

Merritt College
Council of Department Chairs & Program Directors Meeting Minutes
Wednesday, December 3, 2014

Present: Siri Brown, Elmer Bugg, Jon Drinnon, Chris Grampp, Ann Elliott, Guy Forkner, Grace Idowu, Tanya Ilarde, Jay Thompson, Inga Marcillionus, Arja McCray, Christine Olsen, Steve Pantell, Tae-Soon Park, Jennifer Shanoski, Sheila Metcalf Tobin, Audrey Trotter, Dawn Williams, Jennifer Yates, Mary Louise Zerniche,
 Guests: William Love, Carlos McLean

Agenda Item and Presenter(s)	Discussion	Follow-up Action
Called to Order	The meeting was called to order at 2:38 PM.	
Approval of Agenda	The December 3, 2014 agenda was approved.	M/A/U: McCray,Shanoski
Approval of Minutes	There were no minutes to approve. The note taker was re-assigned to assist with the completion of the Accreditation Self Study Report.	The November 5, 2014 minutes will be reviewed during the next CDCPD Meeting.
Chair Announcements	<p style="text-align: center;">Schedules</p> <p>The schedules for Summer 2015 and Fall 2015 are due to the Division Deans by December 12, 2014.</p> <p style="text-align: center;">APUs</p> <p>All Chairs should have submitted their APUs to their Division Dean.</p>	Chairs will forward schedules to the Division Deans before December 12, 2014.
Executive Administrative Reports	President Ambriz-Galaviz, Vice President Arnulfo Ciddio, and Director Del Rosario did not provide a report.	
Office of Instruction (Vice President of Instruction)	<p style="text-align: center;">Enrollment</p> <p>Vice President Bugg distributed a hand-out and discussed the FTES Targets for 2014- 2015. He projects that Merritt will be approximately \$1 M over budget.</p> <p style="text-align: center;">Summer 2015</p> <p>Chairs and the Vice President discussed the following possible solutions for addressing being over budget: 1) adding 10-15 late start classes (Summer 2015) 2) adding 3-5 people in each class (Summer 2015) Each late start class will be twenty percent complete</p>	

Merritt College
Council of Department Chairs & Program Directors Meeting Minutes
Wednesday, December 3, 2014

	<p>before July 1, 2015.</p> <p style="text-align: center;">Fall 2015</p> <p>Drinnon asked for direction regarding how to plan classes for Fall 2015, because last year Merritt did not cut 16%. Instead they cut 3 classes. Merritt College was the only college that was cutting low enrolled classes.</p> <p style="text-align: center;">Spring 2015</p> <p>Classes that have less than 10 students enrolled (2 weeks prior to instruction) will be cut. After Spring 2015 begins, classes that have less than 20 students enrolled will be cut. The Vice President and Chairs discussed past practices of “combing the schedule”. Combing the schedules was done collectively with all four Vice Presidents of Instruction and the Vice Chancellor of Educational Services. This process was implemented to assure Peralta Colleges weren’t competing amongst each other.</p>	
<p>7. CDCPD position on governance structure: Under College Council or Academic Senate</p>	<p>Chairs and Programs Directors discussed the pros and cons of CDCPD being a shared governance committee. Shared governance committees include Classified and Student committee members. Currently, there are no Classified or Student representatives serving on CDCPD. If CDCPD does not include these representatives, CDCPD will no longer be considered a shared governance committee. They would no longer be an advisory committee to the Academic Senate or to the Vice President of Instruction.</p>	
<p>8. Discussion and approval of by-laws revision</p>	<p>Chairs and Program Directors reviewed the CDCPD Bylaws. The changes included creating a calendar. Creating a calendar would assist with making sure Chairs and Program Directors are aware of their</p>	<p>M/A/U Elliott/McCray Elliott motioned to approve the revised by-laws.</p>

Merritt College
Council of Department Chairs & Program Directors Meeting Minutes
Wednesday, December 3, 2014

	<p>monthly tasks and upcoming deadlines. CDCPD discussed who should be voting members. The discussion included the following topics:</p> <ul style="list-style-type: none"> • Reorganizing • Establishing voting criteria/principles <p>President Ambriz-Galaviz asked for clarification regarding how someone becomes a Program Director or a Chair. CDCPD informed her that their appointments are made in consultation with an administration and the President appoints the Chairs and Directors.</p> <p style="text-align: center;">Accreditation Update</p> <p>Bugg expressed the need to be positive.</p>	
<p>9. Discussion of Supplies funds distribution and process</p>	<p>Drinnon reviewed the past and current supply allocation process. Past practices allowed for unused left over money to be re-allocated to those in need. Chairs discussed finding a more equitable way to allocate or reallocate funding. McCray mention the importance of supporting resource requests with data.</p> <p>Last year, Chairs and Program Directors met with Director Del Rosario to discuss how the funding would take place for 2014-2015. A form was signed by the Business Director and the Department Chair. The allocation was based upon their previous allocations. Using the collegial governance process, the process was changed because it was tied to the SLO. CDCPD discussed their experiences with the new process. Although they were in favor of a more transparent process, they did not have any evidence that the new method worked. Elliott informed CDCPD that the new process was an attempt to tie SLOA to Supplies</p>	<p>M/S/A McCray, Olsen (1 abstention).</p> <p>McCray motioned for CDCPD to review budget allocations and department budgets in early Spring.</p>

Merritt College
Council of Department Chairs & Program Directors Meeting Minutes
Wednesday, December 3, 2014

	requests. CDCPD stated that they need to go through the budget development process together and develop into Student Learning Outcomes	
10. SLOAC Update	No report provided.	
11. PFT Report	No report provided	
12. Academic Senate Report	No report provided	
11. Announcements	McCray, CIC Chair, sent an email to each chair asking them to schedule a meeting with her to discuss the catalog updates.	
12. Adjournment	4:11 PM	M/S/U
Next meeting:	February 4, 2015	

Minutes taken: Doris Hankins, (510) 436-2410, dhankins@peralta.edu
 Attachments: CDCPD Agenda, CDCPD Minutes

DRAFT