

**MERRITT COLLEGE**  
**Minutes of the Academic Senate Meeting**  
**September 16, 2010**

**Present:** Anita Black **(President)** , Tae-Soon Park **(Vice President)** , Audrey Trotter **(Treasurer)** , Jason Seals **(Corresponding Secretary)** , Alexis Alexander , Barbara Dimopoulos , Jon Drinnon , Ann Elliott , Mark Greenside , Ken Litchfield , Fereshteh Mofidi , Jon Murphy , Isela Gonzalez Santana

**Absent:** Black, Trotter, Seals, Alexander, Drinnon, Santana

**Guests:** Simon Chan and Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I. CALL TO ORDER</b>	Meeting was called to order at 12:36 p.m.	
<b>II. AGENDA REVIEW AND APPROVAL OF MINUTES</b>	<p>The Merritt College Academic Faculty Senate (MCAFS) tabled the approval of the September 02, 2010 meeting minutes.</p> <p>The following items from the agenda will be tabled for the next meeting:</p> <ul style="list-style-type: none"> <li>3.1.2. General Discussion of possible Senate goals for 2010-2011</li> <li>3.1.3.1. October 15, 2010 Report &amp; Team Visit</li> <li>3.3. Treasurer's Report</li> <li>3.4. Corresponding Secretary's Report</li> <li>4.1. Professional Relations Committee (Ethics)</li> <li>4.2. Distance Education</li> <li>4.3.1.1. Assessment</li> <li>4.4. CIC</li> <li>4.4.1. College catalog and supplement</li> <li>4.4.2. Certificates and degrees listed but not valid</li> <li>4.4.3. SB 1440 Update</li> <li>5.1. Institutional Effectiveness (replace CMEPC)</li> <li>5.2. Student Success</li> <li>5.3. By-Laws</li> </ul>	
<b>III. PRESIDENT'S REPORT</b>	No report.	
<b>IV. VICE PRESIDENT'S REPORT</b>		
<ul style="list-style-type: none"> <li>• Special Election Status</li> <li>• Accreditation</li> </ul>	<p>The MCAFS is holding its special election from September 25 to 28, 2010 for the three vacant positions for contract faculty representatives.</p> <p>Merritt College's Accreditation Committee is holding a meeting every Thursday. The progress report is due on October 15, 2010.</p>	
<b>V. TREASURER'S REPORT</b>	No report.	

<b>VI. CORRESPONDING SECRETARY'S REPORT</b>	No report.	
<b>VII. OTHER BUSINESS</b> <ul style="list-style-type: none"> <li data-bbox="180 168 447 334">• Student Learning Outcomes Assessment Committee (SLOAC)</li> <li data-bbox="180 407 464 508">• Institutional Effectiveness (replacing CEMPC)</li> <li data-bbox="180 683 369 745">• Fall 2010 Enrollment</li> </ul>	<p data-bbox="499 168 1554 334">As the chair of the SLOAC, Elliott reported that Merritt College is continuing on the discussion regarding Course Student Learning Outcomes, but the college is considering a reorganization. The reorganization has already resulted into forming two other Assessment Teams in the campus. One of the two teams is headed by Mr. Jon Drinnon who is leading the faculty members through the assessment process.</p> <p data-bbox="499 407 1554 605">Elliott reported that during the September 09, 2010 Accreditation Committee meeting, there was a discussion of replacing College Educational Master Planning Committee (CEMPC) with Institutional Effectiveness. However, an opinion was put forth that Merritt College should first review CEMPC and its purpose and reevaluate the college processes, such as program review, before it decides to change CEMPC into Institutional Effectiveness.</p> <p data-bbox="499 678 1554 914">Elliott expressed concerns regarding the unlimited enrollment that is currently happening in Merritt College. There are several classes which have over 60 students, while standards of productivity in Peralta Community College District (PCCD) are met with enrollment of 35 students. Elliott is concerned that the unlimited enrollment is undermining the quality of education and transferability in Merritt College. A discussion went on how and who sets the maximum number of students in a class.</p>	<p data-bbox="1575 678 1932 1393"><b>MOTION:</b> MCFAS directs Ms. Anita Black, President of the MCAFS, to meet with the Merritt College administration team and tell them that the MCAFS is concerned regarding the ability of Merritt College's high enrolled classes to meet the state requirements of transfer, which include writing essays, and we require the administrators to report back to us that they have done an assessment of every class that has 40 students or more in it and to acquire documentation that essay assignments are in fact given in those classes.</p>
<b>VIII. ADJOURNMENT</b>	The meeting adjourned at 1:15 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.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.