

**MERRITT COLLEGE**  
**Minutes of the CEMPC Meeting**  
**Wednesday, May 4, 2016**

*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: Molly Sealund, Tom Renbarger, Maril M Bull, Ann Elliott, Stefanie Harding, Tina Vasconcellos, Mario Rivas,

Guest: Dr. Jeffrey Lamb, Dr. Norma Ambriz-Galaviz, Mary Ciddio

Note taker: Tachetta Henry

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<b>I. Approval of Wednesday, May 5, 2016 Agenda</b>		
<b>II. Approval of Minutes for March 9<sup>th</sup> and April 6<sup>th</sup>, 2016</b>	Change to April 6 <sup>th</sup> minutes: No quorum was met for the CEMPC April 6 <sup>th</sup> meeting, therefore the minutes will be identified as notes.	M. Rivas motioned to approve March 9 <sup>th</sup> minutes with corrections; 2 <sup>nd</sup> by M. Sealund M/O/A: 5 yes, 2 abstentions

<p><b>III. Review of CBC/CEMPC 3/15 meeting minutes</b></p>	<p>A. Elliott and S. Kessler worked on the minutes of the CBC/CEMPC joint meeting. CEMPC discussed changes to the minutes such as, changing the phrase “special meeting” to “joint meeting,” the distribution of materials used at the meeting and how its usage in the meeting, with regard to the minutes, will be recorded (e.g. making documents available online, archive documents). An excel spreadsheet was shared during the joint meeting to highlight the rubric used and all the number one prioritizations to show what was being carried forward to College Council. It was refined for the Council meeting and refined again for the PBC meeting. CEMPC suggests that the rubric used to determine prioritizations be kept for future reference to outline how the rubric was used to decide prioritizations and determine if the rubric will continue to be used in the future. M. Bull has been added to the minutes as an attendee.</p>	<p>M. Sealund motioned to approved March 15<sup>th</sup> minutes; 2<sup>nd</sup> by M. Rivas M/O/A: 5 yes, 2 abstentions</p>
<p><b>IV. Follow up on revision of CEMPC By-laws</b></p>	<p>The follow up on the revision of CEMPC by-laws was covered in the April 6<sup>th</sup> notes.</p>	<p>A. Elliott will take the revisions from the April 6<sup>th</sup> notes and place it on the College Council Agenda for the next College Council meeting (May 18<sup>th</sup>).</p>

<p><b>V. Role of CEMPC in Spring Summit, May 13<sup>th</sup>, 2016</b></p>	<p>CEMPC discussed summarizing the core group of the Educational Master Plan, summarizing the events and where we are. CEMPC will be advocates the process in the development of the EMP, why should the college entrust that this is a document that was developed in a participatory manner and summarize the insights of the process. As part of the process, a draft will be presented and 2 weeks from now (May 18<sup>th</sup>) will be the formal final college process in which the EMP comes to College Council (CC) and CC will forward it as a final document. It's helpful to reinforce our governance process and decision making as to what is affirmed and where does it land in the final stage of the process. After the EMP is approved, there will be discussion as to what the role of CEMPC will be after the EMP is approved and next year going forward; making sure that the EMP is embedded/ referenced in future grants that are written and will be used as a part of Program Review Updates. Summarization of the process will help others to understand the work that is placed into the EMP.</p>	
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<p><b>VI. Educational Master Plan process, Extended meeting 5/11</b></p>	<p>CEMPC discussed the need for quorum to be met at the extended meeting on 5/11 in order to vote on the Educational Master Plan.</p> <p>T. Vasconcellos presented CEMPC with two draft versions of the Educational Master Plan (EMP) for review; the Collaborative Brain Trust (CBT) version of the EMP and the Merritt version of the EMP. The Merritt version of the EMP has a streamlined version of the data portfolio which is easier to read and describes the external and internal data of the community. CEMPC discussed the differences between both drafted versions and the need for CBT to consider their directives with regard to the development of EMP.</p> <p>The Merritt EMP core working group has drafted their EMP version to reflect what they felt is most important to Merritt College.</p>	<p>CEMPC will meet for an extended meeting on 5/11/2016 from 2:00pm-3:00pm.</p> <p>M. Rivas motioned to support the EMP process that has been in effect since January with the college core team directing the development of the EMP plan; 2<sup>nd</sup> by S. Harding M/O/U</p>
<p><b>VII. Survey of college processes</b></p>	<p>Tabled</p>	
<p><b>VIII. ILOs in Governance Manual</b></p>	<p>Tabled</p>	
<p><b>IX. Other</b></p>	<p>Tabled</p>	
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 3:00pm</p>	