbersome?</li> <li>• Need part 1 before travel, with all required signatures: supervisor, Business Office, President, Chancellor</li> <li>• Part 2 is needed to get reimbursement up to amount approved in part 1</li> <li>• Q: Where is the hold up in the process?</li> <li>• Willing to do training on travel requests</li> <li>• Read AP 7400 and follow instructions</li> <li>• Would be good to keep a log of where travel form is in the process</li> <li>• Q: Issues with ordering and paying for equipment. What is the process?</li> <li>• Delays in payment for equipment has been raised with Chancellor. He has someone looking into it. They are working on it.</li> <li>• Q: Why do reimbursements take so long? There should be exceptions to deadlines when employees are asked to go to a conference at the last minute. Should be able to know where the form is stuck.</li> <li>• Q: With EPAFs we know where it is held up. Should be able to do the same with reimbursements</li> </ul>		

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

**Peralta Community College District  
Merritt College Academic Senate Meeting Minutes  
October 19, 2017**

	<ul style="list-style-type: none"> <li>• Need to store information digitally. President's Office is running out of room to store paperwork.</li> <li>• For last minute travel, sometimes can charge expenses to a College credit card</li> <li>• Will work on creating a spreadsheet showing where forms are</li> <li>• Travel form is a district form, but will try to incorporate suggestions you've made</li> <li>• There will be a workshop on reimbursements at Flex day</li> <li>• There is an upcoming board meeting at Merritt. Please let the President know about any awards or other news that could be shared with the board</li> </ul>		
Adjournment:			Adjourned at 2pm

Attachments:

- (VP Report attached)
- (CIC report attached)
- (AP 4105 attached)

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.