MERRITT COLLEGE
Minutes of the ____CEMPC__ Meeting
Wednesday, October 19, 2010

Present: Dr. Linda Berry, Dr.Eric Gravenberg, Anita Black, Dera Williams, Carlos McLean, David Morales, , Anika Toussant-Jackson (via phone).

Guest(s):   Audrey Trotter, Jon Murphy, Dr. Robert Adams, Dean Stacey Thompson

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Called to order 3:05 pm	The purpose of this emergency meeting is to review (and hopefully recommend for approval to the College Council) the four documents listed as agenda items below.	
Appendix B: Evaluation Tool for Program Review	This evaluation tool goes out to six different constituent groups. D. Morales asked how responses are reviewed. A. Black responded that each group will review their own compiled responses and some constituents will want to review all the different groups. D. Morales suggested that there needs to be a column showing how the reviews will be used to improve processes. A. Trotter suggested the recommendations go back to CEMPC because there is often a common element that requires modification. D. Morales suggested that many improvements can be done internally; L. Berry said the evaluation tool was developed from the DAS. On the tool itself it needs to show that it was adapted from the State Academic Senate. Changes as follows: attribution, date change "they" to "students" under question 3 under Students, and change question #5 under Programs Under Review to What changes have you made?	L. Berry moved to approve, D. Morales seconded. Accepted and recommended to go to College Council unanimously, no abstentions.

Appendix C: Integrated Planning & Budgeting Process Evaluation Tool	A. Trotter had a question regarding the purpose of this tool as an overall tool to evaluation all planning & budgeting, and how the status report template will be used by grant project directors. Change evaluators for Annual Unit Plan Updates and SLO Assessment and Student Services: SLOs to "Those undergoing program review". A. Black said that grants are developed in response to needs. Status Report Template needs to be in bold. Each person should receive the questions pertinent to their situation.	L. Berry moved to approve, A. Black seconded. Accepted and recommended to go to College Council unanimously, no abstentions.
Merritt College Assessment Plan	D. Morales thought that the format is confusing. A. Black suggested that the steps be numbered. A. Trotter pointed out this is not an annual tool, but just for the accreditation plan. She suggested that the assessment plan is really a one time plan. L. Berry pointed out that two different evaluation tools are noted in the first three steps. D. Morales asked that the two different evaluation tools be bolded. The agreement of the committee was that this simply a timeline and does not need to go to College Council.	L. Berry will revise to clarify.

Assessment & Evaluation Flow Chart (2 versions presented)	A. Trotter had questions about text eliminated, but it was pointed out that this documents just tracks the flow. A. Toussant-Jackson said the flow chart is missing a flow to review the entire process. Several committee members suggested that this function is under CEMPC. A. Toussant-Jackson says there has to be an arrow that shows that entire process review going back to CEMPC. S. Thompson suggested that we need to show the District piece of the process. General discussion of how fund allocation comes top down from the District. A. Black proposes that budget analysis from the Business Services Office needs to be under Review, Analysis & Validate. It needs to be the CEMPC that solely makes the recommendations to College Council. Discussion generally agreed that the functional text needs to go back into the various boxes, and that the document will need to go to a large size to clearly show the flow.	L. Berry moved to approve with discussed changes, D. Morales seconded. Accepted and recommended to go to College Council, no nay votes, one abstention: Eric Gravenberg. L. Berry will send chart to A. Black to make changes, and she will send back to L. Berry implanting these changes.
Other Items		
Adjournment		4:15 pm