## **MERRITT COLLEGE Minutes of the Academic Senate Meeting** November 18, 2010

✓ Black, Anita (President) PRESENT:

✓ Park, Tae-Soon (Vice President)

✓ Trotter, Audrey (Treasurer)

✓ Seals, Jason (Corresponding Secretary)

✓ Alexander, Alexis

✓ Elliott, Ann

Dimopoulos, Barbara

✓ Greenside, Mark ✓ Holloway, Jason

✓ Litchfield, Ken

✓ McLean, Carlos

✓ Mofidi, Fereshteh

Murphy, Jon

✓ Santana, Isela Gonzalez

**Absent:** Greenside, Santana

Stacy Thompson, Grace Marlin, Alejandria Tomas **Guests:** 

g was called to order at 12:38 p.m. rritt College Academic Senate (MCAS) approved the November 04, 2010 g minutes as amended.	
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g minutes as amended.	
nics Ad Hoc Committee recommended the following:	<b>ACTION:</b> The Ethics Ad Hoc
The MCAS should reinstitute the old policy as is for a certain period of time and modify it as needed.  According to the old policy, the Ethics Committee Chair (position) should be opened to the general faculty. However, the Ethics Ad Hoc Committee recommended that the MCAS appoint Ms. Barbara Dimopoulos to be the first Chair of the Ethics Committee, as she expressed her interest in serving in that position.  Ide noted the following:	Committee will meet again to discuss the feedback given by the MCAS.
The old policy, created by Mr. Norbert Bischof, was never implemented because there were a number of problems with it. However, Park indicated that the old policy was implemented for a short period of time under Ms. Sandy Takakura's. When she left, nobody continued the Ethics Committee. The Ethics Committee does not have a power to discipline or punish or suspend. The only power that the body has is to morally sanction or to declare that the behavior of a particular faculty member is unethical or unprofessional. Stober 07, 2010 meeting minutes also shows that Greenside made the ng recommendations:  The Professional Ethics Committee should be a MCAS independent sub-	
r find T b til S T s d u ting	opened to the general faculty. However, the Ethics Ad Hoc Committee recommended that the MCAS appoint Ms. Barbara Dimopoulos to be the first Chair of the Ethics Committee, as she expressed her interest in serving in that position. He noted the following:  The old policy, created by Mr. Norbert Bischof, was never implemented because there were a number of problems with it. However, Park indicated that the old policy was implemented for a short period of time under Ms. Sandy Takakura's. When she left, nobody continued the Ethics Committee. The Ethics Committee does not have a power to discipline or punish or suspend. The only power that the body has is to morally sanction or to declare that the behavior of a particular faculty member is unethical or improfessional.  Tober 07, 2010 meeting minutes also shows that Greenside made the grecommendations:

❖ Student Learning	Teachers (PFT) or any of the Merritt College administrators.  He also reminded the MCAFS that the American Association of University Professors' (AAUP) ethics standards are quite strict.  "Unsubstantiated charges" might be against free speech. This should be defined.  "Absent oneself from class without notifying the appropriate Assistant Dean—except in emergency cases" and "Withhold or not turn in grades or other vital college documents when due" are disciplinary issues and should not be dealt with by a Professional Ethics Committee  "Long standing personality issues" is a matter that should be dealt with by a Professional Ethics Committee  Black and Trotter recommended hiring a consultant who will conduct an Ethics workshop.	ACTION: The MCAS will host an Ethics Workshop during the January 2011 Professional Development Day. Black will ask Dr. Jennifer Shanoski, Staff Development Committee Chair, for the best time to conduct this workshop.
Outcomes (SLO)	Elliott, as the Student Learning Outcomes and Assessment Committee (SLOAC) Chair, reported that she is currently contacting programs that still need to work on their SLOs.  Trotter requested for Elliott to give an update on the current situation of the SLOAC.	
IV. REPORTS OF OFFICERS		
PRESIDENT'S REPORT  ❖ Scheduling One Agenda Item Meeting(s)	Black suggested scheduling a "one agenda item meeting(s)" to update the MCAS Constitution on (but not limited to) the following areas:  > Election procedures > Protocols for resignations Park reminded the MCAS that amendments to the its constitution needs the approval/votes of all the Merritt College faculty members.	ACTION: Black will send the current version of the MCAS Constitution to all the Senators for their advance review.  MOTION: The MCAS will convene a retreat on February 4 or 25, 2011.
❖ Accreditation	Black reported that, in her opinion, her interview with the Accrediting Team went well. She thought the other members of the faculty should have also been included in the interview.	

❖ District Academic Senate Report	Black reported the following:  The DAS is still requesting for a written report on the Student Health Services Initiative (where is the budget coming from and how will it be allocated).  The DAS requested that Dr. Debbie Budd, Vice Chancellor of Educational Services, attend one of the DAS meetings to explain why the Physical Education General Education Degree Requirement has not been implemented despite the fact that it has already been approved by three of the four colleges namely, College of Alameda (COA), Laney College and Merritt College.  COA, Berkeley City College (BCC) and Merritt College are all against the acquisition of the Kaiser Auditorium. Laney College is still waiting for a business plan.	
<ul><li>Minute Taker's Fall 2010 Invoice</li></ul>		<b>MOTION:</b> The MCAS will pay the Fall 2010 invoice of the Minute Taker.
V. NEW BUSINESS		
* Merritt Standardized Syllabus	<ul> <li>Trotter and Dr. Stacy Thompson, Dean of Humanities and Social Sciences, proposed that Merritt College adopt a standardized course syllabus. They attended the meeting to solicit the support of the MCAS on this initiative. Trotter and Thompson discussed the following:         <ul> <li>The goal of the proposal is to provide students with the same type of information they need to succeed in class or in their whole stay in Merritt College.</li> <li>They clarified that this initiative does not intend to infringe on any instructor's academic freedom.</li> <li>Their intention is to release a standardized course syllabus template by Fall 2011. They disseminated a document stating what type of information might be included in the template.</li> <li>Trotter and Thompson proposed that the MCAS sponsor a Professional Development workshop on course syllabus.</li> </ul> </li> <li>Members of the MCAS gave the following feedback:         <ul> <li>Greenside asked if the template is simply a recommendation or if it is a requirement. If it is a requirement, what will be the consequence(s) of defiance?</li> <li>Alexander recommended including a rubric in the template.</li> </ul> </li> </ul>	
VI. REPORTS OF		

STANDING & SPECIAL COMMITTEES		
VII. OTHER BUSINESS		
❖ Senate Elections	During the beginning of Fall 2010, there were three vacancies in the MCAS (the seats of Mr. Thomas Branca, Dr. Chriss Foster and Dr. Siri Brown). Two of those vacancies were filled by McLean and Seals after a special election was conducted. After Drinnon's recent resignation, there are currently two vacancies. According to the MCAS Constitution, the number of senators should be between 15% to 20% of the total number of full time contract faculty members. Currently, there are 78 full time faculty members in Merritt College. 15% of 78 is less than 12 senators. Park stated that the MCAS tried its best to fill the vacancies, but no one seems to be interested in the position(s). She recommended that the MCAS reduce its number of senators since the minimum requirement as stated in the constitution is 12 senators. There are currently 14 active senators (12 full-time, 2 part-time).	
<ul><li>Faculty Participation</li></ul>	Trotter suggested that the MCAS discuss faculty participation/contribution/involvement in the college. She noted that less and less faculty members attend Professional Development Days and/or college meetings/forums. There are very few faculty members who are willing to serve in college committees. There is a general apathy in the college. Seals stated that lack of communication can partly be blamed for adjunct faculty member's lack of involvement.	
VIII. ADJOURNMENT	The meeting adjourned at 2:20 p.m.	

(From Title 5 Section 53200)
Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.
Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.

- 2. Degree and certificate requirements.
- Degree and certificate requirements.
   Grading policies.
   Educational program development.
   Standards or policies regarding student preparation and success.
   College governance structures, as related to faculty roles.
   Faculty roles and involvement in accreditation processes.

- Reductive for faculty professional development activities.
   Policies for faculty professional development activities.
   Processes for program review.
   Or Processes for institutional planning and budget development.
   Other academic and professional matters as mutually agreed upon.