

**MERRITT COLLEGE**  
**Minutes of the \_\_\_\_\_ CEMPC Meeting**  
**Wednesday, Sept. 11, 2013**

*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 society.*

*To accomplish its mission the 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: Dr. Elmer Bugg, Romeo O. Garcia, Tae Soon Park, Chris Grampp, Sherlyn Wilson, Maura Sealund

Guest(s): Dr. Gina LaMonica, Dr. Stacy Thompson

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP/ACTION</b>
<b>I. Approval of Wednesday, Sept. 11, 2013's Agenda</b>	NA, no quorum	
<b>II. Approval of Wednesday, May 8, 2013's Minutes</b>	NA, no quorum	
<b>III. Chair &amp; Co-Chair Election</b>	NA, no quorum	

<p><b>IV. Review of CEMPC Charge</b></p>	<p>Dr. Bugg spoke to the importance of the Federal Government, (Dept. of Ed., Dept. of Labor) --- the ACCJC is under the supervision of the Dept. of Ed. Then there is the State Government and their objectives (i.e., Student Success Initiative). Then there is local control (Board of Trustees, Chancellor, College) and their strategic objectives.</p> <p>The separation of functions at the college level he is familiar with is divided into College Council, Strategic Plan, Educational Master Plan, &amp; Enrollment Management. CEMPC has the charge to perform an external scan of the college environment in the light of the PCCD strategic objectives to determine opportunities and threats coming from the surrounding communities to the success of meeting our mission. The same exercise must be done with the internal college community. Using the information from these analysis we can build our strategic objectives.</p> <p>There needs to be a link between Program Reviews and the strategic objectives of the college. Dr. Bugg spoke to the importance of identifying our student “customer.” Dr. Bugg used the example of the “Last Day to Add” as a non-functional policy and how it affects financial support for the college.</p> <p>The second mission we need to look at is enrollment management; and how our programs relate to job opportunities in the community.</p> <p>The third mission is “completion” --- students who get degrees or certificates and this coming from both the Feds and the State, i.e., performance-based funding. The need is for qualitative research, not just quantitative.</p> <p>Another board objective is fiscal responsibility; the board objective is the “corporate”; the college level is the “business” level where the objectives become more complete. The “functional level” is detailed plans &amp; goals.</p>	
--	--	--

<p><b>IV. (continued)</b></p>	<p>Assessment needs to be based on student satisfaction. Every department needs to have a 2-year plan for every certificate and degree. Deans will look at their departments, their two-year plans, and the costs of each program.</p> <p>Chris Grampp offered that many of these items are things that we have been working on, but have not taken the same organized approach. He suggested we begin to talk specifics.</p> <p>So the discussion went to strategic goal number one, increased access. So the group started brainstorming different ideas of opportunities and threats that the college faces in increasing access. Grants should contribute to meeting our strategic objectives and should be evaluated in the light.</p> <p>Also looking at student success as a objective, at the beginning diagnostics to help students be placed for success; cohorts and smaller classes can help students succeed; services for evening students; direct access to student to their email to their own smart phone; discussion of how the facilities impact the learning environment (safety, mood, places for student to congregate).</p>	
<p><b>V. Discussion of CEMPC objectives for 2013-2014</b></p>	<p>See item V.</p>	
<p><b>VI. Assignment of Action Items for next meeting and beyond.</b></p>	<p>Dr. Stacy Thompson sent each CEMPC member the District objectives to review in order to prepare to translate these objectives into college objectives in the next meeting. Discussion of how to move forward as a committee, whether and how to meet as a committee, how to interact with the other committees, a possible leadership retreat mid-October to November?</p>	<p>Janet Zepel will create an excel workbook that will show the District goals, with a open column for college objectives.</p>

<b>Adjournment</b>		