



# Merritt College Academic Senate

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## Curriculum & Instructional Council (CIC) Report

Thursday, September 21, 2017

12:30-2:00 p.m.

Room R-29

### I. Bylaws and Membership

- The Chair has confirmed that the bylaws were revised and approved by the Academic Senate on February 18, 2016.
- Committee membership was changed to include the Curriculum Specialist and two alternate faculty members.
- Laura Forlin has been appointed one of the alternate faculty. Per Ann Elliott's suggestion, a Division I faculty member will be considered for the other alternate seat.

### II. 2017-2018 Committee Goals

- Update the Curriculum & Instructional Council website to reflect current information and to provide the College with the necessary resources for curriculum development by the end of the 2017-18 academic year.
- Delete all draft proposals over three years old in CurricUNET META by the end of the Fall 2017 semester.
- Begin implementing incremental steps for systematic curriculum review as part of the comprehensive program review cycle to ensure regular evaluation of all requisites/courses/programs every three years (or two years for CTE).

### III. Curriculum Review

- A planning matrix has been included in the 2017-18 APU template in preparation for curriculum review starting with the 2018-19 comprehensive program review cycle. Department chairs and program directors are required to list all active curriculum in their areas and to indicate when each course and program will be reviewed in the next two (CTE) or three (non-CTE) years.
- In lieu of formal APU training sessions, the Chair will offer one-on-one assistance on how to access the active curriculum inventory.
- Specific training, checklists, and other resources for curriculum review shall be provided at the beginning of the Fall 2018 semester

### IV. Curriculum Approvals

- The following proposal types shall now be approved on a consent calendar after technical review:
  - Add DE Addendum
  - Course Changes in Non-Catalog Info
  - Course Deactivation
- Proposals approved at the September 14, 2017, meeting (see attachment)

Consent Calendar								
Courses								
Proposal Type	Subject	Number	Title	Changes	Requisites/ Advisories	DE Approval	Proposal Approval	Notes
Add DE Addendum	ADJUS	071	Intelligence Analysis and Security Management	Added DE		Approved	Approved	to CIPD for information only
Add DE Addendum	ADJUS	072	Introduction to Terrorism/WMD	Added DE		Approved	Approved	to CIPD for information only
Add DE Addendum w/ Non-Catalog Changes	AFRAM	010	Sociology of African-Americans	Added DE Mapped SLOs to ILOs Updated texts		Approved	Approved	to CIPD for information only
Add DE Addendum w/ Non-Catalog Changes	ANTHR	007	Magic, Religion and Witchcraft	Added DE Added SLOs Updated method of instruction Updated assignments Updated texts Updated library		Approved	Approved	to CIPD for information only
Course Changes in Catalog Info	ADJUS	057	Report Writing for Public Safety Personnel	Added credit by exam				removed from consent agenda
Course Changes in Catalog Info	BIOL	061F	Natural History: Freshwater Fishes of the Greater Bay Area	Changed units/hours				removed from consent agenda
Course Changes in Catalog Info	CIS	053	Intrusion Detection In-Depth: Compliance, Security	Changed units/hours				removed from consent agenda
Course Changes in Non-Catalog Info	ASAME	032	Asian-American Psychology	Updated texts				Implement in META; update COCI; no CIPD
Course Changes in Non-Catalog Info	CHDEV	91A	Infant/Toddler Lab Practicum	Updated texts				Implement in META; update COCI; no CIPD
Course Changes in Non-Catalog Info	COUN	224	College Preparedness	Updated texts				Implement in META; update COCI; no CIPD
Course Changes in Non-Catalog Info	SPAN	30A	Beginning Conversational Spanish	Added SLOs Updated texts				Implement in META; update COCI; no CIPD
Deactivate Course	ANTHR	018	Introduction to Anthropological Linguistics					to CIPD
Deactivate Course	BIOL	048PC	Natural History of Switzerland and the Swiss Alps					to CIPD
Deactivate Course	BIOL	050	Natural History: Geotectonic Biology of the Greater Bay Area					to CIPD
Deactivate Course	BIOL	054	Field Notes and Field Journals for the Master Naturalist					to CIPD
Deactivate Course	BIOSC	048NB	Good Laboratory Practices II					to CIPD
Deactivate Course	BIOSC	049	I/S Bioscience					removed from consent agenda
Deactivate Course	LANHT	032	Designing with Native Plants					to CIPD
Deactivate Course	LANHT	033	Design Evaluation of Bay Area Landscapes					to CIPD
Deactivate Course	LANHT	220	Edible Landscape					to CIPD
Deactivate Course	NUTR	848NA	Preparation for the Certified Dietary Manager Exam					to CIPD
Deactivate Course	PE	073	Track and Field-Officiating					to CIPD
Regular Agenda								
Courses								
Proposal Type	Subject	Number	Title	Changes	Requisites/ Advisories	DE Approval	Proposal Approval	Notes
Course Changes in Catalog Info	ADJUS	057	Report Writing for Public Safety Personnel	Added credit by exam	Rec: ENGL 201A or 201B		Approved	contingent upon textbook update and addition of ENGL 201A or 201B advisory
Course Changes in Catalog Info	BIOL	061F	Natural History: Freshwater Fishes of the Greater Bay Area	Changed units/hours			Tabled	update program
New Course	BIOL	061J	Ferns of the Greater Bay Area				Tabled	update program
Deactivate Course	BIOSC	049	I/S Bioscience				Tabled	discuss with chair
Course Changes in Catalog Info	CIS	053	Intrusion Detection In-Depth: Compliance, Security	Changed units/hours		Approved	Approved	contingent upon DE revision to specify frequency of instructor-student contact
New Course w/ DE Addendum	CIS	093	Cross Platform Mobile Application Development		Pre: CIS 033 Rec: CIS 078	Approved	Approved	contingent upon TOP Code change to align with SAM Code

**Merritt College CTE Committee Report to Merritt College Academic Senate: 9/21/2017**

1. CTE Committee works to become a standing committee of the Merritt Academic Senate:  
Continues
2. Merritt has two confirmed CTE Liaisons, Gisele Giorgi and Jennifer Briffa. The expectations for what their charge will be are still being reviewed and will be based on the attached document produced by members of the district CTE committee. The plan is to divide the work between the two liaisons. Continues.
3. News:
  - a. Marie Amboy, new Director of Strong Workforce and CTE at the district will visit our CTE committee meeting this Thursday.
  - b. District CTE committee is reviewing their charge and bylaws. Continues.
4. Priority of concerns and tasks for Merritt CTE committee
  - ✓ a. Allocation model for new round of SWF is now set by district using FTES model.
  - b. CTE Committee needs to have a clear interim plan from the office of the VPI for how CTE at Merritt will function until a permanent structure is determined. Still a need.
  - c. CTE at Merritt urgently needs a project manager and staff assistant to manage SWF and Perkins funds and the deadlines those funding sources have in place. Still a need.
  - d. CTE committee needs to review and approve the process for spending the allocations from funding sources such as SWF and Perkins. Will start at our meeting today.
  - e. CTE committee needs an actual and timely accounting of how Perkins and SWF budgets were spent and reported. Concern of deadline to spend \$50,000 for Data Unlock by December is of particular concern. Still a need.
5. Questions?

## **Academic Senate President's Report #2, Fall Semester, 2017**

September 21, 2017

The following is a summary of the progress of work related to the Senate that has been undertaken and /or facilitated by the Senate President during the summer of 2017 as well as the beginning of fall semester, 2017.

### **MCAS Related**

#### **1. Integrated BSI/SSSP/Equity Plan for 2017-18**

First **Integrated BSI/SSSP/Equity Plan for 2017-18** held on September 14, and committee oriented to charge. Still to pick a permanent faculty co-chair. Kessler and Rivas met on Sept 19 to continue to work on plan draft to take back to committee.

#### **2. Joint Senate/Administration Enrollment Management Committee**

Committee meeting held on September 15 to review updated draft of SEM Plan to be completed December 15. VPI will be meeting with committee members weekly to work on creating a plan that will be second to none in conceptualization, clarity, and succinctness of goals based on internal and external scan data.

#### **3. Joint Senate/Administration Distance Education Committee**

**Committee** leadership met September 12, attended by District DE Coordinator Inger Stark. Reviewed challenges at Merritt College to having a smooth transition to CANVAS for fall 2018. VPI Lamb and DE Coordinator Alexander to meet to develop specific tasks and necessary support to expedite effective transition to CANVAS. Committee continues to work on developing Charge for DE Committee to present to MCAS.

#### **4. Joint Senate/Administration CTE Committee**

CTE committee leadership continues to meet. Has asked VPI Lamb to present interim plan to support CTE given the new Division structure. The committee continues to work on developing charge for committee to present to MCADS.

#### **5. Open Educational Resources (OER) Reduced Zero Cost On-Line Textbook Grant**

OER Committee continues to meet weekly to work on recruiting faculty to offer OER classes. A joint meeting with BCC OER Coordinator Dodge was held, wherein agreed to offer joint Flex Day workshop in October to share with faculty the successes that have been achieved implementing OER, including challenges. For example, BCC has implemented OER courses in Chemistry. Merritt struggling. Rivas noted that while both colleges are experiencing challenges success is that they are still actively engaged and working on developing OER courses, which are very important re Equity and Enrollment Management issues (see handout).

#### **6. On-going responsibilities**

- a. The Senate President has continued to seek faculty to participate in hiring committees, TRCs, and college committees.
- b. The Senate President met with N Thai to finalize draft of Merritt Participatory Governance Manual which will now be presented to College Council and then shared with campus constituencies prior to final adoption.
- c. President Rivas has continued to hold weekly meetings with President Burns, VPI Lamb and occasionally with interim VPSS Mc Lean. On Friday September 15, Rivas toured campus with VPI Lamb to look at space usage. There is potential for a lot of space to be used to support faculty and campus needs. This will require work catalog space and make recommendations for best use of space.

#### **District Academic Senate**

1. DAS chose goals for 2017-18:
  - Support the development of District DE Plan
  - Support the Implementation of OER across 4 campuses
  - Support communication and development of faculty leadership within PCCD, including clearly communicating
  - The role of Senates to move important issues forward at their colleges and district

Each college's DE coordinator(s) are appointed by the college VPI after conferring with the chair of the Academic Senate. Available release load may be split by multiple instructors at a college.

DE Coordinators report to the Vice President of Instruction (or designee) at their college.

Load information:

- Recommended load for M17 is 25.
- Recommended load for F17 and S18 is .4

DE coordinators will be proficient with Moodle and with Canvas, and have experience teaching online or hybrid courses, or experience with online student service provision.

**DE Coordinator duties:**

1. Attend college Technology Committee meetings
2. Attend college and district Curriculum Committee meetings when DE issues are before the committee
3. Participate as member of the PCCD DE Committee and participate as member of PCCD Canvas Transition Team
4. Assist faculty in designing, developing, and maintaining DE courses
5. Assist faculty in the use of Moodle and Canvas
6. Keep up-to-date with DE research and best practices as established by state chancellor's office, accreditation committees, other governing bodies, and current academic research
7. Work with administrators and faculty to evaluate structure and functionality of DE courses, insuring that course quality and integrity is maintained
8. Assist with set up of online evaluations of instructors
9. Provide professional development related to DE in the form of on-campus trainings
10. Assist colleges in the transition from Moodle to Canvas

*Rev. May 2017*

*Revision and recommendation by PCCD Distance Education Committee*



PFT Special  
Assign...nts.pdf

From: Inger Stark [istark@peralta.edu](mailto:istark@peralta.edu)  
Subject: Important info about DE Coordinators for 2017/2018  
Date: May 10, 2017 at 5:32 PM  
To: Tram Vo-Kumamoto [tvokumamoto@peralta.edu](mailto:tvokumamoto@peralta.edu), Myron Jordan [myronjordan@peralta.edu](mailto:myronjordan@peralta.edu), Zhanjing (John) Yu [zhyu@peralta.edu](mailto:zhyu@peralta.edu),  
Jeffrey Lamb [jlamb@peralta.edu](mailto:jlamb@peralta.edu)  
Cc: Jason Cole [jcole@peralta.edu](mailto:jcole@peralta.edu)



Vice Presidents Tram, Myron, John, and Jeff,

Attached is a revised DE Coordinator Duties document, that was approved at the DE Committee this past Monday, May 8. A few things to note:

- The load recommendation for summer remains at .25 (the same as last summer)
- The load recommendation for Fall and Spring semesters has decreased from .5 to .4 - to make a long story short, this was decided based on increased help from the district office on the Canvas transition, and as a good faith effort to better align the DE Coordinator load with other release assignments
- Jason does not yet have confirmation of a DE budget for next year to fund coordinators, but I think its safe to "bet" that he'll get it. And, anyway, you can't run online/hybrid classes without a Moodle admin so... I suggest you proceed "as if."
- The DE Coordinator duties document now identifies the VPI as the supervisor (it used to be the VC of Ed Services)
- The duties are only slightly changed, with added notes about Canvas
- It now clearly states that the load may be shared by multiple people

I'm sorry this document, and the changes, are very late in the semester in getting to you.

If you have already done a call for DE Coordinator(s), I hope you'll consider doing a follow-up call and/or an update of some sort to interested people.

I've also attached the PFT document related to Special Assignments so you have it handy as you plan.

Let me know if I can help,  
Inger

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Inger Stark, Ph.D.  
Sociology Instructor  
Chair, PCCD Distance Education Committee  
Distance Education Coordinator

#### **Faculty Distance Education (DE) Coordinator Duties**

*Originally developed in August 2013  
Revised 12/16 by PCCD DE Committee with recommendations for Spring and Summer 2017  
Revised 5/17 by PCCD DE Committee with recommendations for 2017/2018 Year*

**The faculty DE coordinator assists faculty in the delivery of Distance Education courses**



Draft: What Merritt's DE Committee Charge and Membership Might Look like...

**Faculty Senate**  
**DISTANCE EDUCATION COMMITTEE**  
**Committee Charge and Function**

The Distance Education (DE) Committee is charged with reviewing, creating, and recommending policies, procedures, and practices to the Faculty Senate in order to promote strategic, high-quality, and sustainable growth and delivery of distance education at Merritt College that fosters academic excellence, equity, and student success.

**Committee Charge**

The committee's duties include, but are not limited to:

- Implement strategic Plan goals for online learning Develop policies and procedures to meet college, state, federal and accreditation requirements
- Maintain and update College Distance Education Manual
- Monitor Distance Education rules and regulations
- Evaluate enrollment data, student performance indicators and other relevant Distance Education data
- Promote best practices, training and support to enhance Distance Education pedagogy for faculty
- Advise faculty on strategies to increase retention and persistence
- Ensure accessibility (508-compliance) in Distance Education courses through outreach and trainings
- Recommend policies and procedures regarding test-taking security, student verification, and authentication
- Promote equity in Student Services and Academic Support Services for Distance Education students at San Ramon and Pleasant Hill campuses
- Develop programs that provide students with training and support for successful online learning
- Consult with college Distance Education Coordinator on local, state, and national Distance Education issues
- Providing a liaison to District Distance Education Committees, Taskforces and Work Groups
- Conduct regular communications with college stakeholders

**Committee Membership**

The membership consists of at least six (6) faculty (Div 1,2,3; Library; Counseling, CTE), the VPI, Dean of SS, one (1) classified member (A&R), one (1) student, all with interest or background in Distance Education. Per the senate constitution there may be no more than 1/2 as many administrators as faculty. The Chair of CIC or designee shall be an ex-officio member (voting).

AMR/9/17



CTE/CE Funds — MCAS ~~9/21~~ 9/21/17

**From:** Siri Brown

**Sent:** Thursday, September 7, 2017 5:21 PM

**To:** Mary Clarke-Miller

**Cc:** Marie Amboy; Jowel Laguerre; Christine Williams

**Subject:** SWP; Round 2 Allocation-Local & Regional

Hi Mary, Thank you again for your patience. Please share this email with the Career Education Committee. I'll be emailing this to the VPs and Presidents as well. Although a bit long, I hope everyone reads this entire email as I hope to give clarity.

The Peralta SWF Local allocation for Round 2 for Peralta is \$2,301,321.00. **NOTE that we will not receive these funds from the state until approximately January of 2018.** The district will retain the state allowed 4% for indirect costs. The college allocations were determined by the CTE FTES from the previous academic year. Keep in mind that the state **may** award us an additional 17% if we meet prescribed incentives. We will look at this in more detail at a CEC meeting this fall.

The Peralta SWF Regional allocation for Round 2 is \$1,461,871. **NOTE that we will not receive these funds from the state until approximately March of 2018.** You will see the direct costs that the district will utilize to assist in meeting the metrics and is in alignment with decisions made last academic year.

**2017-18 LOCAL Strong Workforce (SWP) Allocation**  
**Round 2-expected January, 2018**

Peralta \$ 2,301,321  
 District 4% (indirect) \$ 92,052.84  
 Colleges Allocation \$ 2,209,268.16

Allocation by College LOCAL			
Row Labels	Sum of FTES_TOTL	Percentage	SWP
Alameda	736	15.30%	\$ 338,018
Berkeley	745	15.49%	\$ 342,216
Laney	1,869	38.85%	\$ 858,300
Merritt	1,461	30.36%	\$ 670,734
<b>Grand Total</b>	<b>4,812</b>	<b>100%</b>	<b>\$ 2,209,268</b>

**2017-18 REGIONAL Strong Workforce (SWP) Allocation**  
**Round 2-expected March, 2018**

Peralta \$ 1,461,871.00  
 SWF Director+ Benefits \$ 190,000.00  
 CTE Liasons+Benefits \$ 50,000.00  
 Conferences \$ 45,000.00  
 Equipment/Supplies \$ 5,000.00  
 Internship/Direct Costs \$ 50,000.00  
 TOTAL: District (direct) \$ 340,000.00  
 Colleges Allocation \$ 1,121,871.00

Allocation by College REGIONAL			
Row Labels	Sum of FTES_TOTL	Percentage	SWP
Alameda	736	15.30%	\$ 171,646
Berkeley	745	15.49%	\$ 173,778
Laney	1,869	38.85%	\$ 435,847
Merritt	1,461	30.36%	\$ 340,600
<b>Grand Total</b>	<b>4,812</b>	<b>100%</b>	<b>\$ 1,121,871</b>

It is my sincere objective that we focus on improving, growing and innovating our efforts in the critical programs that you chair and teach in. At the end are students who are well trained, excited and eager to meet the demands of the labor force with increased pay for their families and a future that is bright.

Until Africa is Free,  
 Siri Brown, Ph.D.  
 Vice Chancellor of Academic Affairs

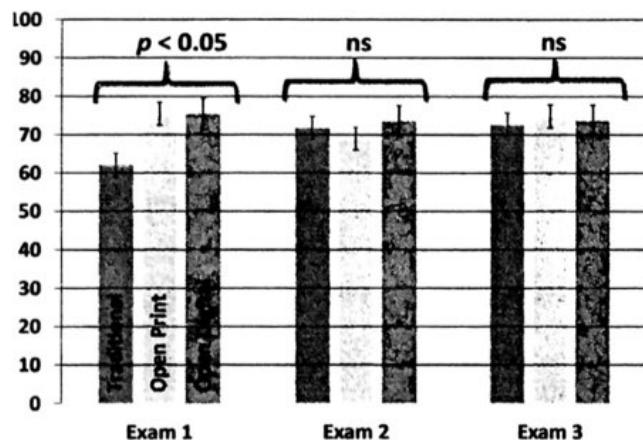
Peralta Community College District

(510)466-7218

## How do open texts compare to traditional texts?

Studies<sup>4</sup> show that open texts are as good or better than traditional texts.

Each class was given a different textbook:



Students prefer open texts.

Students were asked to rate their textbook on a scale of 1 (very poor) to 5 (excellent)

Traditional	3.54
Open print	3.90
Open digital	3.74

## Where can I find open texts?

Search for Texts & Read Faculty Reviews



COMMUNITY COLLEGE  
CONSORTIUM FOR  
**OPEN**  
EDUCATIONAL  
RESOURCES

Open Textbook Library



OpenOregon  
Educational Resources

lumen

The Orange Grove  
Florida's Open Educational Resource Repository



WASHINGTON

Open Educational Resources Network

Open Access Textbooks

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Education

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State University

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CALIFORNIA

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for Learning and Online Teaching

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Services

To learn more:  
<https://canvas.instructure.com/courses/1123092>