

# MERRITT COLLEGE

College Council Meeting  
Wednesday, May 18, 2016  
3:00 p.m. - 5:00 p.m., Room R29

## AGENDA

- I. **Agenda Review, Changes and Adoption** – 2 *min.*
- II. **Action Items/Presentations:**
  - CFC Proposal for Rental Space Requested by COVAH (Drazen/Del Rosario) – 10 *min.*
  - Review and Approval of the College Educational Master Plan (Vasconcellos) – 25 *min.*
  - Review and Approval of the Updated CEMPC By-laws (Elliott) – 5 *min.*
  - Review and Approval of Proposed Student Services Reorganization (Cedillo) – 10 *min.*
  - Health and Safety Committee Request
- III. **Review and Approval of Minutes** – 10 *min.*
  - December 16, 2015
  - February 2, 2016
  - February 24, 2016
  - March 16, 2016
  - April 20, 2016
- IV. **Accreditation Follow-Up Report (AFR) Update** (Trotter) – 5 *min.*
- V. **Presidential Updates**
  - A) ASMC (Williams) – 5 *min.*
  - B) Academic Senate (Rivas) – 5 *min.*
  - C) Classified Senate (Karim) – 5 *min.*
  - D) College (Ambriz-Galaviz) – 5 *min.*
- VI. **Committee Reports/Goal Assessments**
  - A) CBC (Willis) – 5 *min.*
  - B) CDCPD (Olsen) – 5 *min.*
  - C) CEMPC (Elliott) – 5 *min.*
  - D) CFC (Drazen) – 5 *min.*
  - E) CIC (McCray) – 5 *min.*
  - F) MTC (Zernicke) – 5 *min.*
- VII. **Upcoming Events** – 3 *min.*
  - Merritt College Commencement Ceremony – May 25, 2016, 5:30 – 7:30 p.m., Paramount Theatre, Oakland

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.



	<ul style="list-style-type: none"> <li>▪ Requested council to review. If changes are required, please email or call. All changes should be submitted by Friday, May 20, 2016.</li> <li>▪ EMP should be final by early next week.</li> <li>▪ Encouragement to get involved was expressed.</li> <li>▪ College to revisit plan in the 2020 calendar year will not conflict with the College's next Comprehensive Accreditation Report/Visit.</li> </ul> <p>CEMPC members M. Rivas, A. Elliott, J. Lamb, M. Bull, T. Renbarger, A. Cedillo, T. Vasconcellos, M. Sealund and S. Harding were all in favor of approving the EMP as currently drafted.</p> <p>M/S/U (Willis/Cedillo) to recommend approval with the ability to make minor changes by Friday, May 20, 2016.</p> <p><b>CEMPC By-Laws</b> Changes to the by-laws were identified in the CEMPC written report which has been attached to the minutes.</p> <p>M/S/P (Sealund/Rivas) to approve revisions to CEMPC by-laws. J. Lamb abstained.</p> <p><b>Proposed Student Services Re-organization</b></p> <ul style="list-style-type: none"> <li>▪ Permanency of funding embedded as part of the state funding, similar to how EOP operates.</li> <li>▪ Reorganization identified to improve service to our students by providing a faster response time.</li> <li>▪ Other sister colleges are comparable to our plan with the exception of Laney.</li> <li>▪ All questions identified at the April College Council meeting were responded to in the revised proposal.</li> <li>▪ Concerns were raised about some of the boxes identified being more a function than an actual office.</li> <li>▪ All feedback since the proposed plan was initially introduced has been taken into consideration.</li> <li>▪ How does adding an additional Dean remedy the short comings of Student Services?</li> </ul> <p>M/S/P (Sealund/Willis) to accept the proposed reorganization of Student Services for the 2016-17 Academic Year.</p>	<p>M/S/P (Sealund/Rivas) to approve revisions to CEMPC by-laws. J. Lamb abstained.</p> <p>M/S/P (Sealund/Willis) to accept the proposed reorganization of Student Services for the 2016-17 Academic Year. 9 council members approved. 3 abstained. 2 opposed.</p>
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	<p>9 council members approved. 3 abstained. 2 opposed.</p> <p><b>Health and Safety Committee Request</b>  Committee submitted a written report with budgetary requests amounting to \$20k.</p> <p>M/S/P (Sealund/Willis) recommended that this be carried back to the CBC and Risk Management. D. Hankins abstained.</p>	<p>M/S/P (Sealund/Willis) recommended that this be carried back to the CBC and Risk Management. D. Hankins abstained.</p>
<p><b>III. Review and Approval of Minutes:</b></p> <ul style="list-style-type: none"> <li>• December 16, 2015</li> <li>• February 2, 2016</li> <li>• February 24, 2016</li> <li>• March 16, 2016</li> <li>• April 20, 2016</li> </ul>	<p>M/S/P (Willis/Zernicke) to approve the following set of minutes:</p> <ul style="list-style-type: none"> <li>• December 16, 2015</li> <li>• February 2, 2016</li> <li>• February 24, 2016</li> <li>• March 16, 2016</li> <li>• April 20, 2016</li> </ul> <p>Abstentions were made from those absent from the various meetings listed above.</p>	
<p><b>IV. Accreditation (Trotter)</b></p>	<p>A. Trotter reported the following:</p> <ul style="list-style-type: none"> <li>▪ Latest draft of report was sent by M. Kelly.</li> <li>▪ Recommendation 1, 3, 4, and 5 were final.  Recommendation 2, 7, and 9 were almost complete.  Recommendation 6 required an additional meeting with Administration. Recommendation 8 encompasses the finished EMP.</li> <li>▪ Overview of report and the process followed was highlighted at the Spring Planning Summit.</li> <li>▪ Validation team read report for accuracy.</li> <li>▪ Report will be read once more for proofing of language and grammatical edits.</li> <li>▪ Will review again on Flex day in August.</li> </ul>	
<p><b>V. Presidential Updates</b></p>		
<p>A) ASMC (Williams)</p>	<p>No report was provided.</p>	
<p>B) Academic Senate (Rivas)</p>	<p>No report was provided.</p>	
<p>C) Classified Senate (Karim)</p>	<p>W. Karim provided a written report which has been attached to the minutes.</p>	
<p>D) College (Ambriz-Galaviz)</p>	<p>N. Ambriz-Galaviz reported the following:</p> <ul style="list-style-type: none"> <li>▪ The Spring Planning Summit was well attended. An online survey to be sent shortly.</li> <li>▪ An additional \$100k in Equity/SSSP dollars has been augmented for Merritt to spend by December 16, 2016. Expendable guidelines do not need to be followed.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Highlighted Dr. Jeffrey Lamb's Welcome Reception and the start of our new Dean Roberta Kunkel.</li> <li>▪ Announced Dr. Audrey Trotter's retirement party today.</li> <li>▪ The President's Newsletter is scheduled to be sent today.</li> </ul>	
<b>VI. Committee Reports</b>		
A) CBC (Willis)	L. Willis provided a written report which has been attached to the minutes.	
B) CDCPD (Olsen)	<p>C. Olsen shared the following:</p> <ul style="list-style-type: none"> <li>▪ Newly elected department chairs have been announced.</li> <li>▪ Two departments were not included, Biology and Math due to reorganization.</li> <li>▪ Elected chairs must now be approved by the VPI.</li> <li>▪ Social Science ballots were not created. Chair was not elected. Administration to appoint.</li> </ul>	
C) CEMPC (Elliott)	Refer to Action Items. No additional items were reported.	
D) CFC (Drazen)	B. Drazen provided a written report which has been attached to the minutes. The written report was discussed under Action Items. In the interest of time, M. Sealund requested that the President review the CFC report for identified S Building issues.	
E) CIC (McCray)	A. McCray provided a written report which has been attached to the minutes.	
F) MTC (Zernicke)	ML Zernicke provided a written report which has been attached to the minutes.	
<b>VII. Upcoming Events/Announcements</b>		
• MC Commencement Ceremony	No announcement was made.	
	Meeting adjourned at 5:23 p.m.	

SH  
8/25/2016

**Written Update to College Council for May 18, 2016**

**Meeting Date: May 3, 2016**  
**Committee: Facilities**  
**Submitted by: Brock Drazen**

Please reference below updates:

- Covah School representatives were present and discussed the possible rental of approximately 5 classrooms in the D building. The school plans to develop into a 120 student school but currently has 40 students 9th-12th grade. The school would operate from 7:30am-4:30pm with two administrators on site. The school offers free and reduced cost lunch for its students and would continue to enrolling its students in concurrent classes on campus. Negotiations regarding providing their own custodial staff, which classrooms would be made available, IT issues and safety and security would need to be ironed out among other lease discussions. Recommendation below.
- Discussion of S building issues impacting teaching and learning. Recommendation below including list of problems.
- The committee reviewed the 20 day projects plan including re striping in all parking lots, Graffiti removal, power washing all exterior windows, power cleaning drains, bird nest removal, power washing exterior of R and S buildings, covering exposed pipes near P building, fixing cyclone fence at Landscape Horticulture, clean up exterior of Self Reliant House. These projects will take place over the summer mainly during breaks.
- Committee self assessment and goals review became an email exchange that has not been completed.
- Jon Murphy appeared on behalf of the Health and Safety Committee with concerns regarding emergency preparedness and thousands of dollars in water damage to previous supplies. He indicated he would bring concerns to College Council

**RECOMMENDATION/ACTION ITEM**

Facilities Committee recommends College Council approve moving the Covah school space rental request to the president for lease discussions including but not limited to the security and safety of all involved in a potential rental, the impact on IT and infrastructure, custodial arrangements, length of lease, cost of lease and impact on campus climate.

**COLLEGE COUNCIL ACTION TAKEN:    1    2    3    4    EXPLANATION IF NECESSARY**

**RECOMMENDATION/ACTION ITEM**

Facilities committee recommends to College Council that Merritt College and the Peralta District address the deficiencies impacting teaching and learning in the S building by the start of the fall 2016 semester. Deficiencies include the attached list with this written report.

**COLLEGE COUNCIL ACTION TAKEN            1    2    3    4    EXPLANATION IF NECESSARY**

## Written Update to College Council for May 18, 2016

### **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.

### **S Building kitchen space issues:**

1. Kettle is 100 gallons (absurd) and has not been replaced. We were told this was a done deal several months ago.
2. Vent over kettle cannot turn off so there is a constant noise problem. It makes the classroom very hard to use.
3. Window coverings were never received--glare causes students major problems by making room blinding and hot. Again, we were told these were taken care last summer.
4. Table next to kettle useless, too short and in the pathway; out of compliance with kitchen laws for aisle space in a kitchen. This short and low table sticks out about 1 foot into the aisle. I have never seen anything like this ever in a kitchen.
5. Mirror for student demo info over stove missing. Substitute video cameras never installed.
6. Cannot use the dishwasher or three compartment sinks because no detergent arrived (and Sysco won't install because we have not paid them for smallwares ordered).
7. Utility room key never received and we have no access.
8. Steamer is too big, too fancy, and seems to turn on on its own. We have been trained on how to use it but it does not seem to hold heat.
9. No approval from Alameda County Environmental Health.
10. Handwashing sinks do not have soap dispensers or towel containers installed.
11. Partial items or inoperable equipment still taking up space in the room. Includes part of a trayline, a plate warmer, and a steam table that has no water or gas for set-up. They need to be removed.
12. The shelving that is between the two rooms needs to be removed. There needs to be a wall and a door to separate the classrooms; we asked Kitchell for an accordion door such as the one that separates S305 and S307.

**Written Update to College Council**

**Meeting Date: 5/18/16**  
**Committee: CEMPC**  
**Submitted by: Ann Elliott**

Please reference below updates:

<u>RECOMMENDATION/ACTION ITEM</u>				
Revisions to CEMPC By-Laws				
COLLEGE COUNCIL ACTION TAKEN:	1	2	3	4 EXPLANATION IF NECESSARY
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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.



## **College Educational Master Planning Committee (CEMPC)**

### **FUNCTION**

The College Educational Master Planning Committee (CEMPC) is a shared governance committee of the College Council. It is based on college data and input from shared governance constituencies; CEMPC recommends annual institutional priorities to strengthen program practices to maintain quality instruction and services and improve student achievement and learning.

### **CHARGE OF THE COMMITTEE**

1. ~~Review and update the mission statement, in conjunction with the program review cycle (every 3 years), with college-wide participation.~~

Annually participates in the review of District Strategic Goals and Institutional Objectives by completing the following: a) participates in the alignment of the college goals/objectives with District goals; b) establish annual committee goals during the month of September.

2. ~~Annually reviews District Strategic Goals and Institutional Objectives by completing the following: a) create/align college goals/objectives with District Goals; b) establish annual committee goals during the month of September.~~

Annually participates in the review of District Strategic Goals and Institutional Objectives by completing the following: a) participates in the alignment of the college goals/objectives with District goals; b) establishes annual committee goals during the month of September.

3. ~~Annually create and recommend institutional priorities based on the College Educational Master Plan and the District strategic educational goals.~~

Annually participates with the recommendation of institutional priorities based on College Educational master Plan and District strategic educational goals.

### **DUTIES OF CO-CHAIRPERSONS**

The role of the co-chairpersons includes the following:

1. Facilitate the functioning of the committee as outlined in the bylaws (new)

Written Report to College Council  
May 18, 2016

**Committee: Merritt College Classified Senate (MCCS)**  
**Submitted by: Waaduda Karim**

Please reference below updates:

- Classified Senate Elections
  - Five senators terming out as of 6/30/2016. Classified Senate nominations will close on June 2<sup>nd</sup>, elections will begin June 6<sup>th</sup> through the 16<sup>th</sup>, tallied on June 20<sup>th</sup> and new senators will be identified by our June meeting.
- PCS Update
  - For the last four months of this semester the PCS has been held at a Campus. The March meeting was at Laney, the April meeting was at Berkeley, the third will be at COA and Merritt will host the PCS in June in Horticulture Meadow. We are looking for funds to serve our guest lunch.
- Workshop Opportunities
  - SkillPath National Seminars Training 1 year subscription for \$349
  - Discount Subscription for one year, \$349 One year subscription
- Below are the governance appointments:
  - College Council (CC):** (5 appointments) Waaduda Karim, Molly Sealund, Doris Hankins, Stefanie Harding, Samantha Knappenberger
  - College Educational Master Planning Committee (CEMPC):** (3 appointments) Molly Sealund, Maril Bull
  - College Budget Committee (CBC):** (4 appointments) Charlotte Victorian, Ron Perez, Kinga Sidzinska, Maria Perez
  - College Facilities Committee (CFC):** (2 appointments) Molly Sealund, Timothy Brice
  - Merritt Technology Committee (MTC):** (3 appointments) Ron Perez, Tony, Hampton, Walter Johnson
  - Health & Safety Committee:** (3 appointments) Waaduda Karim, Lee Peevy, Robert Smith
  - Professional Development Committee (PDC):** (3 appointments) Samantha Knappenberger, Margie Rubio, Maria Spencer
  - SSSP/Equity Committee:** Jamila Saleh, Margie Rubio
  - District Facilities Committee (DFC):** (1 campus appointment) Ron Perez
  - District Technology Committee (DTC):** no campus committee appointment required
  - District Education Committee (DEC):** (1 campus appointment) Doris Hankins
  - Planning and Budgeting Council (PBC):** (1 campus appointment) Stefanie Harding
- Be on the lookout for the “Classified Voice” newsletter coming in June.
- The senate plan to review our goals



**Budget Committee Report to  
Merritt College Council  
Prepared By: Linnea N. Willis, Co-Chair  
May 18, 2016  
3:00 p.m. – 5:00 p.m.**

College Budget  
Committee Members

Cedillo, Arnulfo  
Del Rosario, Dettie  
Ilarde, Tanya  
Lamb, Jeffrey  
Lawson, Daniel  
Park, Tae-Soon  
Perez, Maria  
Perez, Ron  
Rivas, Mario  
Sidzinska, Kinga  
Victorian, Charlotte  
Willis, Linnea  
ASMC Student Rep

**- Budget Committee Met May 11, 2016 from 3-5pm**

**I. APPROVAL OF THE BUDGET HANDBOOK**

- **At the Budget Committee all day retreat in June 2015, the Committee decided that it would be great to have a Budget Handbook with budget procedures, the budgeting process, budget codes etc.**
- **Dr. Del Rosario therefore prepared the Budget Handbook**
- ***The Budget Handbook was approved and adopted by the Budget Committee at the May 11, 2016 meeting***
- **Further changes and edits will be made by the committee to the Handbook on a continuing basis**

**II. BUDGETING PROCESS FOR OTHER FUNDS**

- **All funds will now go to the Budget Committee on an information basis, including categorical funds, grants, SSSP, equity, Perkins etc.**
- **Each responsible Dean/Vice President will report to the Budget Committee regarding the requirements for the categorical funds/grants/etc., the process used to determine the allocation of funds, and the allocation of funds**
- **The purpose of this is so that there is transparency and accountability with respect to all funds and all resource allocation requests**

**III. ASSESSMENT OF THE BUDGET COMMITTEE GOALS AND WORK ACCOMPLISHED 2015-2016**

- **The Budget Committee performed a thorough analysis of their Goals for 2015-2016, and assessed their goals**
- **The Budget Committee also used the Assessment Survey prepared by Samantha Knappenberger**
- ***See Attached Goals Assessment***
- ***See Attached Self-Assessment Results***

# College Budget Committee

## Self-Evaluation/Self-Assessment Results

- *Based on our goals and objectives set at the beginning of the semester, what have we accomplished?*

**Accomplishments of the Budget Committee for 2015-2016 include but are not limited to the following:**

1. Prepared and adopted a 98 page plus Budget Handbook with budget procedures, budget codes, and the budgeting process
2. Prepared the Integrated Planning and Budgeting Process for the College Handbook
3. Had an Even More Streamlined Process for Budget Approval:
  - a. Met With CDCPD Department Chairs and Program Directors and provided Budget Request Worksheet
  - b. Communicated Expectations to Deans, Vice President and President for the budgeting process and for the budget approval meetings
  - c. Made Sure Program Reviews and Assessment were Incorporated into the Budgeting Process
  - d. Made Sure Deans, Vice Presidents and President met with their staff, department chairs, program directors and lead faculty in the budgeting process
  - e. Heard Presentations from the Deans, Vice Presidents and President with respect to their cost centers, which included the amounts requested, the purposes for the requests, the process used to determine the allocations, assessment information, the Resource Requests Appendix in the Program Reviews, and other information. If additional information was needed, we obtained that additional information.
  - f. Conducted a 4 hour meeting to hear the presentations, and a subsequent 2 hour meeting to continue to review and approve the budgets.
4. Revised the Budget Process Flow Chart
5. Prepared a Spreadsheet and Timeline for the Budgeting Process
6. Incorporated Program Reviews into the Budgeting Process in an even more integrated manner
7. Assisted the AFR Team with Accreditation Process as it related to budgeting process and otherwise
8. Participated in Accreditation Teams so that there was presence by the Budget Committee in the Accreditation Process

9. **Conducted an all-day Budget Retreat on how we could improve and what we would like to do better for 2015-2016**

- *What makes this committee effective or how does this committee define effectiveness?*

The Budget Committee is very effective in large part because of the significant amount of dedication from all members of the committee – from the Chair of the Committee, down to each faculty and staff member. The Budget Committee is extremely dedicated and committed and works very hard to go above and beyond. The Budget Committee is also good at communicating with each other, and conducts additional meetings as needed to get their tasks accomplished. The Budget Committee works as a team under the leadership of Co-Chairs Dr. Dettie Del Rosario and Dr. Linnea Willis. Each committee member has great respect for each other. The meetings are run effectively and efficiently.

- *Was this committee effective this year and how do we know (evidence)?*

The Budget Committee believes it was effective. The evidence is stated above in the Accomplishments.

- *If the committee is unsure, what criteria can the committee use next year in order to measure its effectiveness?*

N/A

- *What can we do to improve our effectiveness next year and how will we implement these ideas in the fall for the next academic year?*

The Budget Committee is always looking to improve and has identified the following areas for future improvement:

1. **Increase communication between the College Budget Committee and the campus community, so that they are aware of all that we are doing**
2. **Update our website with all of our Minutes, Agendas, Reports and other information, and keep it continuously updated**
3. **Conduct more trainings and workshops on the budgeting process**
4. **Create an even more streamlined budgeting process.**
5. **Incorporate a process for all funds (hence why the committee created a new reporting process for all funds to be reported to the Budget Committee)**

# Merritt College

Goals At-A-Glance: FY 2015-2016

Governance Committee Assessment Template

Committee Name: College Budget Committee (CBC)

PCCD Strategic Goals	2015-2016 Merritt College Goals	College Budget Committee (CBC) Goals	Goals Assessment
<p><b>A. Advance Student Access, Equity and Success</b></p>	<p><i>Goal 1: Create an environment of exceptional student access, equity and success.</i></p>	<p>Advise and assist the College and Administration in distributing resources to support the development, maintenance and enhancement of programs and services and to ensure student success.</p> <p>Assist Accreditation Team in resolving all recommendations relating to the budget and resource allocation process.</p> <p>Continue to improve the Resource Allocation Process and the entire Budgeting Cycle from start to finish, and to ensure that Program Reviews, APU's, Assessment data and other information are properly incorporated in the determination and prioritization of resource requests.</p> <p>Create a Budget Procedure Handbook.</p> <p>Meet with CEMPC to further tie the link between planning and budgeting, and to prioritize long term budget requests.</p>	<p>Accomplished.</p> <p>Accomplished.</p> <p>Accomplished.</p> <p>Accomplished.</p>
<p><b>B. Engage and Leverage Partners</b></p>	<p><i>Goal 2: Engage our community through respectful dialogue to create partnerships and opportunities for our students.</i></p>	<p>Same Goals as CBC Goal Set 1</p>	<p>Accomplished.</p>

<p><b>C. Build Programs of Distinction</b></p>	<p><i>Goal 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.</i></p>	<p><b>Same Goals as CBC Goal Set 1</b></p>	<p>Accomplished.</p>
<p><b>D. Strengthen Accountability, Innovation and Collaboration</b></p>	<p><i>Goal 4: Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.</i></p>	<p><b>Same Goals as CBC Goal Set 1</b></p>	<p>Accomplished.</p>
<p><b>E. Develop and Manage Resources to Advance Our Mission</b></p>	<p><i>Goal 5: Develop human, fiscal, and technological resources to advance and sustain our mission.</i></p>	<p>Advise and assist Administration in distributing resources to support the development, maintenance and enhancement of programs and services and to ensure student success.</p> <p>Assist Accreditation Team in resolving all recommendations relating to the budget and resource allocation process.</p> <p>Continue to improve the Resource Allocation Process and the entire Budgeting Cycle from start to finish, and to ensure that Program Reviews, APU's, Assessment data and other information are properly incorporated in the determination and prioritization of resource requests.</p> <p>Create a Budget Procedure Handbook.</p> <p>Meet with CEMPC to further tie the link between planning and budgeting, and to prioritize long term budget requests.</p>	<p>Accomplished.</p> <p>Accomplished.</p> <p>Accomplished.</p> <p>Accomplished.</p>

**Written update to College Council**  
**Meeting date: 5/18/2016**

**Committee: Curriculum and Instructional Council**

**Submitted by:** Arja McCray, Chair

**Membership of CIC:**

Faculty Representatives: Arja McCray, Sheila Metcalf-Tobin, Megan S. Talbot

Faculty Alternate Representatives: Courtney Brown, Elaine Wallace

Counsellor: Rose Allen

Articulation Officer: Steve Pantell

Curriculum Specialist: Clifton Coleman

ASMC Representative: Tatiana Ochoa (ASMC)

Non-Voting Members: Vice President of Instruction Jeffrey Lamb, Dean Tina Vasconcellos, Dean Rosemary Delia, and ASMC representative Brenda Perez

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**Please reference below updates:**

- **Course and Program Proposals.**

Since the April 2016 College Council meeting, CIC held two meetings and reviewed these proposals (for more detailed information our minutes and proposal voting record are available on our website):

1. Distance Education Addendum with Non-Catalog Changes: AFRAM 002, 003, 004, 014B, 025, 027, 032, 033, 038, 041, 800, 801; HLTED 001; CIS 205
2. New courses: KIN 070A; COPED 476F; FISCI 200
3. Catalog changes to existing courses: FISCI 211; NUTR 010; ENGL 001A
4. Non-catalog changes (updates) to existing courses: MATH 16A; BIOL 062L, 062P, 070D; CHDEV 054A, 056A, 220, 222A, 222B, 225, 246
5. Course deactivations: BIOL 062D, 062F, 848NT

- **Membership update:** CIC lost a faculty representative (Jennifer Shanoski stepped down from the committee due to scheduling conflicts preventing her CIC attendance) and is requesting Academic Senate to appoint a replacement faculty representative.

- **Report of progress in meeting CIC Goals:**

1. **Continue to support the development of programs, degrees, and certificates that advance student access, equity and success.**

To better meet this goal CIC will require efforts by our campus community to use evidence and data from the Program Review/Annual Program Update process and ongoing assessment of courses and programs, to inform our College decisions about curriculum.

2. **Process curriculum in timely, efficient, and compliant manner.**

On April 28, CIC approved by consensus a process, per ASCCC recommendations, putting some proposal types on a 'consent agenda' so that some proposals would be approved by Technical Review Committee and would not be discussed with the full CIC body unless a CIC member asks to do so. It was decided that some non-catalog changes were appropriate to put on a consent agenda:



*All Course Changes Only in Non-Catalog info will be approved at Tech Review Committee and put on a CIC consent agenda, **EXCEPT** for the following:*

- I. Changes made for C-ID descriptors*
- II. Changes or additions to SLOs*
- III. Any changes to Distance Education*
- IV. Any changes deemed necessary to discuss by the Technical Review Committee.*

This change in our process will ensure a more effective use of our meeting time, to devote adequate attention to the types of course and program proposals that are new for the college or modified to such extent that they require focused discussion.

**3. Inform the college community of local and state requirements. Train and support faculty in the curriculum development process.**

Arja McCray held these drop-in Curriculum (CNET META) training sessions for department chairs and their faculty in the L132 computer lab:

Wednesday, April 6 11am to 3pm

Thursday, April 7 9:30am to 11:00am

Monday, April 11 10 am to 12pm

Tuesday, April 12 11am to 2pm

Three (3) faculty members made use of these hours.

A. McCray and C. Coleman have also been meeting individual faculty whenever requested throughout the semester.

C. Coleman developed a guide to proposal types, META fields, and approval timeline document to assist faculty in planning their curriculum development.

**4. Build and maintain the CIC website.**

Despite a major setback, the unexplained, complete deletion of our CIC webpage, C. Coleman has rebuilt our CIC website and has posted to it faculty resources, helpful links, and curriculum/CNET training documents.

**Written Update to College Council**

**Meeting Date: Wednesday May 18, 2017**  
**Committee: Merritt Technology Committee**  
**Submitted by: Mary Louise Zernicke**

Please reference below updates:

- Merritt Technology Committee sent a letter to Chancellor Laguerre asking for more information about the changes at the district to technology management. We are concerned that yet another consulting group describes problems that are new to them but are known by existing players and funds are re-directed inefficiently. The chancellor came to our technology meeting and described his vision for technology. That vision includes working cooperatively, putting students first, and hiring district employees who have experience within the Peralta system.

We asked the chancellor where he might find the funds for updating old infrastructure. There are some Measure A dollars and some Measure E dollars that may be available. Our estimate to upgrade Merritt technology infrastructure is over \$1M. He is concerned about student success, safety and security issues. MTC is anxious to make enrollment simple and mobile friendly. Our committee also suggested that the chancellor address distance education, training needs, and local funding for technology.

- MTC discussed the results of the survey to the Merritt community about various committees. Overall, the Merritt family wants the MTC to communicate more to the greater community.
- MTC has asked for an update of the program review resource requests that show better alignment of technology requests. This is important when considering budget requests.
- The new Merritt College technology budget is still not specific, but the committee was assured that there will be a relatively small amount for day to day resources for the tech staff—yeah.
- The pot luck was delicious, and relatively nutritious.

<u>RECOMMENDATION/ACTION ITEM</u>					
COLLEGE COUNCIL ACTION TAKEN	1	2	3	4	EXPLANATION IF NECESSARY
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