



**College Recommendation Sub-Committee CR9
Meeting Minute Template
OCTOBER 5, 2015**

Present: T.BRICE, B.DRAZEN, M.SEALUND, M.RIVAS

Absent: S.HARDING, N.AMBRIZ-GALAVIZ, W.LOVE

Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. WHAT DOCUMENTED EVIDENCE SHOWS DECISION MAKING POLICY FOR MERRITT COLLEGE	SHARED GOVERNANCE HANDBOOK COVERS POLICY AND BY-LAWS DEFINE THE RESPONSIBILITIES IN THE DECISION MAKING PROCESS	VERSION 4 OF SHARED GOVERNANCE HANDBOOK IS IN THE PROCESS OF BEING UPDATED
II. A FLOW CHART EXPLAINING THE PLANNING AND BUDGETING PROCESS NEEDS TO BE ESTABLISHED	COLLEGE COMMITTEES SEND THEIR BY-LAWS TO CEMPC AND COLLEGE COUNCIL TO ESTABLISH PROCESSES. FLOW CHART "FLOWS" ACCORDING TO COMMITTEE BY-LAWS	COMMITTEE BY-LAWS NEED TO BE INCORPORATED INTO RESPONSE TO RECOMMENDATION
III. WHAT ELSE IS NEEDED TO COMPLETELY SHOW PROCESSES	MERRITT COLLEGE EDUCATION MASTER PLAN NEEDS TO MIRROR DISTRICT EDUCATION MASTER PLAN AND DISTRICT STRATEGIC PLAN	CEMPC IS WORKING ON UPDATING MERRITT COLLEGE EDUCATION MASTER PLAN
IV. WHEN IS THE GOVERNANCE STRUCTURE UPDATED	EVERY FALL AT THE PBIM SUMMIT THE GOVERNANCE STRUCTURE IS REVIEWED. ANNUAL UPDATES AND PROGRAM REVIEW CONTINUE THE PROCESS.	PROGRAM REVIEW NEEDS TO BE REVIEWED
V.		

M/S/P = motion/second/pass