

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**March 22, 2017, 3:00 p.m., Room R29**

**Attendees:** M. Rivas, A. McCray, R. Allen W. Karim, D. Hankins, S. Kessler, J. Lamb, L. Willis, A. Elliott, M.E. Burns (ex-officio), D. Del Rosario (ex-officio)

**Absent:** E. Ng-Chin, M. Perez, J. Saleh, A. Cedillo, S. Brown, A. Johnson, ML Zernicke

**Guests:**

**Minute Taker:** S. Harding

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order by L. Willis at 3:12 p.m. w/o quorum. Quorum obtained prior to voting.	
<b>I. Agenda Review, Changes and Adoption</b>	The following items were added to the agenda: <ul style="list-style-type: none"> <li>• Spring Planning Summit</li> <li>• CCSSE Survey</li> <li>• SLOAC Update</li> </ul>	M/S/U (Elliott/McCray) to approve agenda with additions.
<b>II. Review and Approval of Minutes:</b> <ul style="list-style-type: none"> <li>• February 22, 2017</li> </ul>	Noted corrections were identified.	M/S/U (Rivas/Elliott) to approve the February 22, 2017 meeting minutes with noted corrections to attendees, item III and CEMPC report.
<b>III. Action Items/Presentations:</b> <ul style="list-style-type: none"> <li>• April CC Meeting Date</li> <li>• Accreditation Update</li> <li>• IEPI Update</li> <li>• Succession Planning</li> <li>• Governance Participation</li> <li>• College Planning Summit</li> <li>• CCSSE Survey</li> <li>• SLOAC</li> </ul>	Change to April CC Meeting Date: Date for submission of proposed FY 2017-18 College Budget not provided until late last week. Will need to re-align our committee dates to align with the Districts deadlines. In order for the CBC and Council to meet on April 19 <sup>th</sup> CEMPC will need to find alternate date and time.  <b>IEPI</b> <ul style="list-style-type: none"> <li>• IEPI broken up into several focus groups; Focus Area A, B, C and E.</li> <li>• Focus Area A working on increased training for APU's.</li> <li>• Focus Area E is currently working with an outside party to assist the college in reviewing the Governance Handbook for inconsistencies and asking for standard</li> </ul>	

	<p>templates to be created for our by-laws.</p> <ul style="list-style-type: none"> <li>• Focus Area E is also in the process of creating training videos regarding governance.</li> </ul> <p>CCSSE/SLOAC</p> <ul style="list-style-type: none"> <li>• April is assessment month. Assessment week is planned for April 3-7, 2017.</li> <li>• College participating in CCSSE Survey.</li> <li>• Major push to have all department/courses assessed.</li> <li>• Need to integrate ILO assessment.</li> <li>• All CTE courses require 100% assessment completion.</li> <li>• Assessment plans have been entered into Taskstream but the ACCJC wants the assessment completed.</li> <li>• One outcome for every course being taught should be completely assessed by June 2017.</li> </ul> <p>Accreditation</p> <ul style="list-style-type: none"> <li>• AFR committee re-convened. Membership includes M. Kelly, N. Thai, M. Bull, D. Truong. J. Lamb asking for a member of SLOAC to participate on the AFR. AFR committee will only be active until the end of the fiscal year.</li> <li>• SLOAC assisting in the efforts to complete the work necessary. AFR tasked with writing the response and collecting the evidence.</li> <li>• First draft of our follow-up report due May 2017. Report will be small as we are only answering to one recommendation.</li> <li>• Report will need to go through the governance process and is due to the Commission October 2017.</li> <li>• Midterm report due March 2018.</li> <li>• President was thanked for her commitment and support.</li> </ul> <p>Succession Planning</p> <ul style="list-style-type: none"> <li>• IEPI Focus Area E asking for members of committees to be identified in advance of the Fall 2017 semester.</li> <li>• The focus area is also requesting to be a standing item on the CC agenda.</li> <li>• Committees should begin mapping out plans at least one year in advance. The CBC has already addressed this.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Committing to a plan and identifying our leads will help support the efforts to sustain our practices.</li> </ul> <p>Governance Participation</p> <ul style="list-style-type: none"> <li>• Memberships of the various committees should be reviewed and possibly reduced in order to meet quorum. Items cannot be vetted if action cannot be taken.</li> <li>• The faculty/staff engagement survey ties into this topic.</li> <li>• Committee Chair training and standard templates are needed.</li> <li>• Senates should be responsible for ensuring that their representatives are attending committee meetings regularly.</li> <li>• It was questioned why alternates were not allowed.</li> <li>• Committees should be serving the campus for their intended purpose and should be woven into institutional effectiveness.</li> <li>• What's written should be practiced. What's practiced should be written.</li> </ul>	
<b>IV. Presidential Updates</b>		
A) College (Burns)	<p>The Alameda County Foodbank has been contracted with Merritt. Food delivery is made every second and fourth Friday of each month. The classroom closest to the gymnasium has been designated to this service. 200+ individuals were in attendance of their first visit. Vegetables, fruit and bread were provided.</p> <p>The Leadership Council has developed the Courageous Conversation series. Notes from the last conversation were distributed.</p>	
B) ASMC (Johnson)	No report provided.	
C) Academic Senate (Rivas)	M. Rivas asked that the Council refer to the written report provided which has been attached to the minutes.	
D) Classified Senate (Karim)	No report provided.	
<b>V. Committee Reports</b>		
A) CBC (Willis)	Binders with FY 2017-18 proposed budgets from each cost center manager are due to the committee on April 3, 2017 by 12 noon. Presentations will be heard on April 4 <sup>th</sup> with formal committee dialogue on April 5 <sup>th</sup> . The proposed College Budget will carry forward to the Council on April 19 <sup>th</sup> .	
C) CEMPC (Elliott)	A written report was provided and has been attached to the	

	minutes.	
D) CFC (Del Rosario)	Two groups attended the last meeting to propose work on the Five Year Master Plan.  Effective March 1, 2017, State Law requires that all single stall restrooms need to have a gender neutral sign placed on the door. The District is already responding to this new law and is in the process of making new signs. Merritt College has a total of 19 single stall restrooms.	
F) MTC (Zernicke)	A written report was provided and has been attached to the minutes.	
<b>VI. Upcoming Events/Announcements</b>		
	Meeting adjourned.	

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4/25/2017

**Academic Senate Report for College Council, March 22, 2017**

- 1. At the meeting of March 16, 2017, the Academic Senate passed a Philosophy Statement on Enrollment Management to guide Enrollment Management Planning at Merritt College**

**Philosophy Statement on Enrollment Management**

**Merritt College Academic Senate**

**Accepted by Senate on Meeting of March 16, 2017**

*Enrollment management encompasses the policies and procedures related to recruiting, enrolling, educating, retaining, and helping students be successful in achieving their academic goals (Moving In, Moving Through and Moving On), whether these be pursuing a certificate, AA degree, transfer or improvement of skills. The Academic Senate of Merritt College adheres to the principle that all planning related to managing enrollment should at the center involve faculty in decision-making and prioritize student success needs when making decisions about what classes and programs to offer, and when, where, and how to offer classes, including class size. Also, decisions about enrollment management should be informed by effective collection and thorough analysis of data, especially information related to how to promote the equitable success of our diverse student body. Finally, decisions about enrollment management should consider the financial status of the institution and the well-being of faculty, staff, and administration.*

- 2. On March 21, the Academic Senate in conjunction with college administration initiated the formation of the Merritt College Enrollment Planning Committee. The committee is Chaired by Jason Holloway, and is made up of faculty, staff and students from throughout the college. The committee will develop an Enrollment Management Plan for Merritt College.**
- 3. At the March 16 Senate Meeting, the Senate voted in favor of Merritt College Academic Senate Smoke Free & Tobacco Free Campuses Resolution. The resolution calls supports the adoption and implementation of a 100% smoke and tobacco-free policy at Merritt College. "Tobacco-Free" is defined as the use of cigarettes, pipes, cigars, smokeless tobacco, and other products containing, made, or derived from tobacco. The Senate was adamant that a tobacco cessation programs be widely available to students, staff, and faculty in order to be support individuals to make changes in changing this very challenging habit.**
- 4. The Senate will consider the campus plan for transition to CANVAS at its next meeting, including the timeline for implementation of the change to CANVAS, the funding of training seminars for faculty members who volunteer to be Train the Trainers, and, finally, the logistics for how training will be offered to all faculty.**
- 5. On Friday, March 17, the Academic Senate hosted a Local Curriculum Workshop given by the Academic Senate of the California Community College Curriculum Chair, Dolores Davison. Workshop attendees included curriculum committee representatives from the Peralta Colleges and Contra Costa and Solano colleges.**
- 6. On March 14<sup>th</sup> the Open Education Resources Committee, ably coordinated by Steve Pantell, offered a workshop to Merritt Faculty to recruit faculty to participate in Merritt's OER grant to reduce textbook costs for students. Eighteen faculty members attended. The next step is for faculty to participate in an on-line course given by A. Alexander to help in identifying low or no-cost on line resources to use in classes in lieu of costly textbooks. A technical workshop supported by Librarian faculty and staff will help faculty finalize the choosing of low to no cost on-line materials for use in their courses.**

March 22, 2017

CEMPC has begun the discussion of developing an Institutional Effectiveness Committee or Office. Here is some information regarding this.

**Excerpts from "Meeting the Institutional Effectiveness Challenge"**  
By Gregory Stoup, Senior Dean of Research and Planning Contra Costa Community College District

To meet the growing demands for improvement in institution-wide performance and student outcomes, colleges and districts may have to consider redesigning some age-old structures and processes.

**Challenges with the Current Approach**

1. Cannot easily assess Institutional Effectiveness; evaluation is often limited to individual projects
2. Can lead to the expansion of favored and popular programs, but programs for which there is little or weak evidence of having impact on IE
3. May serve to reinforce silo perspectives and inhibit the college's ability to bring effective programs to scale
4. May limit the opportunity for organizational learning

**Framework**

Given the steady stream of initiatives coming from the state -- CAI, OEI, EPI, BSI, SSSP, Equity, Strong Workforce, and AEBG -- it can be a challenge for colleges to manage the flow in a manner that brings alignment and coherence to all strategies and activities.

An organizing framework can guide and inform evaluation activities on how -- and to what degree -- programs are moving the needle on IE. It can also create common understanding about how all initiatives connect and reinforce each other.

**Evidence on the Advantages of the IE Model**

A study conducted last year by the Association for Higher Education Effectiveness (AHEE) found that among colleges that have established Institutional Effectiveness offices, college Presidents cited the following advantages associated with the switch to the IE model:

- improved effectiveness and efficiency of decision-making
- improved institutional accountability and ability to establish priorities
- ability to carry out benchmarking and identify best practices
- greater timeliness, accuracy and richness of evidence
- durability of decision support processes
- better connection of people and systems
- heightened ability to focus on student success
- potential to influence policy

## Written Update to College Council

**Meeting Date: Wednesday March 23, 2017**  
**Committee: Merritt Technology Committee**  
**Submitted by: Mary Louise Zernicke**

Please reference below updates:

- Merritt Technology Committee met on Thursday March 16 for their monthly meeting. New VC of Technology Jason Cole attended the meeting and reviewed district issues and priorities, including online tutoring, Mail 365 upgrade, Live25 scheduling software, and continuing with Peoplesoft upgrades.
- Canvas will be implemented starting Fall 2017 to faculty who have been trained. All Peralta campuses will convert from Moodle to Canvas by Spring 2019.

Alexis will offer an additional class for Canvas in April. Faculty cannot teach in Canvas if they have not been trained.

- The DTC wants a budget from Merritt College for their April 3 meeting.
- Susan May is still trying to get payment to make the website mobile friendly, even though funds are allocated.
- The AllFAS controversy has been sent to the union and so there will be no movement on that front by the district technology department.

### **College Council Action Options:**

1. To concur by consensus or majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by consensus or majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as to table or postpone an item.

**RECOMMENDATION/ACTION ITEM**