

# MERRITT COLLEGE

**CEMPC**  
**Wednesday, May 4, 2016**  
**3:00 p.m. – 5:00 p.m., Room R29**

## **AGENDA**

1. Agenda Review, Changes and Adoption.
- II. Approval of Minutes, March 9, 2016, April 06, 2016
- III. Review of CBC/CEMPC 3/15 meeting minutes
- IV. Follow up on revision of CEMPC Bylaws
- V. Role of CEMPC in Spring Summit, May 13, 2016
- VI. Educational Master Plan process, Extended meeting 5/11
- VII. Survey of college processes
- VIII. ILOs in Governance Manual
- IX. Other

**MERRITT COLLEGE**  
**CDCPD Minutes**  
**Wednesday, March 30, 2016**

Present: N. Thai, S. Brown, M. Dixon, C. Ogden, T. Ilarde, C. Grampp, T. Park, D. Lawson, N. Ambriz-Galaviz

Guest(s): M. Rivas, A. Cedillo, C. Coleman

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION/FOLLOW-UP</b>
<b>Call to Order</b>	3:09pm	
<b>Approval of Agenda</b>	Agenda cannot be approved, no quorum.	
<b>Approval of Minutes</b>	Minutes cannot be approved, No quorum.	Approve March 2, 2016 minutes for next CDCPD meeting.
<b>Administrative Report</b>	A. Cedillo Presented a proposal to re-structure the Student Services department. A Dean of Students/Enrollment Services would be brought on board. In the new proposed	T. Ilarde, counseling would be reporting to the Dean of Special programs and grants, however the department would like to continue to report to the VPSS. C. Olsen. It would be important to know

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	<p>organization, counseling would report to the dean of special programs and grants. There is an immediate need for someone to fill the interim position while the college plans to advertise for a permanent fill. Student services department is short staffed and needs span of control.</p> <p>The college needs to attend to ACCJC recommendation 8, retention of leadership is very important. A Dean of Students/Enrollment Services is needed to fulfill the Oakland Promise for free tuition for student's first two years of college, which is supported by the Student Equity Plan. Other services including Dual Enrollment and program outcomes require a span of duties; which would be distributed to the Dean of enrollment to help facilitate the process.</p> <p>Currently there is a Dean of Special Programs and Grants, and one Director of Student Activities and Campus Life. The Dean of Special Programs and Grants would have at categorical funding including, First Year Experience, SANKOFA, Foster Care, EOPs, and Cal/Works. Dean Students/Enrollment Services would focus on student support, including dual enrollment. An interim appointment would be funded through the Student Equity funds from the District, CYES funds, SSSP, and Career Ladders.</p> <p>District is asking where the college is at with hiring of positions. The reporting line would be better facilitated with the other duties being distributed. There is a need to reduce and better effectively span the responsibilities</p>	<p>what the student population and how many deans are at our sister colleges.</p> <p>C. Grampp, A dean position would not be needed to supervise the bookstore, safety aides, etc.</p> <p>N. Thai, Equity funds and SSSP funds should be used to impact students more directly.</p>

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	<p>throughout the leadership in Student Services. A Dean would be needed to better comply with Title 9 issues which includes the athletics department; therefore a dean of student services would be needed. At COA there is dean of athletics.</p> <p>M. Rivas, there is only one dean at BCC.</p>	
<b>Business Department</b>	No report provided.	N. Ambriz-Galaviz will work with It to make sure that I grades cannot be given electronically for Spring 2016.
<b>Dean's Report</b>	<p>President Ambriz-Galaviz</p> <p>Faculty need to complete and need reinforcement from Deans, to comply with outstanding census reports, incomplete grades, oversight and compliance. Need to comply for accreditation purposes. Dean's sent emails to each faculty who has to comply with outstanding compliance. Per title 5, faculty should not give students and incomplete grade while not submitting an incomplete form. A student will have 1 year to comply with the incomplete, after 1 year the student's grade will turn into a F grade. The district is preparing for the audit, and needs colleges to comply. Faculty must fill out the form and student will need to be contacted for signature on form.</p> <p>C. Olsen, when grades are submitted, and includes an (I) grade, A and an R grade should notify faculty members with I form. Incomplete grades are now given electronically. Therefore, I forms are not being complied</p>	

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	with.	
<b>SLOAC</b>	<p>C. Coleman</p> <p>Have been focused on degrees and certificates have 15% program learning outcomes have been assessed. Only 30% received assessment. Database was initiated with data. Data can be retrieved for the faculty, and constantly updated. In program review, whether your program has been updated within the last two years. There have been a few programs that have not been updated. A 3 year curriculum review cycle per. Most of the information as on program review criteria. Title 5 pre-requisites every 2 years must be revised. Arja McCray will hold open hours to assist with course updates. Also, per title 5 non-cte programs could be reviewed once every 6 years. Most of the updates would be non-catalog changes. Special CIC meetings will be held. If most catalog changes, then the faculty would need to meet with Clifton.</p>	
<b>Departmental Restructuring</b>	<p>C. Olsen</p> <p>There are three proposals that went to the senate. M. Rivas, according to the CDCPD By-Laws, the action is sent to the senate and the votes were restructured and taken to the senate. Sub committee was formed and will</p>	<p>C. Grampp will send an email to all the chairs once time has been finalized.</p> <p>C. Olsen will send chairs the contract and ballot to ensure that departments have received ballots. There will be a ballot box for all department chairs to Chairs</p>

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	<p>report to the senate. Departments are organized through disciplines. The subcommittee disciplines that are part of a re-organization need to be organized. These are recommendations that are going to the senate that will later be sent to CDCPD.</p> <p>C. Ogden, departments should have had all faculty in the room to document the votes. To change the department there must be a reason to do so. There must also be a proposal to discuss what happens to the other departments. For example, mathematics, could be one department, and have geology, geography, astronomy, and physics in one department. If there is a change in departments.</p> <p>Sub group is suggesting staying with the organization that is already in place. Departments want to reorganize due to the communication within the departments.</p> <p>Per Article 14 in PFT contract, Dean's must evaluate the departments, and need to monitor how departments are working with each other. The second part is that the subcommittee made a recommendation to have faculty work with faculty to solve issues within communication or working relationships. Also, if the faculty feels that their department chair is not properly representing them, then they must go to the Dean. Procedures for Article 14</p>	<p>must CC deans to ensure that all ballots per department are in.</p> <p>C. Olsen will ask deans to send a list to all department chairs.</p>

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	<p>states that chairs need to be evaluated. Faculty disagreements need to be solved within Faculty.</p> <p>Training for problem resolution is needed for Chairs.</p> <p>Per S. Brown and T. Park, there used to be a committee to assist with problem resolution.</p> <p>C. Grampp needs clarification to for mandatory attendance to CDCPD, department chairs must attend important meetings to have proper structure and communication, as it is one of the responsibilities.</p> <p>S. Brown mentioned there are department chairs that do not attend CDCPD meetings. C. Olsen, faculty are given release time to attend meetings. Proposals are currently at the Senate and will be provided later to CDCPD. The proposal has not yet moved.</p> <p>C. Olsen demonstrated the nomination form. April, the sitting chair will provide the ballot for department chair nomination. Took the format from last academic year. Council of department chairs will meet on the first Wednesday. On the ballot, the mandatory attendance to CDCPD is mentioned.</p> <p>If chair cannot attend all meetings, a co-chair is advised. Release time would be spilt. Per nomination, either</p>	

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	<p>single chair or co-chair will be elected. The nominations will be open Friday April 8, 2016 for 2 weeks. On the senate constitution, 2 weeks are allowed for nomination. 10 business days.</p> <p>Mathematics, CIS, and Business would like to be restructured; as a result, no elections cannot happen for those departments. As soon as the restructuring is finalized by the College president and VPI, elections can happen. Sciences are there because they could possibly be affected. All of Division I would not be affected by the restructure. T. Park, CDCPD chair would elect two people to ensure that all ballots are in. Contract faculty and adjunct will receive email from chairs with electronic ballots. Next year Annual Program Updates will be worked on. C. Olsen sent email to college president to have Public information officer to populate the APU, criteria will not be formally</p>	
<b>Accreditation</b>	<p>C. Grampp</p> <p>A town hall meeting has been scheduled for April 13, 2016, second Wednesday of April. Important for as many people to show up. One of the ACCJC findings was that the campus does not work together as a community. In</p>	

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	order for this to be a productive meeting, department chairs need to send out a notice to their faculty to have more participation and work together as a team. The time for the meeting has not been confirmed. T. Park, Tuesday college hours would work better for more faculty participation.	
<b>Adjournment</b>	4:32pm	M/S/P C. Olsen/C. Grampp/Unanimous

Initials of note taker: MP

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**MERRITT COLLEGE**  
**Curriculum and Instructional Council (CIC)**  
**A G E N D A**  
**March 12, 2015**  
**1:30-3:00 p.m.**  
**L137**

1. Review of agenda
2. Approval of minutes
3. Program Changes/Adds; Course Changes- Catalog Changes; Course Changes-Non-Catalog Changes; Deactivations
4. Other
  - a. ADT and C-ID updates – Steve/Clifton
  - b. Review of CurricUNET approval processes – Arja/Clifton
  - c. Criteria for CurricUNET blanket deletion – Clifton
  - d. Accreditation team visit review – Arja
  - e. Next meeting date: March 26, 2015
5. Announcements
6. Adjournment

**MISSION STATEMENT**

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Course/Program	Proposal	Changes	Action/Notes
<u>ANTHR 003 - Introduction to Social and Cultural Anthropology</u>	MC Course Change only in Non-Catalog Info	1) Added objective 2) Changed Lecuture content Changes made to match C-ID descriptor and recommendations	
<u>CHDEV 248OK - Engaging Interactions and Environments: Providing a Solid Foundation for Young Children's Development</u>	MC New Course		
<u>EMT 221 - Emergency Medical Technician–Paramedic</u>	MC Course Change only in Catalog Info	<b>1) Change HLTOC 201/202 to recommended preparation</b>	
<u>LANHT 018B Landscape Design</u>	MC Course Changes in Catalog Information	<b>1) Change to catalog description.</b> <b>2) Added 18LB as a co-requisite.</b> 3) Changed Student Performance 4) Objectives 5) Changed Student Learning Outcomes 6) Changed assignments 7) Updated text information	
<u>LANHT 018LB Landscape Design Laboratory</u>	MC Course Changes in Catalog Information	<b>1) Changed catalog description</b> and justification 2) Changed lab content 3) Changed Student Learning Objectives 4) Changed Student Learning Objectives 5) Changed methods of instruction <b>6) Added 18B as co-requisite</b> 7) Updated text info	

<u>LANHT 033A Design Evaluation of Bay Area Landscapes</u>	MC Course Reactivation	1) Housekeeping to separate LANHT 33A and 33B into two separate outlines. (previously Lanht 33A/B on one outline) 2) Justification change 3) Lecture and lab content change 4) Student performance and SLO changes 5) Text update	
<u>LANHT 033B Design Evaluation of Bay Area Landscapes</u>	MC Course Reactivation	1) Housekeeping to separate LANHT 33A and 33B into two separate outlines. (previously Lanht 33A/B on one outline)	
<u>LANHT 899 - Landscape Field Sketching</u>	MC New Fee-based Course		
<u>RLEST 250 - BRE Salesperson/Broker Exam Preparation</u>	MC New Fee-based Course		
<u>RLEST 809 - BRE Salesperson/Broker Exam Preparation</u>	MC Fee-based course (correction)	1) Change number from 99 (incorrect category) to 809	
<u>ANTHROPOLOGY AA-T</u>	MC New Program		
<u>Intermediate Landscape Design and Construction CA</u>	MC Program Modification	Changing B1 requirements to reflect catalog changes and deactivations 1) Changed 22A/B to LANHT 18AL, 18LB; 33 to 33A. 2) Added LANHT 9A as electives. 3) Deleted 29E from requirements; 34 B/C from electives; 32 from electives	
<u>Landscape Architecture AA</u>	MC Program Modification	Modified to reflect new course numbers and deactivations.	

<u>Landscape Design and Construction Specialist AS</u>	MC Program Modification	1) Deleted 32 from electives 2) Changed 33 to 33A in electives 3) Changed LANHT 9A/B/C to 9A in recommended preparation	
<u>Landscape Design and Construction Specialist CA</u>	MC Program Modification	1) Deleted 32 from electives 2) Changed 33 to 33A in electives 3) Changed LANHT 9A/B/C to 9A in recommended preparation	
<u>Nursery Management Specialist AS</u>	MC Program Modification	1) Added 52 as a requirement. 2) Clarified electives previously listed as "Landscape Horticulture Electives" by creating a list of 10, 11, 12, 16, 19 and making three courses required. 3) Deleted recommended courses	
<u>Nursery Management Specialist CA</u>	MC Program Modification	1) Added 52 as a requirement. 2) Clarified electives previously listed as "Landscape Horticulture Electives" by creating a list of 10, 11, 12, 16, 19 and making three courses required. 3) Deleted recommended courses	