MERRITT COLLEGE
Minutes of the __CDCPD__ Meeting
Wednesday, November 1, 2017

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 and global economy.

To accomplish its mission, Merritt College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

Present: Christine Olsen, Isela Santana, Inga Marciulionis, Arja McCray, Sheila Metcalf-Tobin, Tae-Soon Park, Tom Renbarger, Heather Casale, Mario Rivas, Nghiem Thai, Chriss Grampp, Dr. Jeff Lamb, Todd Johnson, Laura Forlin

Guests: Ann Elliott, Dr. Siri Brown, Jason Holloway, Anita Black,

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Call to Order: 3:02 pm		
I. Approval of Wednesday, November 1, 2017 Agenda		M/O/U. Agenda Approved
II. Approval of Minutes		Tabled

| III. Administrative Reports
• **APU update (role of SLOAC and Curriculum)**
• **Accreditation update**
• **Scheduling-targets for Summer and Fall 2018**
• **BI Tool Access to Chairs- update**
• **Hiring update** | Deans are reviewing the APUs for completeness and are using a template via Survey Monkey to perform the 2nd review. Training will be provided to assist with the development of goals. The final deadline for feedback on review is November 13th. SLOAC will use the report to provide feedback to departments regarding outcomes assessment. November 1st - 7th is the timeline for performing the APU review. Deans will be looking for completeness, logic, smart goals, attainability, etc.

The Accreditation visit went extremely well. Dr. Vines was impressed with the work in SLOAC, etc. The report from the team will go to the Commission and they will communicate with us in February. The report reflects Merritt's good work and the current goal is to have a draft of the Mid-term report by the end of November.

We are currently in the process of completing the Spring 2018 schedule. The schedule building timeline for the Summer/ Fall 2018 semester was presented to CDCPD (November 6th is the 1st draft for Chair review).

The VPI presented a spreadsheet listed by discipline/ course to measure productivity. The VPI will provide a target and will assist in measuring whether to offer a course next semester (based on data, the frequency of offerings, etc.).

The BI Tool 10 has disappeared and the creation of BI Tool 11 is coming for department chairs to access across the district.

The interviews for the Deans positions, COSER and BIO faculty positions are done. The 2nd round of interviews are in the process of being initiated. | CDCPD recommends to organize shared professional development which focuses on the development of goals (how to create goals.)

Dr. Lamb asks chairs to read the mid-term report for feedback.

Jane Fong will send a clone and Dr. Lamb will send spreadsheet to the Chairs. VPI recommends to follow up with Deans regarding questions about the spreadsheet. |

IV. Canvas Pilot Program	CDCPD discussed the ongoing issues of the Canvas Pilot Program and the need for District Wide Canvas migration to be the major focus if we want the transition to Canvas to occur smoothly. Due to the ongoing technical issues with Canvas, CDCPD feels that we must prepare for chaos when Canvas goes mainstream by developing strategies for migrating from Moodle to Canvas, providing technical support for students and instructors in real time (during the first week of school) because students and instructors have had issues accessing Canvas and this creates delays in instructional time when the semester begins.	CDCPD recommends to establish a campus-wide distance education committee.
V. CDCPD Chair * 2017-18 Department Structure/ Chair Election Update * Nominations for the 2017-18 Chair of Chairs * Implementing Grants/ Staff Assistant Support	The institutional Dropbox invoice has not been paid. There are concerns surrounding campus safety, particularly about the safety of evening students, building keys, no phones in the classroom, heat in the classrooms and the inability to access production in the evening. Vice Chancellor Cole announced that there will be phone installation in the classrooms, which will also act as a PA system. Newly organized District Enrollment Management Team will look into scheduling district-wide.	N. Thai recommends to roll over to SharePoint instead of Dropbox.

VI. CIC Report	Turnaround time for the issuance of control numbers is now 24 hours. The Merritt College catalog is at the printer. AB705 is being implemented beginning 1/1/2018 which requires all students to be at college-level math in year.	
VII. Budget Committee Report	The budget committee is looking to make department presentations more effective. Currently updating its by-laws.	
VIII. SLOAC Report	Cynthia Alvarado (hourly research data specialist) is currently working in Taskstream and pulling data from Taskstream using a cut and paste method into CurricunetMeta. Some departments have not completed their assessments. Chairs can enter data for adjuncts.	
IV. VC Siri Brown	The district office of Academic Affairs may ask to be placed on the CDCPD agenda on a regular basis. VC Brown presented information about Courseleaf, which will assist with creating a student centered schedule, and assist faculty and chairs with assessing where classes fill and at what time they are cut. November 17th there will be a demo for Courseleaf at 10:00am at the district.	

| Announcements | S. Pantell distributed the annual articulation deadlines for the year and current GE sheets. If you want a course submitted for any of the three GE patterns (CSU, IGETC or Associate GE), please review deadlines in coordination with the CIC and CIPD.

There is an opportunity for colleges to become recipients of a grant for Guided Pathways ($150 million dollar grant; each college to receive $690,000 + dollars for Guided Pathways.) | |
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| **Adjournment** | Meeting adjourned at 5:00pm | |