

People in attendance:

Arja McCray, Samantha Kessler, Christine Olsen, Anne Elliott, Tom Renbarger
Mario Rivas, Jeffrey Lamb, Margaret Dixon, Jason Seals, Jason Holloway, Inga
Marciulionis, Sheila Metcalf-Tobin, Siri Brown, Isela Santana, Rick Ramos, Lesley
Scurry, Gisele Giorgi, Nghiem Thai, Jennifer Yates, Tae-Soon Park, Linnea Willis,
Marty Zielke, Heather Casale, Todd Johnson, Chriss Foster, Grace Idowu, Chris Grampp,
Guy Forkner, Siri Brown, Jeffrey Lamb.

Action Items

- Move to approve agenda from last meeting (2/28)
- Approval of minutes from last meeting (2/28)

New Business

- I. Guest Samantha Kessler (Institutional Research) - Power BI Tool
 - a. Introduced enrollment dashboard
 - b. Facilitates FTES data and success rate data
 - c. Day/evening data dashboard (available in drop-box)
 - i. Christine Olsen requests that evening students have access to student services.
- II. Guest Siri Brown (Academic Affairs)
 - a. Course Leaf updates
 - b. Non-credit course offerings and success rates
 - i. faculty/staff invited to participate in building non-credit courses
 - c. Starfish platform
 - i. importance of early alert
 - ii. discuss with department constituents
 - d. AB705 update
 - e. K-14 Dual Enrollment Update
 - i. generating 170 FTES
 - ii. currently considering support systems esp. in English and Math
 - f. APU Matters and Updates
 - i. new platform will integrate with BI and CurricuNET
 - ii. APU timeline may shift to facilitate faculty schedules
 - iii. New platform to be unveiled in May 2018
 - a. request for it to work with SARS
 - b. request for accessibility in Summer
 - g. International updates
 - i. support for faculty initiative
 - h. CurricuNET Meta Update

- i. Cassandra is aiding in digitizing
- i. PCAMP
 - i. Aids faculty in developing new courses
- j. Health Services District-Wide
 - i. New hires for restructuring and ensure health services will be successful
- k. Importance of Follett Company and Bookstore Compliance

III. VPI Jeff Lamb

- a. Reflections of Survey from Spring 2017
 - i. Most requested trainings: building class schedule and budget training, course updates, problem solving, student grievances, faculty contract, student behavioral process, late adds process.
 - ii. Contract compliance
 - requested departments conduct regular meetings
 - request for updated faculty handbook
 - request for behavioral procedures update
 - VPI suggests making budget a priority, then move to improve other areas
- b. Guided Pathways Presentation at Mid-Semester Flex Day Sp2018
 - i. Key principles: inquiry, design, and implementation
 - ii. Guided Pathways plan will be submitted shortly
 - iii. College received approx. \$630K planning budget
 - iv. College Pathways group has been created online by VPI
 - v. State-wide initiative
- c. Office of Instruction Master Calendar of 2018
 - i. available to all faculty/staff in dropbox
 - ii. thematic and chronological versions exist
 - iii. attendees
- d. Budget and Spending Deadlines Updates
 - i. Perkins funds and lottery equipment money will not be available after the fiscal year.
 - ii. Spend-down days –not as successful as planned
- f. Merritt Summer/Fall Schedule Available
 - i. moving forward, changes to budget and planning may return to add a ‘bigger target’ – ex: former 17.5 productivity 4200 FTS
-VPI will make recommendations accordingly

IV. Heather Casale SLOAC Update

- a. Evaluating ILO’s
- b. Importance of soliciting input
- c. Considerations from FLEX day surveys
- d. ILO’s to be updated by semester’s end

V. Christine Olsen (Speaking on behalf of PFT)

- a. Janus vs. AFSCME decision
 - i. current membership drive at Merritt College
 - ii. promoting awareness of the ‘Janus’ case

VI. CIC and Curriculum Review – Nghiem Thai

- a. Last deadline for spring semester approval - April 9th
- b. FLEX day workshop update
- c. Timelines for curriculum review in 2018/2019

VII. Gisele Giorgi - CE Committee

- a. New sub-committee of Academic Senate
- b. Perkins matters and updates

VIII. Arja McCray (Chair of CDCPD)

- a. Chair elections will be held April 9 to May 1

IX. Berenise Herrera (President's Office) – Travel Forms

- i. submit forms 30 days for in-state, and within 60 days for out of state
- ii. excursion forms - AP4300

Minutes transcribed by Monica F. Ambalal
Approved with revisions 5/2/2018 CDPCD