

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	<p>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.</p> <p>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?</p>	L. Berry moved to approve, D. Morales seconded. Accepted and recommended to go to College Council unanimously, no abstentions.

<p>Appendix C: Integrated Planning & Budgeting Process Evaluation Tool</p>	<p>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.</p>	<p>L. Berry moved to approve, A. Black seconded. Accepted and recommended to go to College Council unanimously, no abstentions.</p>
<p>Merritt College Assessment Plan</p>	<p>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.</p>	<p>L. Berry will revise to clarify.</p>

<p>Assessment & Evaluation Flow Chart</p> <p>(2 versions presented)</p>	<p>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.</p>	<p>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.</p> <p>L. Berry will send chart to A. Black to make changes, and she will send back to L. Berry implanting these changes.</p>
<p>Other Items</p>		
<p>Adjournment</p>		<p>4:15 pm</p>

MERRITT COLLEGE
Minutes of the CEMPC Meeting
Wednesday, February 23, 2011

Present: Dr. Linda Berry, Dr. Eric Gravenberg, David Morales

Guest(s): Jennifer Shanoski, Jon Murphy, Jon Drinnon, Stacy Thompson, Molly Sealund, Marilyn Bull, Brock Dozen, Tom Branca, Janet Zepel

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Approval of Wednesday, February 23, 2011 Agenda		Approved.
Approval of Wednesday, October 19, 2010 Minutes		Approved.
Discuss draft plan for Instructional Services	<p>Linda passed first draft of proposed restructuring that has tasks assigned to extra-service faculty with three faculty leads and Allied Health Program Directors. Discussion brought out that TRCs, classified supervision, & record corrections were not on the list --- some cannot be done by faculty, for example, classified supervision. Tom suggested that he and Stacy review their calendars to identify all the tasks that Deans do. How would their division of work look with only one Dean? Funding for extra service would come out of faculty classroom hours --- suggestion made that the hours should come out of the Department Chair allocation --- chair time is under negotiation with PTF at this time.</p> <p>Discussion of why the cut of the Deans is to come out of the District budget instead of Merritt's. The 5-10-15 is in addition to the reduction of the Deans & and the reduction of 1351. Fund 1 includes all permanent salaries & recurring costs. Contract ed money can be used freely, except for food. Issue raised of travel expenditures that continue to occur despite the District ban (including travel by board members).</p> <p>Discussion of why contracts were extended for district administrative personnel but not for our Deans. How can we address questions to Wise Allen to bring out these issues? The idea was raised of videoing our students and programs and getting the word out to the community to rally support for the college and highlight the strengths of our program.</p>	

Discuss draft plan for Student Services	Dr. G spoke about a jazz music and lecture series to build not only support but raise money. Passed out a reorganization update: centralization in some areas and centralization of some services, which is somewhat inevitable, but there is a trade-off of quality and service with centralization. Discussion of how hard it is to identify exactly how much each program costs. Dr. G. feels that Admissions & Records & Financial Aid are necessary to be under the control of the college. Others spoke about volunteer faculty advisors to talk to students and counsel them in to specific classes for the different disciplines. Dr. G. feels it is essential to grow the Career Center, in conjunction with Horace Graham as a lead on that; prepared to do more with less, and has identified essential services. Brock spoke to the effectiveness of the Track & Field in terms of student success and matriculation.	Not at this time.
Discuss role of CEMPC as lead committee for institutional effectiveness.	Is that our charge? What is institutional effectiveness? This is the question raised by Accreditation. Idea floated that we need some examples of institutionally effective colleges. What the relationship between the Budget Committee and CEMPC? Budget Committee and CEMPC interact and CEMPC makes recommendations to College Council. Discussion of the make-up of CEMPC. Should CEMPC ask the Budget Committee to specifically identify the costs and revenues of various programs --- examples, Fruitvale Center, athletic programs, high-cost programs like some of the health services programs (everything is on the table --- including the justification for retaining some high-cost programs based on budget principles).	Going to ask for specific budget information from the Budget Committee.
Setting a new meeting schedule	Discussion of meeting more often, possibly every two weeks, and meeting earlier. Issues with various peoples' schedules.	Set next meeting for 1:30 pm on Wednesday, March 16 th .
Adjournment		4:30 pm

MERRITT COLLEGE
Minutes of the _____ CEMPC Meeting
Wednesday, March 30, 2011

Present: Dera Williams, Linda Berry, Grace Marlin, David Morales, Anita Black, Carlos McLean, Eric Gravenberg, Stacey Thompson,

Guest(s): Alice Marez, Robert Adams, Rose Allen

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Approval of Wednesday, March 30, 2011 Agenda	Long agenda --- may not be able to cover all of the items completely, but the most timely items are placed to the front of the agenda. Moved immediately to Item IV, Budget Allocation Model.	None.
II. Approval of Wednesday, March 16, 2011 Minutes	No formal minutes as note-taker not able to attend.	None.
III. Update of proposed Merritt College budget cuts: 5%, 10%, 15%	Reviewed the latest 5/10/15% proposed cuts. The change is that in the 15% scenario, we are not allowed to use the faculty fringes, so additional cuts were made to supplies, outside contractors, miscellaneous expenses. Most of the cuts still come from the accounting line 99, and are from the business office and the president's accounts. How to read the spreadsheet was explained to David Morales. Alice mentioned that her \$80K could be used as a back-up if needed. Stacey asked about coaches, which will be funded through Fund 10 in the coming year. Must go to District on Friday, April 1 st . Was approved at College Council last week.	David Morales moved to approve. Stacey seconded. Passed unanimously. Anita noted that College Council passed with recommendation that they be modified as needed by the Management Team, so latest version will go to College Council as an informational update.

<p>IV. Review and discussion of Budget Allocation Model (BAM)</p>	<p>Anita Black mentioned that the BAM is to be reviewed at the colleges, and feedback should go to Joseph Bielanski and Sandra ??? of the District Planning and Budget Committee. Concerns mentioned were the extra costs of Allied Health programs and senior faculty that is more expensive. The Anita has asked that Alice ask that Ron Gerhardt meet with the Budget Committee regarding the model at the next Budget Committee meeting.</p>	<p>BAM needs to be vetted through the normal college committees.</p>
<p>V. Review and discussion of proposed program review in Instructional and Student Services (Saddleback College Program Reviews dated 4/1/08 & 3/26/10)</p>	<p>These samples are examples of program review to support student learning. Dr. G. has instituted a monthly report that shows the effectiveness of student services, and tracks projects. This is the first time we have done this kind of review. Stacey introduced a rubric for evaluating Institutional Effectiveness in Program Review that came from the ACCJC that could be used to evaluate the effectiveness of the Office of Instruction, and asked for feedback.</p>	
<p>VI. Characteristics of Institutional Effectiveness in Student Learning Outcomes: Proficiency by Fall 2012</p>	<p>Stacey brought information about how other colleges address institutional effectiveness. Some have a committee that just focuses on institutional effectiveness. COA has an Institutional Effectiveness Facilitator --- a 2 year appointment. Discussion as to whether Institutional Effectiveness would be an additional committee or as a replacement for CEMPC --- suggested we look at a number of models, including how curriculum and planning relate to research and institutional effectiveness.</p>	<p>Stacey proposed that this issue be an on-going agenda item for CEMPC.</p>
<p>VII. 2008 Charge for CEMPC</p>	<p>Dr. Berry wants to turn the draft of the role of CEMPC into an approved and finalized version.</p>	<p>David Morales will send the Draft that was worked on last year. The committee will review the different drafts, and come up with a finalized version to send to College Council.</p>

Other Items(?)	Dr. Gravenberg asked to have Student Services on the next CEMPC meeting. Anita proposed that the current year budget be reviewed, and the funds be freed up for Student Aides, Instructional Aides, etc. Dr. Gravenberg mentioned that some student workers may run out of funds before the end of the term.	Dr. Gravenberg will follow up to identify those students at risk. VP Berry will identify where funds can be located.
Adjournment		Meeting adjourned at 4:28 pm.

MERRITT COLLEGE
Minutes of the CEMPC Meeting
Wednesday, April 27, 2011

Present: Dr. Linda Berry, Alice Marez, Dera Williams, Anita Black, Dr. Eric Gravenberg, David Morales, Grace Marlin, Carlos McLean

Guest(s): Tom Branca, William Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Approval of Wednesday, April 27, 2011 Agenda	Discussion that another 5% (beyond 20%) should begin to be worked on. Linda suggested that the 5% will be discussed at the Executive Committee.	
II. Approval of Wednesday, March 30, 2011 Minutes	Minutes approved with one line deleted from Item III (The faculty move to Laney has been approved by the District as part of our give-back).	None.
III. Update of proposed Merritt College budget cuts: 5%, 10%, 15%, 20%	District has asked for a 20% reduction scenario. Alice presented the proposed additional cuts: \$5K from Independent Contractor, \$32,977 from clerical overtime in the President's Office, and \$52,500 from Administrator, Classified (1/2 of Business Manager compensation if Alice Marez stays until December 2011).	None.

<p>IV. Proposed Student Services Reorganization</p>	<p>Dr. Gravenberg presented his proposed reorganization. With the loss of various positions in Student Services, he is proposing a new Dean of Enrollment Services & a Director of Career & Special Programs to be funded by Matriculation, Bay Area Workforce Collaborative, & LISC. The focus will shift more tightly on orientation and first year student success support. He has shared proposal with College President, Human Resources, & Chancellor.</p> <p>Discussion of trying to keep Jon Murphy as our campus nurse. There has been a student petition with several hundred signatures asking for on-site health care, and it was suggested it be presented to College Council. Sending a PA to the District for Jon Murphy might be the best way of opening the discussion with the District. Discussion as to whether we look to alternate funding or if we change the title from a College Nurse to Health Educator.</p> <p>Dr. Berry mentioned a College of New Mexico model where when students declare a major, they are assigned an academic faculty advisor. Anita Black suggested that a possible test case might be a relatively straightforward major like Business.</p>	<p>David Morales made a motion to recommend to College Council that the College provide Health Services on the campus. Seconded by Grace.</p> <p>Passed by consensus.</p> <p>Grace and Carlos McLean to follow up with a copy of the petition to Anita Black and a presentation to College Council.</p>
<p>V. 2010-2011 Enrollment Data</p>	<p>Anita wanted to know the discipline & departmental breakdown for FTES for comparative revenue purposes. Some discussion of whether Department Chairs would be interested in the revenue they generate, and how this information could be used in a decision-making process. Anita pointed out that we may need this information when we are called upon to make recommendations.</p>	

<p>VI. Merritt College Grants & Grant Opportunities</p>	<p>Dr. Berry discussed a DOL grant of \$2.5 million that we have obtained and are in the process of implementation, with several partners. Ongoing grant with Unity Council, helping to fund Medical Assistant program. \$50k for high school students for a basic first responder class. Applying for a larger grant for medical diagnostics and microscopy. Meeting with Oakland Military Institute to discuss a fitness & wellness grant to work with private K-12 teachers, in addition to two smaller grants, one with microscopy.</p> <p>Linda Berry made the point that grants are more sustainable when the infrastructure for executing the grant is already in place.</p> <p>Discussion of putting together a matrix to track all the grants on campus.</p>	<p>Dr. Berry will work with Dr. Gravenberg to bring grant matrix to Budget Committee.</p>
<p>VII. Other Items</p>	<p>Next meeting is Wednesday, May 25.</p>	<p>Items to be addressed are the next 5% cuts and a response to Dr. Gravenberg's proposed changes.</p>
<p>Adjournment</p>	<p>Adjourned 4:20pm.</p>	

MERRITT COLLEGE
Minutes of the CEMPC Meeting
Wednesday, May 25, 2011

Present: Dr. Linda Berry, Dr. Eric Gravenberg, Anita Black, Dera Williams, Carlos McLean,

Guest(s): Dr. Robert Adams, Tom Branca, Brock Drazen, Audrey Trotter, Stacey Thompson

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Approval of Wednesday, May 25, 2011 Agenda	Agenda reviewed.	Approved.
II. Approval of Wednesday, April 27, 2011 Minutes	Review of Minutes – update item that the transfer of the Neeley would not be allowed as part of Merritt’s required reduction.	Approved as submitted.
III. Update of Budget Allocation Model (Berry)	Discussion of the BAM, and the District approval decision. There was some objection to the BAM approval, particularly from COA, due to CTE programs and footprint (square footage) variations between campuses. It was passed by the majority in the belief that the 3-year averaging allows for on-going corrections as needed and that the base allocation takes some of these issues in consideration.	

<p>IV. Report from District Education Committee (Black, Williams)</p> <ul style="list-style-type: none"> • Program of Study data 	<p>Program of study data shows that student completion percentages are much better when students choose a major (or take 3 successfully completed classes in a given discipline) within their first year. Anita mentioned data shows comparison with private vocational and associate degree institutions show that the private institutions assess & counsel students into programs quickly, and the result is better completion rates. Linda mentioned the study under review also breaks the data by ethnicity.</p> <p>Dr. G mentioned that assessment and counseling is the goal of not only Student Services, but also Title 3. Linda spoke in favor of mandatory orientation. Anita spoke in favor of “scaleable programs” for students with basic financial needs, that start with a certificate and can eventually expand to a 4-year program. Carlos pointed out that the follow-up to the orientation with an education plan is when alternatives are explored and assessments made (including the Eureka test). Anita spoke to using Title 3 and DOL grant money to beef up this process. Student services are currently in conversation on revamping these processes.</p> <p>It was agreed that this is a larger conversation and should be addressed, perhaps as part of Focus 2011-12.</p>	
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<p>V. Report from District Planning & Budgeting Committee (Berry, Black, McLean)</p> <ul style="list-style-type: none"> • Enrollment Management Subcommittee • Institutional Effectiveness Subcommittee 	<p>On the topic of the possible Enrollment Management Subcommittee, Carlos mentioned that the 5 – 15 minute overlaps of classes has made this Fall an extremely challenging one for both students and counselors, and has resulted in many students having to take classes at the other campuses. Anita spoke to the broad mission of Enrollment Management and what that entails. It was agreed that the data needs to be reconfigured to help us make better decisions.</p> <p>Anita said that she feels that Institutional Effectiveness should come up from the campuses. Anita mentioned that there is a new book on Institutional Effectiveness in community colleges just published this April by Wiley. The issues often develop when department chairs just clone schedules from previous years. Some changes for prerequisites are mandated by the CSUs.</p>	<p>Suggested that Bob Barr be invited to a CEMPC meeting in the fall for further analysis of the data.</p> <p>Anita will provide link to 30 page document that Linda would like to see our members review before the next CEMPC meeting in fall.</p>
<p>VI. Status of Health Services at Merritt College (Gravenberg)</p>	<p>Awaiting response from the District, according to Dr. Gravenberg.</p>	<p>Postponed.</p>
<p>VII. Merritt College Grant Summary (Berry, Gravenberg)</p>	<p>Grant summary draft handed out by Linda (worked on with Dr. G)--- includes everything but Title 3. Audrey asked that time frame of grant be included. Tom asked that another column be added for the responsible administrator (using the title designated in the grant). Audrey suggested funded programs be separated from pending, and a breakdown of total funded amount into annual amounts. Dr. Gravenberg suggested that this could be a useful tool in starting a conversation about grant management.</p>	<p>Dr. Berry will tweak the report.</p>

<p>VIII. Assessment Deadline of 2012 (Elliott, Berry)</p>	<p>Dr. Berry brought the issue of how this work can get done without Deans to lead and manage the process. Stacey mentioned that the general climate of apathy is the biggest problem, but she does feel that progress has been made. Tom mentioned that some Department Chairs are quite responsive, others are not. Meeting with Ann Elliott helps, as she is very eager to help instructors through the process.</p>	<p>Dr. Berry will talk with her Deans as a follow-up item.</p>
<p>IX. 2010-11 Accomplishments</p>	<p>A short discussion, and the suggestion that follow-up items be assigned to specific individuals.</p>	

<p>X. 2011-12 Focus</p>	<p>Use data to make more informed decisions that support students.</p> <p>Grant management and co-ordination to increase student success.</p> <p>Prioritize Enrollment Management and Institutional Effectiveness, and make sure that our college decides how we address these areas.</p> <p>Audrey suggested we prioritize our needs and search out grants to fund them (example, a researcher), instead of just going out for money.</p>	<p>Dr. Thompson proposed a Grant Advisory Committee of the grant contacts to coordinate grants. Seconded and passed.</p> <p>Dr. Adams will call first meeting of the Grant Advisory Committee in the fall where the committee chair will be selected.</p> <p>Anita proposed that members of aligned campus committees review issues before the District committees meet, so that we can present a cohesive college viewpoint.</p> <p>Dr. Gravenberg seconded.</p> <p>Passed as a concept, with follow-up work in the committees to insure that our committees are inclusive.</p>
<p>Other Items</p>	<p>Brock gave a quick report on the success of the track program this year, touching on individual achievement on the track and in transfer opportunities. Committee members expressed their appreciation of Brock's contribution to the success of this program.</p>	
<p>Adjournment</p>		<p>Adjourned at 5:05pm.</p>

MERRITT COLLEGE
Minutes of the _____ CEMPC Meeting
Wednesday, September 21, 2011

Present: Linda Berry, Anita Black, Carlos McLean, David Morales, Dera Williams

Guest(s): Robert Adams, Sinead Anderson, Ann Elliott, Chris Grampp, Milfie Howell, Stephanie Martinez, Molly Sealund, Audrey Trotter, Roy Wilson

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Introduction of Martin Luther King Jr. Freedom Center	Linda Berry introduced Roy Wilson & Stephanie Martinez. He spoke to the affiliation of their institution and Merritt, and that their high school students will visit our campus. Also, they are building a canoe and promoting Native culture.	
1. Approval of Wednesday, September 21, 2011 Agenda	Added Update item from David Morales to #4.	Added to agenda.
2. Approval of Wednesday, May 25, 2011 Minutes	Asked for any corrections or amendments. None.	Not enough members present at this time to approve.
3. Report from District Facilities Committee (Berry)	Notes from meeting not available. Gist of meeting --- each college needs to provide top 5 priorities by the October meeting that will go to District by November 9 th or 10 th . More than half of the smart classrooms have had their final walk through prior to the release of the smart classroom equipment to instructors. 200 more desks are needed. Facilities committee is the place to go for more desks as well as possible table and chairs.	

<p>IV. Report from District Education Committee (Black & Berry)</p> <ul style="list-style-type: none"> • Contextualized Instruction • State mandated workload reduction • Annual Program Updates <p>Conversation beginning on exploring bi-lingual and foreign language classes (Morales)</p> <p>Permanent Hiring of Faculty (President Adams)</p>	<p>Report from Ms. Black:</p> <ul style="list-style-type: none"> • At Friday meeting, Lynn Marlick led an interactive discussion on CTE students focusing on teaching basic skills within the context of technical training. <p>Anita Black just distributed the email on the triggers and their consequences regarding state mandated workload reduction.</p> <ul style="list-style-type: none"> • The format has changed but the annual program updates asks for the same data. Due at the end of September. Linda Berry explained that the updates are due so soon so that they can be reviewed through the shared governance process. • Also discussed possible program consolidation and elimination. • Audrey Trotter mentioned the inconvenience of tight deadlines, seconded by Chris Grampp. David asked if some of these tasks could be started with a longer timeline. Linda mentioned that the fall students could be counted before we could start this template, the template changes every fall, and our world changes rapidly. <p>Trying to explore the interest in beginning to offer bi-lingual and foreign language classes. President Adams mentioned that Fruitvale students are now mostly going to Chabot as more services are offered to bi-lingual students there.</p> <p>Merritt may be able to hire 3 permanent faculty --- 11 for Berkeley, 11 for Laney, & 2 for COA. They have to because of the 50% rule. (The original proposal was forced transfers of 5 -7 faculty from Merritt to BCC.) Dera Williams asked if Classified positions will be cut. Dr. Adams said the biggest priority is reinstating the Dean positions. Molly Sealund pointed out the importance of highlighting the ways that Classified Staff supports educational goals in the program review update. Ann Elliott mentioned how strange it seems to be adding staff when we are cutting classes & adjunct instructors. David Morales said that news about the 3 new faculty needs to be relayed to the Department Chairs as soon as possible. Question as to whether moving our para-legal program was an attempt to increase BCC's diversity. Carlos McLean mentioned a prior incident of BCC taking Multi-media from Laney.</p>	<p>Put on next month's agenda on how to better manage timelines.</p>
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<p>V. Discussion of Program Consolidation, Program Suspension, Program Viability</p>	<p>Vocational nursing on hiatus. Bio-science is on hiatus. ESL is under scrutiny. EMT program is under scrutiny (always fully enrolled). ENMVT, another struggling program is under scrutiny. Chris Grampp spoke to the question of the state of ENVMT, whether to consolidate with the Laney program, or hiatus, or other options. He also mentioned he doubted the value of 17.5 certificate programs that are not wide or deep enough to truly prepare students for careers. Molly Sealund asked if some of these programs could be fee-based and earn a certificate. Anita Black spoke about ENVMT --- if the major focus is building and trades, maybe we should dialog with Laney, who has strength in this area.</p> <p>Audrey Trotter mentioned that it seems contradictory to cut ESL when we are thinking of focusing on better servicing Hispanic students (H.S.I. programs are funded by the federal government). Ann Elliott said that we only offer the level one and two, not the three – five levels that prepare students for college. David Morales mentioned we would need to add 25 new sections of 30 Hispanic students each to qualify for H.S.I. Anita Black asks if we could offer the 3-5 level classes at the feeder high schools with high Hispanic enrollment. Carlos McLean stated that we can offer higher level ESL classes in the high schools, but he is more concerned about recruiting English speaking Hispanic students.</p>	<p>Linda Berry said the conversation with Laney regarding ENVMT will begin.</p>
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VI. Assessment Committee (Elliott, Berry)	<p>In March we need to show progress in implementing our assessments. Looking for support from this committee in moving the assessment process forward during flex days. Response from faculty is negligible currently. Linda Berry mentioned that the most important part of this process is the sharing of information about best practices. David Morales asked what TaskStream adds to his day but additional secretarial work. Anita Black stated that what is useful and needed is a way to track progress, so that everyone has access to where they are. Ann Elliott can send out information about who in Division 1 completed their assessment.</p>	<p>Ann will send out email to faculty about how TaskStream can be used to access reports of actual assessment cycles completed.</p>
VII. Accreditation Committee: Plan for Midterm Report	<p>Sept. 28th in R127, 1:30 – 2:30 will be the next meeting of the Assessment Committee. During the coming month the committee will be sending our questionnaires.</p>	
VII. President’s Meeting (President Adams)	<p>If we don’t get to Trigger 3, we will be able to hire 3 classified staff and 3 faculty. Looking for the possibility of a program targeting Latino males similar to the MAP program.</p>	
Other Items	<p>Some other meeting times and dates have changed. For now CDCPD meets first Wednesday, CEMPC on the second Wednesday, Budget on third Wednesday and College Council on the 4th Wednesday.</p>	<p>President’s office will send out revised meeting schedule.</p>
Adjournment	<p>4:45 pm</p>	