

MERRITT COLLEGE
Minutes of the CDCPD Meeting
Wednesday, November 29, 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, Chris Grampp, Dr. Jeffrey Lamb, Todd Johnson, Laura Forlin, Jason Seals, Courtney Brown, Grace Idowu, Gisele Giorgi, Marta Zielke,

Guests: Ann Elliott

| AGENDA ITEM | DISCUSSION | FOLLOW UP/ACTION |
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| Call to Order: 3:00 pm | | |
| I. Approval of Wednesday, November 29, 2017 Agenda | | M/O/U. Agenda Approved |
| II. Approval of Minutes | | Tabled |

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| <p>III. Administrative Report</p> <ul style="list-style-type: none"> • Number of available positions • Where we are in the IPBM- APU • Budgets • Schedule Build- Summer and Fall 2018 • Rosters reminder • Chair evaluations • BI Tool Update | <p>Budgets:</p> <ul style="list-style-type: none"> • There is more money in Instructional Supplies than Instructional equipment • Fund 11 (money is in cost center associated with the Division) located in object code 5885 (misc. operational expenses) under project 2035 (SWF- Local) or 0035 (SWF-Regional), which is last year's expenditures. The VPI asks CDCPD to work with Dettie and Staff Assistants to perform BTR's to allocate money to the departmental areas. • VPI asks chairs to spend down funds <p>Schedule Build/ BI Tool</p> <ul style="list-style-type: none"> • VPI asks to get schedules in to Deans (deadline is Dec. 4th) • Data Report has some info where you can see the number of sections to assist with scheduling in lieu of BI Tool. • VPI mentions that Vice Chancellor, J. Cole suggests that college will use tool called power BI that links to info from Prompt. VPI asks chairs to test the Power BI Tool. • Build schedule is based on previous allocation. • VPI encourages chairs to assess productivity to assist in building the schedule • (J. Seals :) suggests to utilize word doc to help build and edit schedule. • VPI asking deans to ensure that we are following the block schedule in order to make sure the blocks are adequately filled. <p>Rosters:</p> <ul style="list-style-type: none"> • Issues with turning in rosters on time | |
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| | <ul style="list-style-type: none"> • VPI Lamb asks for accountability (will be drawing a harder line regarding submission) • CDCPD expressed concerns that A&R is not open for submission of paper rosters (Fridays- A&R closes at 12:00pm). • DYN-Dated roster reminders can be accessed online, but the dates are quicker, so instructors must pay attention to those dates. <p>Chair Evaluations:</p> <ul style="list-style-type: none"> • Chairs have not been evaluated at any of the colleges. There is no evaluation forms to evaluate Chairs. • Deans to set up meeting with Dept. Chairs prior to Dec. 15th deadline to go over job description, etc. (Deans will follow up with email etc. which will serve as there written evaluation.) | |
| <p>IV. CDCPD Chair Report</p> <ul style="list-style-type: none"> • 2016-2017 CDCPD Assessment Results & Goal Setting for 2017-2018 | | <p>Tabled. Will bring goal setting to the next meeting.</p> |
| <p>V. SLOAC Report</p> | <p>C. Alvarado to serve as Chair of SLOAC.</p> | |

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| <p>VI. Faculty Prioritization Process, Request for Faculty Position Presentations</p> | <p><u>Faculty Prioritization Process</u></p> <ul style="list-style-type: none"> • There is salary savings from previous positions held by Hank Fabian, Tanya Ilarde, and Dr. Siri Brown. • Faculty position presentations: Counseling, M/LAT, AFRAM, M/LAT History, English, Histotechnician <p><u>Request for Faculty Positions Presentations</u></p> <p>Counseling (M.Zielke):</p> <ul style="list-style-type: none"> • Has a need to fill 3 areas • Split assignments impact student to counselor ratio (ex: General/Puente) • Ratio 1,700 students: 1 counselor, state recommendation is 300 students : 1 counselor • Has a need for a SSSP counselor to meet state requirement (Merritt is the only college in District without a SSSP counselor, transfer counselor (to meet state requirements) and career counselor. <p>M/LAT History (M. Rivas):</p> <ul style="list-style-type: none"> • Resolution presented • Latino population has doubled; Latino faculty at 10% • Aligns with equity, etc. There are no M/LAT history courses to support the increase in Latino students. • History has a strong enrollment (goal to combine M/LAT with history) • Research shows that ethnic studies programs increase student success <p>AFRAM (J. Seals):</p> <ul style="list-style-type: none"> • Student Success and partnerships | <ul style="list-style-type: none"> • N. Thai: motioned that there be only presentations in which chairs who are present can present. 2nd: No second |
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| | <ul style="list-style-type: none"> • Productivity impacted from 18 sections to 12 sections • Full time faculty capacity is low which impacts other areas (Africana Center, Study Abroad Program, etc.) <p>English (A. Elliott):</p> <ul style="list-style-type: none"> • English department is attempting to maintain new assessment process, new curriculum development, non-credit ESL classes. • English department faculty asked to participate in initiatives and grants reduces the ability to tend to course. • Enrollment has grown in department and productivity. • Offers 34 sections which requires SLO assessments for all sections. • Full-time faculty in English should be teaching 4 sections <p>Histotechnician (G. Giorgi):</p> <ul style="list-style-type: none"> • Career advancement upon completion of certificate is promising • Would like to promote diversity • Only one full-time faculty in that area • Strong possibility to increase enrollment • Full-time faculty member would teach all 3 sections. | |
| Announcements | | Tabled |

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| Adjournment | Meeting adjourned at 5:06pm | C. Grampp motioned to extend meeting, 2 nd by G. Idowu, M/O/U |
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