

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**February 24, 2016, 3:00 p.m., Room R29**

**Attendees:** M. Rivas, A. Trotter, R. Allen W. Karim, D. Hankins, S. Harding, M. Sealund, S. Knappenberger, T. Vasconcellos, M. Williams, L. Willis, ML Zernicke, B. Drazen, N. Ambriz-Galaviz, D. Del Rosario

**Absent:** J. Shanoski, W. Allen, A. Cedillo, A. McCray, C. Olsen

**Guests:** A. Elliott

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<b>I. Agenda Review, Changes and Adoption</b>	Meeting called to order by B. Drazen at 3:15 p.m. M/S/U (Zernicke/Rivas) to move MTC report under action items. M/S/U (Willis/Sealund) to approve agenda as amended.	M/S/U (Zernicke/Rivas) to move MTC report under action items. M/S/U (Willis/Sealund) to approve agenda as amended.
<b>II. Action Items/Presentations:</b> • Institutional Set Standards 2015-16	<b>Institutional Set Standards</b> The following was highlighted: <ul style="list-style-type: none"> <li>▪ Aligned with the Program Review Process.</li> <li>▪ Indicates Merritt's minimum.</li> <li>▪ Up to us to determine adjusting annually or every five years.</li> <li>▪ Approval needs to occur now with revisions at a later date.</li> <li>▪ Minimum number is five but more can be added.</li> <li>▪ Need college-wide dialogue if we fall below the standards.</li> <li>▪ Why not the same measures for all years? Information based on availability.</li> <li>▪ Data gathered from both State Chancellor's Office and Merritt.</li> <li>▪ Will be reviewed again at the college-wide summit.</li> <li>▪ It was suggested to develop an Institutional Effectiveness Committee.</li> <li>▪ Standards were also handed out on Flex-day.</li> <li>▪ Cycled with EMP with review every year.</li> <li>▪ Merritt has data on these measures since 2008.</li> </ul> M/S/U (Willis/Trotter) to recommend the adoption of the Institutional Set Standards.	M/S/U (Willis/Trotter) to recommend the adoption of the Institutional Set Standards.

<b>III. MTC Committee Report (Zernicke)</b>	A written report was provided and has been attached to the minutes. Below are additional highlights: <ul style="list-style-type: none"> <li>▪ MTC surprised by District report of the IT staff changes.</li> <li>▪ Moodle v. Canvas – District still in debate. Canvas is a very new system. Long term costs unclear.</li> <li>▪ Ferrelli contract pulled from the Board agenda.</li> </ul>	
<b>IV. Review and Approval of Minutes:</b> <ul style="list-style-type: none"> <li>• December 16, 2015</li> <li>• February 2, 2016</li> </ul>	Minutes were not complete. Approval of the minutes was deferred until the March 2016 meeting.	
<b>IV. Accreditation (Trotter)</b>	A. Trotter provided a written report which has been attached to the minutes. Below are additional highlights: <ul style="list-style-type: none"> <li>▪ Handout identifies top ten priorities.</li> <li>▪ AFR core team will check by the end of March if the posting of all committee agendas and minutes has taken place on the College’s website. S. May can post if sent the information.</li> <li>▪ President is to identify individual to monitor quality control of our college website.</li> <li>▪ A. Trotter to send language to President regarding the updating of our college website.</li> <li>▪ S. May commended for all the work she has assisted with.</li> </ul>	A. Trotter to send language to President regarding the updating of our college website.
<b>V. Presidential Updates</b>		
A) ASMC (Williams)	M. Williams shared the following: <ul style="list-style-type: none"> <li>▪ M. Williams attended her first Board of Trustees meeting yesterday as interim President and read off an extensive report.</li> <li>▪ Held a “Welcome Week” for students and provided them with brain food.</li> <li>▪ Hosted Club Rush Day.</li> <li>▪ Hosting one to three events each week during Black History Month.</li> <li>▪ All senators have been assigned a seat on the governance committees.</li> <li>▪ The Election Committee is underway.</li> <li>▪ Disability Awareness will occur at the conclusion of Black History Month.</li> <li>▪ Women’s History Month celebration occurring 3/14.</li> </ul>	
B) Academic Senate (Rivas)	M. Rivas provided a written report which has been attached to the minutes. Below are additional highlights: <ul style="list-style-type: none"> <li>▪ Course caps not effectively communicated to faculty.</li> <li>▪ If there is evidence that this supports students, why is the opposite being expressed?</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Waiting on faculty to reply to two proposals regarding face-to-face intersession.</li> <li>▪ Online classes allow for greater access.</li> <li>▪ Future conversations may include consolidation of programs across campuses.</li> <li>▪ Compressed classes offered in January and supported by OUSD.</li> <li>▪ Continuously challenged by our communication gap.</li> <li>▪ Select classes can fit into compressed schedules.</li> <li>▪ Need a unified discussion on FTEF/FTES productivity to help us all understand.</li> <li>▪ It was requested that instructors be spoken to first before administration takes action.</li> </ul>	
B) Classified Senate (Karim)	<p>W. Karim recapped on the distributed memo regarding the Classified Hiring Prioritization. Below are highlights of the discussion:</p> <ul style="list-style-type: none"> <li>▪ Process is out of sync with Accreditation.</li> <li>▪ It was recommended that this process align with the planning process and proceed forward for approval at the joint CEMPC/CBC meeting in March to discuss resource request allocations.</li> </ul>	
D) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz reported the following:</p> <ul style="list-style-type: none"> <li>▪ China Scholarship deadline closed last Friday. Eight applications have been received. Five will be approved to attend. Funding unable to come from general funds. Requesting the use of equity dollars.</li> <li>▪ The student abroad Ghana trip is also occurring. Twelve students will be attending.</li> <li>▪ Currently planning for intersession. District proposing having a joint schedule with individual college classes at the front and all district classes listed in the back. Stressed the importance of completing faculty evaluations and assessment efforts.</li> <li>▪ Both Division Deans have been tasked with assigning evaluators for Fall faculty evaluations by Friday.</li> <li>▪ District proposing four-day work week during summer. Need input from the Classified staff.</li> <li>▪ General Services wants a list from the college of its summer projects. Unclear what will be funded.</li> <li>▪ Requested for items to be highlighted in the Merritt newsletter “President’s Connection”.</li> </ul>	
<b>VI. Committee Reports</b>		
A) CBC (Willis)	L. Willis provided a written report which has been attached to	

	the minutes. Below are additional highlights: <ul style="list-style-type: none"> <li>▪ Purchasing cut-offs will be sent to Merritt-FAS</li> <li>▪ Ahead of the curve with budget development.</li> </ul>	
D) CDCPD (Olsen)	C. Olsen not present to report. A written report was not provided.	
B) CEMPC (Elliott)	Written report provided under action items.	
C) CFC (Drazen)	B. Drazen provided a written report which has been attached to the minutes. Below are additional highlights: <ul style="list-style-type: none"> <li>▪ Invited Council members to attend Tuesday meeting.</li> <li>▪ No weapon signs as a future topic of discussion.</li> </ul>	
E) CIC (McCray)	A. McCray not present. No written report provided.	
<b>VII. Upcoming Events/Announcements</b>		
<ul style="list-style-type: none"> <li>• African Woman’s Health Fair</li> <li>• EMP Town Hall</li> <li>• Honoring Black Women</li> <li>• Cuba Ambassador Visit</li> <li>• Africana Grand Opening “Community Event”</li> </ul>	No announcement of upcoming events was provided.	
	S. Harding noted the change required within the Council by-laws. Given our approval of the Collegial Handbook, CDCPD and CIC Chairs should no longer be voting members of this body and the CEMPC Chair should be added.  M/S/U (Harding/Trotter) to extend meeting ten minutes. Meeting adjourned at 5:09 p.m.	

SH  
5/17/2016

**Written Update to College Council**

**Meeting Date: 2/24/2016**  
**Committee: CEMPC**  
**Submitted by: Ann Elliott**

Please reference below updates:

<u>RECOMMENDATION/ACTION ITEM</u>				
Institution Set Standards (see reverse for details)				
<b>COLLEGE COUNCIL ACTION TAKEN:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4 EXPLANATION IF NECESSARY</b>
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**College Council Action Options:**

1. To concur by consensus or majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by consensus or majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as to table or postpone an item.

Merritt College Institution-Set Standards 2015-2016

Performance Measure	Definition of Measure	Minimum Standard	Methodology	5 Year Actual Performance
1. Course completion	Term percentage of credit course enrollment where the student receives a grade of "C" or better.	67%	One standard deviation below the 5 year average.	Sp 11: 69% Fa 11: 66% Sp 12: 69% Fa 12: 68% Sp 13: 67% Fa 13: 65% Sp 14: 69% Fa 14: 68% Sp 15: 69% *PCCD
2. Student Retention	Term percentage of students who are enrolled on or after census date in the fall term of the subsequent academic year.	44%	One standard deviation below the 5 year average.	Fall 2009: 43% Fall 2010: 44% Fall 2011: 46% Fall 2012: 45% Fall 2013: 47% *PCCD
3. Associate Degree Completion	Number of degrees earned in an Academic year.	312	One standard deviation below the 5 year average.	2010-2011: 435 2011-2012: 398 2012-2013: 366 2013-2014: 244 2014-2015: 292 *PCCD
4. Certificate Completion	Number of Certificates earned in an Academic year.	222	One standard deviation below the 5 year average.	2010-2011: 291 2011-2012: 156 2012-2013: 152 2013-2014: 345 2014-2015: 460 *PCCD
5. Transfer to 4 Year Institution	Number of first-time College students tracked over 6 years who transferred.	175	One standard deviation below the 5 year average.	2009-2010: 175 2010-2011: 181 2011-2012: 231 2012-2013: 159 2013-2014: 191 *PCCD and CCCO Datamart



## Written Update to College Council

**Meeting Date: Wednesday February 16, 2016**  
**Committee: Merritt Technology Committee**  
**Submitted by: Mary Louise Zernicke**

Please reference below updates:

- Calvin Madlock and Ranell Holmes were fired and Gina Tomlison is currently acting as the interim Associate Vice Chancellor of Technology for Peralta. The Ferrelli Group completed a scathing report on the state of technology at Peralta (which was sent to all faculty and staff district wide). The MTC committee has not had communication issues with Calvin and is sorry to see his departure.
- The committee invited instructor Cheryl Davis to discuss her experience with Canvas at DVC. Go here for background: <http://ccconlineed.org/technology-resources/canvas-ccms/>. Cheryl said there was some dissent at DVC when the decision was made, but that she feels Canvas is actually an easier and better system than moodle. Alexis Alexander reported on the college online programs and described what it would take to move from Moodle to Canvas. It would take funds to pay her, or someone else, to migrate the system. Instructors would need support with the change.
- Alexis also showed the committee a short power point about Softchalk, which is a helpful tool for online instruction. There is a cost to Softchalk, however, but it could be a great resource to students and instructors.
- Tim Hackett reported that Canvas is free for the next three years from the state Chancellors Office, but we would need to decide quickly in order to get going for fall.
- Program Review information about technology needs has not yet been shared with the committee to do a good assessment of need and for budget planning.

### RECOMMENDATION/ACTION ITEM

COLLEGE COUNCIL ACTION TAKEN	1	2	3	4	EXPLANATION IF NECESSARY
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# Merritt College



## Accreditation Follow-Up Report

Inspect what you expect!

### Spring 2016 AFR Sustainability Action Steps and Critical Issues

The following issues must be addressed in order for the College to meet ACCJC Standards in the AFR

- Maximizing 100% of **Program Review** completion for Spring (February 2016): AFR perspective is that we will need 100% completion
- Ensure **Evaluation and Assessment of College Shared Governance Processes**: Closing the loop in IPB Calendar (April 2016)
- Plan for 100% completion of the College's Student Learning Outcomes Assessment
- Plan the President's 2015-2016 Year End Summit (May/June 2016; Please confirm title of event)
- Plan the Annual College Planning Summit (September 2016; Please confirm title of event)
- Archive and document follow-up action items related to Planning Summits
- Incorporate Institutional Set Standards and CEMP Milestones into End of the Year and Annual Summits
- Ensure that all Shared Governance Committees Post all Meeting Agendas and Minutes including the College Mission Statement
- Benchmark for completion all Faculty and Classified Staff Evaluations for 2016-2017
- Maintain and monitor quality control over College website documents, content and core planning documents (i.e. assign personnel to proof and check for consistency and accuracy, etc.)

February 10, 2016

President's Meeting with AFR Core Team



**Merritt College Academic Senate Report to College Council, Wednesday, February 24, 2016**  
**Submitted by Mario Rivas, PhD, MCAS President**

1. The Senate continues to work with Council of Department Chairs and Program Directors (CDCPD) on developing a criteria and rubrics to use in the Faculty Prioritization Process, which occurs every fall semester;
2. The Senate participated in a discussion between Curriculum and Instruction Council (CIC) and administration regarding the intent to offer 3-week on-line compressed classes in the intercession between Spring 2016 and Summer 2016, and invoked a District Academic Senate Resolution of 2006 requiring consultation between discipline faculty and CIC prior to approving the offering of classes for less than a 6-week time period. Administration agreed to follow this process;
3. MCAS heard and approved CIC By-Law update proposal at the Senate meeting of 2/18/2016;
4. The Senate, under the leadership of CEMPC faculty chair Ann Elliot, is participating with administration, classified staff, and the student government in initiating and completing the Merritt College Educational Master Plan during the spring semester, 2016;
5. MCAS President Rivas along with researcher Knappenberger participated in Program Review validation for District Service Centers. The pair will now move on to further developing the college Academic Program Update process;
6. MCAS President Rivas participated in a Saturday meeting of the Academic Senate of the California Community Colleges' (ASCC) Equity and Diversity Committee to develop a plan to support equity hiring of diverse faculty. A disparity exists between diverse faculty (ethnic, cultural, etc.) and student enrollment numbers statewide (e.g., 40 % Latino student enrollment versus 5% Latino faculty).
7. MCAS President Rivas participated in a Saturday focus group on February 6, 2016 conducted by Dr. Chris Harrison of Leaders Innovators and Forward Thinkers of Tomorrow (LIFTT) discussing factors that impact diverse student groups' interest and intent to pursue Science, Technology, Engineering and Math (STEM) education and careers. LIFTT is working with Merritt College to develop an outreach program to create a pathway to STEM education for diverse youngsters in and around the Oakland area;
8. At its February 4, 2016 meeting, the Senate passed a Resolution recommending a consultation process to be used whenever administration makes a decision regarding lifting of course enrollment caps. The following is the text of the resolution:

**Merritt College Academic Senate Resolution**  
**Recommended Consultation Process for Lifting of Course Caps**  
**February 4, 2016**

*Whereas current needs for increased access to community colleges has resulted in growing tensions between higher productivity and an environment conducive to high engagement and student success;*  
*Whereas instructors are increasingly being asked to voluntarily take on larger classes as part of their normal teaching responsibilities without forethought of implications of these actions;*  
*Whereas the college's lack of an institutional policy on appropriate teaching and learning support based on learning outcomes assessment and pedagogy speaks to a need for institutional introspection to assess class size in relation to curriculum.*

Resolved, that the Merritt College Academic Senate urge the Council of Department Chairs and Program Directors and Curriculum Committee to work collaboratively to establish a process for determining class caps on individual courses to best serve the teaching and learning environment and ensure student success.

Resolved, that the Merritt College Academic Senate urges the Council of Department Chairs and Program Directors and Curriculum Committee to use Program Updates and Reviews to assess the proper support needed for faculty who voluntarily agree to take into their sections larger numbers of students than the department/course average.



**Budget Committee Report to  
Merritt College Council  
Prepared By: Linnea N. Willis, Co-Chair  
February 24, 2016  
3:00 p.m. – 5:00 p.m.**

College Budget  
Committee Members

Allen, Wise  
Brice, Timothy  
Cedillo, Arnulfo  
Del Rosario, Dettie  
Harde, Tanya  
Lawson, Daniel  
Park, Tae-Soon  
Perez, Maria  
Perez, Ronnie  
Rivas, Mario  
Sidzinska, Kinga  
Victorian, Charlotte  
Willis, Linnea  
ASMC Student Rep

**- Budget Committee Met February 24, 2016 from 1-3pm Today**

**I. Accreditation Update**

- **Discussed Accreditation Status, Discussed Integrated Planning & Budgeting Model (Overview of IPB Cycle and Annual Calendar) Which Were Incorporated into Accreditation Report and College Governance Handbook**

**II. Budget Planning Calendar For Upcoming Months for Discretionary Funds for District and Merritt College**

- **The budgeting process has begun**
- **Budget Development Template for FY 2016-2017 (attached) has been provided to Deans and will be provided to CDCPD next week at the March 2<sup>nd</sup> meeting**
- **Email will be sent to CDCPD and Deans with the actual budget development worksheets for each department for FY 2015-2016**
- **Ultimate approvals of budgets from VP of Instruction (and Divisional Deans) and VP of Student Services will occur at the April 20<sup>th</sup> College Council Meeting**
- **Budget Committee will have the Deans and VP's do presentations of their Division budgets and student services budget no later than the April 13<sup>th</sup> Budget Committee meeting, but will most likely conduct special meetings at end of March and beginning of April to approve the budgets**

**III. Purchasing Cutoffs are Fast Approaching**

- **Merritt internal deadlines of 3/4/16 for the Deans and Cost Center Managers and 4/1/16 from Divisional Deans to Business Office**
- **(see attached for purchase cutoffs)**

**IV. Status of Resource Allocation Requests in Program Reviews**

- **The Program Reviews are still being reviewed/finalized and summaries to be submitted to the President by the Managers by 2/25/16**
- **The Resource Allocation requests will be prioritized by the Deans/VP's and reviewed by Merritt governance committees in March and continuing thereafter**

**V. Future Discussion re Budget Forum 2/23 and Implications on Merritt at Next CBC Meeting March 16, 2016**

## Written Update to College Council

**Meeting Date: February 2, 2016**

**Committee: Facilities**

**Submitted by: Brock Drazen**

Please reference below updates:

- President Ambriz-Galaviz attended the meeting. Committee discussed the need for a timeline regarding fixing the elevator in the R building as money has been allocated but the district has not defined a timeline. While the elevator is out and/or other ADA issues remain unresolved on campus, transportation needs to be available to students and staff. Public safety aids will be involved in that process.
- More signage is needed in the S building regarding floor designation and location of restrooms.
- Concern was expressed regarding the district-designated engineer for the S building. He has been spending a lot of time at Laney. The DFC was informed and responded unfavorably and defensively.
- Committee discussed potential flooding issues and agreed that our staff will monitor and address it. We only have two grounds people for the whole campus.
- Landscaping project is complete. Monitoring condition of plants (potential 10% attrition) is important to maintain current quality.
- Repaving and more handicapped parking at east end of S building between A/D/E/F imminent.
- D building cleanup/clean out will be complete in May/June. At that point the Merritt will be considering long term rentals.
- ASMC presented on mural proposal. Facilities supports their efforts and awaits the next presentation with more details.
- ASMC pursuit of a smoke free campus and proper signage continues. They have met with the chancellor.