

MERRITT COLLEGE
Minutes of the CDCPD Meeting
Wednesday, October 28, 2015

Present: Christine Olsen, Sheila Metcalf-Tobin, Arja McCray, Jennifer Shanoski, Tae-Soon Park, Margaret Dixon, Siri Brown, Grace Idowu, Tanya Ilarde, Inga Marcilionis, Mario Rivas, Isela Santana, Chris Grampp, Nghiem Thai, , Audrey Trotter

Guest(s): Mia Kelly, Clifton Coleman, Wise Allen, Elaine Wallace

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Call to Order	The CDCPD Meeting was called to order at 3:24 PM.	
Approval of Wednesday, October 29, 2015 Agenda	The October 29, 2015 agenda was approved with modifications.	M/A/S Zernike and Grampp
Approval of Wednesday, September 2 , 2015 Minutes	The approval of the September 2, 2015 was tabled.	Three months of minutes will be emailed to Chairs for review and approval.
Roberts Roles of Order	Jennifer Shanoski discussed Roberts Rules of Order with Chairs and Program Directors.	

<p>Vice President of Instruction (Allen)</p>	<p>Chairs welcomed and introduced themselves to Acting Vice President of Instruction, Dr. Wise Allen. Dr. Allen reviewed the budget allocation and apportionment, which is allocated from the State Chancellor's Office.</p> <ul style="list-style-type: none"> • Community College receives an allocation of \$4,620 per FTES (or each student). • California State Universities (or CSUs) receive \$11, 000 per FTES (or each student). • University of California receives \$16,000 - \$18,000 per FTES (or student). • In the K-8 system, schools receive \$8,500 per student. <p><u>ACCREDITATION:</u> We are the lowest paid, yet with we have the greatest expectations. To measure achievement, SLO and Program Reviews are required by the Accreditation Commission. Without accreditation approval enrollment will go down. It's important for everyone to participate in accreditation. To restore the full accreditation, the Accreditation Committee will need your assistance with participating. Layoffs will occur if we lose our accreditation. The 8 year parcel tax will expired. Dr. Allen informed Chairs that he is there to advise, encourage faculty to complete their SLOs, cut out extra sections, etc. He's given the Deans the directive to reduce the number of excess classes. Dr. Allen has reviewed the number of sections and noticed that the number of sections offered has increased. He suggested building out large classrooms to offset classes (ex. Physics) that only have 9 students. The lecture classes average at 35 students per class. He's reviewed the budget allocation for 2015-2016. By the end of Spring 2016, we will be over budget by \$300,000. Allen shared his observation of Compton College losing their accreditation.</p>	
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	<p><u>DEPARTMENT CHAIR'S ROLE:</u> Chair job descriptions were negotiated with PFT. The apportionment for department chairs come out of administration. Chairs assist the administrators. They are an arm of administration and aren't a governance body. Chairs and Administration are expected to use the data found in BI Tools to determine enrollment and to help schedule classes. Scheduling is an art, not a science. It should be divided into three sections (morning, afternoon, and evening).</p> <p><u>ASSESSMENT:</u> Some chairs have not completed their Student Learning Outcomes (SLOs). The departments funding is based upon SLO completion. Every faculty member has a responsibility beyond the classroom. Teaching, preparation, evaluations, and assessments are contractual, not an extra service.</p> <p><u>FACULTY PARTICIPATION:</u> Chairs expressed their concern with the lack of faculty participation. They are not receiving a lot of participation or response from faculty within their departments. Vice President Allen offered to have a discussion with the faculty regarding the importance of their participation.</p> <p><u>ENROLLMENT MANAGEMENT:</u> Chris Grampp asked Allen to provide Chairs with more direction (from Administration) regarding Enrollment Management. Arja Mc Cray expressed concerns about managing productivity. Vice President Allen offered the following advice:</p> <ul style="list-style-type: none"> • For educational programs, the average or goal is to have 35 students enrolled in their classes. There are certain programs that will not reach that goal, but the lecture classes will. • Organizing room assignments and block scheduling will assist with managing productivity. 	<p>Vice President Allen will work with Division Deans to send something out pertaining to Enrollment Management.</p> <p>Linnea Willis volunteered to assist with developing solutions for problems Enrollment Management and schedule changes.</p>
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	<p>Audrey Trotter informed Chairs that the PRT Committee suggested for the Academic and Classified Senate to discuss block scheduling and agree about the processes. This will avoid any confusion in the event of administrative turn over.</p> <p>Chairs expressed concerns regarding receiving adequate administrative support and not feeling included in the decision making process. The Chairs requested to have more guidance and tools to assist with the enrollment management process.</p> <p>Program Review: CDCPD requested more information regarding the Program Review process.</p> <ul style="list-style-type: none">• What happens after the deadline?• Can we create a way in which program reviews are reviewed and someone sits down with individual Chairs (with writing documentation) to determine the process for improvement?• Are all of the program reviews complete?• Will there be a report provided to CDCPD? <p>Based upon the Program Reviews, Vice President Allen suggested creating a list of priorities. The Budget Committee and College Council should review and prioritize the list and send their recommendations to College President. The President will review and forward to the Chancellor.</p>	
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<p>SLOAC update</p>	<p>Jennifer Shanoski reviewed the past and present documentation process with Chairs. Deans will monitor the completion of SLOs. Chairs shared methods used to complete their SLOs. Departments with one full time faculty and several adjunct faculty need more assistance. Chairs requested to have a schedule which identifies when everything is due. Sir Brown suggested asking adjunct faculty to complete the Word document, not Task Stream. SLOAC will also input the information.</p> <p>Clifton Coleman shared a report that he prepared. The report was created to assist with identifying a list of courses that have not been offered within 3 years. Coleman asked Chairs to share the report with their departments and to notify him about what courses can be shelved.</p> <p><u>SLOAC LUNCHEON:</u> Jennifer Shanoski invited Chairs to attend the SLOAC luncheon on Friday, November 13, 2015, 12:00 PM -3:00 PM. Participants will receive a \$200 stipend. To be successful, they need a minimum of 20 participants. She needs to have some faculty participation from the English Department.</p> <p><u>SLOAC TRAINING:</u> Elaine Wallace commended SLOAC for the training she received. Grace Idowu expressed concerns about not being properly trained. Idowu will meet with Heather Casale, Thursday, October 30, 2015.</p> <p>The Coordinators are having a lot of request for one-on-one training. They have three hours of drop in training each week. It's not sustainable to meet one on one 1-3 hours at a time with each instructor.</p>	<p>Chairs will identify who will be responsible for collecting the SLOAC data and reporting by next week.</p> <p>Chairs will send department meeting notes to SLOAC (via email) to place into a drop box</p>
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<p>Accreditation Report</p>	<p>The AFR Team distributed handouts and newsletters regarding Accreditation. Mia Kelly provided Chairs with a summary of Merritt College's Accreditation Status. Currently, Merritt College is on Probation, next step is show cause. When we are at show cause we have to defend why we should remain open and how to plan for closure. Vice President Allen informed chairs that the Accreditation Team needs more participation. Adjuncts are encouraged to participate. The December 2, 2015 draft report will be presented to the college community during Flex Day, in January. The Steering committee consists of Faculty, Classified Co-leads, and Administrative liaisons. All three of the Dean is assigned to three of the subcommittees. There are three areas of concern:</p> <ul style="list-style-type: none"> • Integrated Planning and Budgeting, • SLO and Assessment, • Reengineering CEMPC and identifying their charge <p>Some Chairs requested to send their draft to the AFR Committee early to obtain some additional guidance and direction. The Steering Committee meeting will be held on Wednesdays.</p>	<p>AFR Committee is meeting Wednesday, November 4, 2015, at 1:00 PM.</p>
<p>District Deadlines</p>	<p>Chairs wanted to identify deadlines for their reports are due.</p>	
<p>Budget</p>	<p>Christine Olsen apologized to the Chairs. The budget information distributed (via email) on October 28, 2015 was incorrect. Shanoski and Thai expressed concerns regarding the decision making process. Shanoski suggested for the decision to be linked to the Assessment and Program Review. Thai expressed requested confirmation to make sure the decisions are based upon the budget development process from last year. Allen will assist with distributing funds between the departments. Reallocation was based upon last year. Allen will be looking to see if they are complete.</p>	<p>Dean Vasconcellos and Dean Delia will send Chairs information about instructional and equipment allocations.</p>

Department/Program Highlights	No discussion.	
PFT Report	No report provided.	
Academic Senate	No report provided.	
Announcement	Chairs were invited to attend Debra Jacks 36th retirement celebration, Thursday, October 30, 2015, at Longomare Restaurant, in Oakland. Sheila Metcalf-Tobin informed Chairs that Michael Cookingham, an Art Instructor, passed away from pancreas cancer.	
Adjournment	The meeting adjourned at 5:14 PM.	M/S/P Odgen, Grampp (unanimous)