

MERRITT COLLEGE
Minutes of the CEMPC Meeting
Wednesday, December 16, 2015

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 and global economy.

To accomplish its mission, Merritt College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

Present: Molly Sealund, Tom Renbarger, Dr. Norma Ambriz-Galaviz, Maril Bull, Dr. Arnulfo Cedillo, Ann Elliott, Stefanie Harding, Dr. Tina Vasconcellos, Dr. Mario Rivas, My Williams, Marquita Price, Lilia Chavez

Guest(s): Tachetta Henry

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Approval of Wednesday, December 16, 2015 Agenda		Motion approved by CEMPC. Agenda adopted at 2:10pm.
II. Approval of Minutes for November & December		M. Rivas motioned to approve the minutes for November & December as written; 2 nd by M. Sealund. Motion approved by CEMPC.

<p>III. Institution Set Standards: Methodology, Purpose, and Plan for Integration and Assessment</p>	<ul style="list-style-type: none"> S. Knappenberger presented CEMPC with documents that give a background of institutional set standards that are adopted by the ACCJC, which is incorporated into the standards for accreditation, their eligibility requirements, and the criteria. Metrics are used as thresholds to evaluate student success, achievement and benchmarks to measure current progress now and in subsequent years. The institutional set standards are viewed as a threshold of the minimum targets Merritt should achieve. An example of Los Angeles City College’s Institution-Set Minimum Standards was presented to CEMPC to exemplify these targets (see attached). Although other standards were added, the minimal institutional set standards required by ACCJC for Merritt College are Course Completion, Program Completion, Degree Completion, Certificate Completion, Transfer to four-year institution. S. Knappenberger recommended using these institutional set standards based on a five-year average and standard deviation methodology which is in accordance with ACCJC recommendation 5 	<p>M. Rivas motioned to approve the suggested Institutional Set Standards for Merritt College with the provision to request that the District define the methodology that will be used; 2nd by T. Renbarger. Motion approved by CEMPC.</p>
<p>IV. Current status of Integrated Planning & Budgeting Process</p>	<p>Tabled</p>	

V. Update on the process for the Educational Master Plan

Fran Phiff is currently consulting and assisting the Peralta colleges with the Educational Master Plan (EMP). Documentation was presented to CEMPC, of the outlined activities and tentative timeframe, with the expectation that the EMP should be finished in May, in order to be presented to the board by the first week in June. Dr. Ambriz-Galaviz is gathering information from Fran Phiff as to what the processes will be used, such as focus groups college-wide interviews, etc. Currently it is unknown as to what will be used for the external scan, but the internal scan is partially completed based on work done last year, which will be used to assess where Merritt is now. A proposed preliminary document was developed to show what constituencies that will be involved in the process. The following is the proposed structure:

A) Planning Structure of Executive Officers

- I. President
- II. Executive Council
- III. Faculty, Classified, and ASMC Presidents
- IV. Lead Administrator
- V. Researcher

B) Planning Task Force

- I. CTE Representative
- II. Counseling
- III. Distance Ed Representative
- IV. Transfer Representative
- V. All campus department representation with regard to the Educational Master Plan

C) Planning Process

- I. 6 week phase
- II. Hold a Launch Party
- III. Send committee invites
- IV. Setting criteria to identify planning priorities
- V. Town Hall
- VI. Review teams create EMP drafts

A CEMPC subcommittee will plan to meet with Fran to discuss their proposed planning structure and define how it aligns with the process developed by Fran before the Accreditation meeting on January 13th.

VI. Draft a recommendation (as needed) for the College Council	Representation of the Fall and Spring Plenary was added to the Flow Chart along with other recommended corrections to present to College Council (see attached.)	CEMPC members approved the drafted recommendation for presentation to College Council.
VII. Determine what CEMPC will present on Flex Day 2016	CEMPC discussed providing an informational session to present the Institutional Set Standards, the Educational Master Plan and the flow during Flex Day. It is suggested that CEMPC present to the Staff Development Committee its proposal on how to integrate the informational session for Flex Day.	
Adjournment	CEMPC meeting adjourned at 3:00 pm	