

MERRITT COLLEGE
Minutes of the College Council Meeting
January 30, 2013, 3:00 p.m., Room R23

Attendees: T. Park, A. Trotter, C. Olsen, R. Allen, M. Sealund, D. Hankins, A. Tomas, A. Black, E. Gravenberg, S. Thompson, S. Anderson, S. Brown, J. Murphy, M. L. Zernicke, N. Ambriz-Galaviz, D. Del Rosario

Absent: S. Harding, T. Brice, J. Del Torro, A. Rodriguez, A. Alexander, B. Drazen

Guests: C. Grampp, W. Love, C. Booth

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<p>I. Action Items/Presentations</p>	<p>Dr. Thompson called the meeting to order at 3:12 p.m.</p> <ul style="list-style-type: none"> • Faculty Hiring Recommendation—Dr. Ambriz-Galaviz presented the Timeline of Events for Faculty Hiring Recommendations for <u>of</u> 2011-12. A copy of the presentation is attached to the minutes. She stated that there was a communication breakdown all throughout the process and that the recommendations changed from one administrator to another. Her recommendation is to hire as follows: <ul style="list-style-type: none"> ○ Math Instructors (2<u>1</u> positions) ○ Child Development Instructor ○ Landscape Horticulture Instructor Since her recommendation was in agreement with the College Council’s recommendation, approval is not needed. • No presentation on Computer Refresh. • SLO/Assessment—The following were reported by Dr. Thompson, Ms. Elliott and Dr. Trotter: <ul style="list-style-type: none"> ○ From 2010 to 2013, Merritt College has 351 active courses on Task Stream, and of those courses, we have only managed to assess 141 courses. ○ Dr. Thompson and Ms. Elliott will be working closely with the College Educational Master Planning Committee (CEMPC) to link Student Learning Outcomes and Assessment with campus resource allocation. ○ A consultant was hired to assist in completing SLO and Assessment work. 	<p>Ms. Elliott will be presenting the list of Merritt College courses in Taskstream and percentage that have results and next steps to improve learning by discipline to the CDCPD.</p>

II. Agenda Review, Changes and Adoption	M/S/P (Sealund/Hankins) to approve the agenda as presented.	M/S/P (Sealund/Hankins) to approve the agenda as is.
III. Approval of December 12, 2012 Meeting Minutes	M/S/P (Trotter/Tomas) to approve the November 28, 2012 and December 12, 2012 Minutes with one correction on the December 12, 2012 Minutes – Page 1, “Approval of CEMPC Charge and Revised Membership—Dr. Trotter commented on her reasons for voting against the CEMPC Charge...” should be “Approval of CEMPC Charge and Revised Membership—Dr. Trotter commented on her reasons for voting against the CEMPC Charge...”	M/S/P (Trotter/Tomas) to approve the November 28, 2012 and December 12, 2012 Minutes with one correction on the December 12, 2012 Minutes. Thompson noted that the following should be included in the next meeting agenda: <ul style="list-style-type: none"> • Shared Governance Committees are to review their Bylaws. • Review of Merritt’s ZZOIS • Hiring a Curriculum Specialist and providing a release time for the Curriculum and Instructional Council’s (CIC) Vice Chair.
IV. Accreditation Update (Black)	Ms. Black reported the following: <ul style="list-style-type: none"> • The Accreditation Committee met this afternoon and is close to completing the report. • The report will be submitted to the District by February 4, 2013. • Chancellor Ortiz commended Merritt College for its Accreditation Report. 	
VI. Committee Reports		
A) CEMPC (Black)	No report was presented.	
B) Budget Committee (Murphy/Del Rosario)	No report was presented.	Dr. Del Rosario will provide a report on facilities rental on the next College Council meeting.
C) Facilities (Drazen)	No report was presented.	
D) CDCPD (Brown)	No report was presented.	

E) CIC (Alexander)	No report was presented.	If Ms. Alexander, Chair of the CIC, is not available to attend the College Council meetings, someone from the committee should attend to report or they should provide a written report.
F) Technology (Zernicke)	No report was presented.	
G) Health & Safety (McDonald/ Del Rosario)	No report was presented.	
VII. Presidential Updates		
A) College (Ambriz-Galaviz)	<p>Dr. Ambriz-Galaviz reported the following:</p> <ul style="list-style-type: none"> • She noted that the portables located by Parking Lot A will soon be removed. She is working on informing the community that these portables will no longer be available for rental. • She has been working with different community organizations to promote Merritt College's rental facilities. She is also working with Dr. Del Rosario in reviewing the facility rental agreements Merritt have with different organizations. 	
B) Academic Senate (Park)	Dr. Park distributed the Academic Senate Report which is attached to the minutes.	
C) Classified Senate (Sealund)	<p>Ms. Sealund reported the following:</p> <ul style="list-style-type: none"> • The Classified Senate voted on a Classified Staff Priority Hiring List and will be working with CEMPC to get the list approved. • The Classified Senate has accepted the January 2013 draft of the Accreditation Report, with minor additions and corrections. • The Classified Senate also recommends that all college committees, especially Shared Governance Committees, distribute meeting announcements, with date, time and location, and agendas one week prior to their meetings. 	
D) ASMC (Mr. Del Torro for Anderson)	<p>Ms. Anderson reported the following:</p> <ul style="list-style-type: none"> • ASMC is working on sponsoring several student activities this semester. 	

	<ul style="list-style-type: none"> • ASMC’s first meeting will be on February 8, 2013. 	
VIII. Upcoming Events	<p>The following events were announced:</p> <ul style="list-style-type: none"> • New College President’s Meet and Greet Reception • College Hour—Tuesdays from 12:30 p.m. to 1:30 p.m. • Black History Month events (please see attached flyer) 	
IX. Adjournment	M/S/P (Hankins/Tomas) to adjourn meeting at 5:15 p.m.	M/S/P (Hankins/Tomas) to adjourn meeting at 5:15 p.m.

AT
01/26/13

Academic Senate Report for January 30, 2013 College Council meeting

Academic Senate appointment to the hiring committee for Merritt Dean of Special Programs and Grants (Horace Graham's position) was made.

For your information, I would like to present the following Shared Governance Committees membership list, however, I am focusing on faculty.

I think the Shared Governance Committees By-Laws/memberships may need to be reviewed and/or updated to incorporate the new Board Policies/Administrative Procedures or any changes.

To get the District Shared Governance Committees information, please go to the peralta webpage, then click "site index" in the middle of page and scroll down to "Planning & Budgeting Integration" or

<http://web.peralta.edu/pbi/>

I . District Committees members including faculty/staff/administration are as follows.

i). Planning and Budgeting Council (PBC, 4 people from Merritt)

Meets the 4th Friday of the month, 9 a.m. – noon in the District Boardroom except changing time/date because of holidays for May

Merritt Faculty Rep: Tae-Soon Park and Jon Drinnon

Merritt Administrative rep: Eric Gravenberg

Local 39 Rep: Tim Brice

ii). District Education Committee (DEC, 6 people from Merritt)

Meets the 3rd Friday of the month, 9 a.m. – noon in the District Boardroom except changing time/date because of holidays for February and May

VPI: Anita Black

VPSS: Eric Gravenberg

Merritt Senate President: Tae-Soon Park

Merritt faculty rep. (instruction): Bill Love

Merritt faculty rep. (student services): Carlos McLean

Classified rep.: Dera Williams

iii). District Facilities Committee (DFC, 4 people from Merritt)

Meets the 2nd Friday of the month, 9 a.m. – noon in the District Boardroom except changing time/date because of holidays for February and May

College President: Norma Ambriz-Galaviz

College Business Officer: Dettie Del Rosario

Faculty rep from Merritt Facilities Committee: Brock Drazen

Faculty rep: Bill Love

Non voting recorder: Molly Sealund

iv). District Technology Committee (DTC, 2 people from Merritt)

Meets the 1st Friday of the month, 9 a.m. – noon in the District Boardroom except changing time/date because of holidays for February and May

Merritt Technology Committee rep: Anita Black (?)
Merritt Faculty rep.: Mary Louise Zernicke

v). Merritt representative at the District Academic Senate

Meets the 1st & 3rd Tuesday of the month, 3 p.m. – 5 p.m. in the District Boardroom

Tae-Soon Park, Ann Elliott, and Jon Drinnon
Ken Litchfield (Alternate)

vi). Peralta Student Success Task Force

usually met on the 1st Thursday of the month, 3 p.m. at the District Boardroom

Ann Elliott, Tanya Ilarde, Carlos McLean, and Audrey Trotter

II. Merritt College Committees Faculty members are as follows.

Please note that I do not have information for classified staff/administrators here except the Staff Development Committee.

1) Council of Department Chairs and Program Directors

(CDCPD, meets the 1st Wednesday of the month, 3 p.m.- 5 p.m., R23)

Department Chairs

Business and Technology: Ron Grant and Guy Forkner as Co-chairs

Counseling: Leslie Scurry and Steve Pantell as Co-chairs

Landscape Horticulture: Chris Grampp

Biology/Chemistry: Jennifer Shanoski and Arja McCray as Co-chairs

Math/Physical Sciences: Tae-Soon Park

Physical Education: Inga Marciulionis

Human Development: Christine Olsen

English/Humanities/ESL: Ann Elliott and Jon Drinnon as Co-chairs

Arts: David Morales

Social Sciences and Ethnic Studies: Siri Brown

Legal Administration: Margaret Dixon

Program Directors

Associated Degree Nursing: Dawn Williams

Radiologic Sciences: Jennifer Yates

Nutrition and Dietetics: Mary Louise Zernicke

Learning Center Director: Audrey Trotter

Medical Assistant: Jon Murphy

If I missed someone, please let me know.

2) College Educational Master Planning Committee

(CEMPC, 6 faculty, meets the 2nd Wednesday of the month, 3 p.m.- 5 p.m., Q311(?))

Chris Grampp, Carlos McLean, Tae-Soon Park, Jon Drinnon, Bill Love, and Tanya Ilarde

3) College Budget Committee

(CBC, 6 faculty, meets the 3rd Wednesday of the month, 3 p.m.- 5 p.m., Q218)

Jon Murphy, Tae-Soon Park, Tanya Ilarde, Mario Rivas, Jon Drinnon, and Ann Elliott

4) Merritt Technology Committee

(MTC, 6 faculty + library chair, meets the 2nd Thursday of the month, 11a.m.- noon, R29)

Mary L. Zernicke, Alexis Alexander, Tim Hackett, Lawrence Lee, Jayi Thompson, Anthony Bennette, and Simon Chan (term ends in Spring 2012, need to appoint one more faculty from Student Services by the By-Laws, I heard that Lesley Scurry was attending the meeting)

5) College Facilities Committee

(CFC, 3 faculty + DFC member, meets?)

Brock Drazen, William Love, Hank Fabian, and Ray Chamberlain

6) Curriculum & Instructional Council

(CIC, 4 faculty + Articulation officer + 1 counselor,

meets the 2nd and 4th Thursday of the month from 1:30 p.m. to 3 p.m. in R29)

Alexis Alexander, Kim Thoman, Steve Pantell, Rose Allen, Fereshteh Mofidi, and Mario Rivas.

7) College Council

(3 faculty + Academic Senate President + CDCPD, CBC, MTC, CFC, and CIC faculty chairs/co-chairs, meets 4th Wednesday of the month, 3 p.m.- 5 p.m., R23)

Tae-Soon Park, Audrey Trotter, Rose Allen, Christine Olsen, Siri Brown, Jon Murphy, Mary L. Zernicke, Brock Drazen, and Alexis Alexander.

8) Academic Senate

(14 faculty, meets the 1st and 3rd Thursday of the month from 12:30 p.m. to 2 p.m. in R112A)

Tae-Soon Park, Ann Elliott, Audrey Trotter, Jon Murphy, Alexis Alexander, Siri Brown, Jon Drinnon, Jason Holloway, Tanya Ilarde, Carlos McLean, Jayi Thompson, Marta Zielke, Ken Litchfield, and Bill Love

9) Health & Safety Committee

(3 faculty + College Nurse, meet ?)

Newt McDonald, Margaret Dixon, Brock Drazen (?), and Mia Kelly(?)

10) Staff Development Committee

(3 faculty, meeting time/location will be determined soon)

Tae-Soon Park, Melinda Downing, and Jason Holloway

The administrators on the Staff Development Committee are Anita Black, Eric Gravenberg, and Stacy Thompson and the classified staff members on the Staff Development Committee are Doris Hankins, Linda Garcia, and Jane Fong (?). If I made a mistake here, please let me know.

I did not include the Accreditation Committee, Graduation Committee, Grievance Committee, Tenure Review Committees, and Faculty Evaluation Committees etc. here.

If you have a question/concern, please inform me.

Thank you.

Submitted by Tae-Soon Park