



Merritt College Academic Senate

Thursday, October 5, 2017
12:30 TO 2:00 PM – ROOM R29

AGENDA



- 1. Call to Order:** Agenda Review
- 2. Reading & Approval of Minutes**
 - 2.1 September 7; September 21
- 3. Reports of Officers**
 - 3.1 President; 3.2 Vice-President; 3.3 Treasurer; 3.4 Recording Secretary
- 4. Reports of Shared Governance, Standing and Special Committees**
CDCPD-Rivas, CEMPC-Elliott, CIC-Thai, CBC-Lawson, MTC- Hackett,
SLOAC-Casale, CTE Giorgi/Briffa; DE-Alexander; SEM-Holloway/Rivas
- 5. Standing item:** Accreditation update-Casale; IEPI-Participatory Governance Manual-
Rivas; OER Grant-Pantell; BSI/SSSP/Equity Integrated Plan-Rivas
- 6. New Business**
 - 6.1 Update on Special Senate Election results for interim replacements for Senators on leave fall 2017. (10.6 College Governance Structures) Ciddio
 - 6.2 Update on specific actions to be taken to support the transition to CANVAS and formation of joint Senate/Administration Distance Education Committee. The Senate will hear from DE Coordinator Alexander about specific actions to be taken regarding this fall semester to support effective transition to CANVAS. The Senate will also take action regarding establishing a joint Senate/Administration DE Committee. (10.6 College governance structures; 10.10 Institutional Planning) Alexander/Rivas/Marciulionis
 - 6.3 Review of draft College Council Merritt Participatory Handbook. The Senate will review and discuss the draft version of the Merritt College Participatory Governance Manual, and, more specifically, the faculty membership of the Council. (10.6 College Governance Structures) Rivas/Thai

7.0 Adjournment

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

Title 5 53200 defines the Senate's role as an organization whose primary function is to make recommendations with respect to the following policy development and implementation matters:

- | | |
|---|---|
| 1. Curriculum, including establishing prerequisites. | 7 Faculty roles and involvement in accreditation processes. |
| 2. Degree and certificate requirements. | 8 Policies for faculty professional development activities. |
| 3. Grading policies. | 9 Processes for program review. |
| 4. Educational program development. | 10 Processes for institutional planning and budget development. |
| 5. Standards or policies regarding student preparation and success. | 11 Other academic and professional matters |
| 6. College governance structures, as related to faculty roles. | |

Academic Senate President's Report #3, Fall Semester, 2017
October 5, 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 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 26, Committee reviewed Report Draft, and began to develop 5 integrated goals that would cut across SSSP/Equity/BS. A major component of this plan will be to integrate the budgets of these programs.

2. Joint Senate/Administration Enrollment Management Committee

Committee meeting held on September to review updated draft of SEM Plan to be completed December 15. The committee decided on 1 goal: Raise Enrollment to number called for by district, and began to identify specific objectives related to Outreach, Basic Skills, Non-Credit, Transfer, Systematic Enrollment Management Practices, Student Success and Retention, *all that would be connected to students effectively "Moving In, Moving Through, and Moving On"* from Merritt College. An important aspect of the report will be to have a three-year plan for how to remain focused on Enrollment Management efforts as well as to realize that achieving enrollment management goals is not a one-semester or one-year endeavor.

3. Joint Senate/Administration Distance Education Committee

Committee VPI Lamb met with DE Coordinator Alexander to work on developing specific activities for transition to CANVAS and to discuss ideas related to DE Committee charge. A major concern here is succession planning for Merritt DE Coordinator for 2018-19, at which time current DE Coordinator plans on stepping down.

4. 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. President Burns attended OER meeting of October 3 to pledge support for efforts to make

District Academic Senate

1. The DAS is looking to develop a Faculty Plenary for Spring 2017, possibly during the January Flex Day, to bring faculty together to become more aware of the importance of being informed about faculty responsibilities and roles related to asserting 10+1 at PCCD colleges.
2. The DAS is sponsoring a *Resolution for Faculty Consultation Regarding Public or Private Collaborations, Partnerships, or Business Associations*. The resolution will be shared with college Senates with a request for support of the resolution.
3. The DAS has asked the PCCD District Distance Education Committee to develop a PCCD District DE Plan, which would include connection to college DE Plans. The District Academic Affairs and Student Services Committee (DASSC) will put this topic on their upcoming agenda. At present Merritt needs a faculty member to serve on the PCCD DE Committee.

Draft

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:

- Develop DE Plan for Merritt College
- 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/10/17

Resolution for Faculty Consultation Regarding Public or Private Collaborations, Partnerships, or Business Associations

Whereas, California Title 5 § 53200 of the California Code of Regulations, states an "Academic Senate means an organization whose primary function is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters" and the "10+1" of "Academic and professional matters" which include "10. Processes for institutional planning and budget development." § 53200(C);

Whereas, any negotiations or decisions related to the Peralta District's collaboration, partnership, or business association with public or private entities profoundly impacts Peralta "processes for institutional planning and budget developments." § 53200(C);

Whereas, the District Academic Senate's consultative role requires consistent involvement and collaboration in discussions regarding the Peralta District's collaboration, partnership, or business association with public or private entities and requires transparency in the discussions and negotiations pertaining to any collaboration, partnership, or business association in order to meet the letter and spirit of California Title 5 § 53200;

Be it resolved, that the District Academic Senate must have a consultative role in any decision-making by the Peralta Community College District's Board of Trustees, in consultation with District officials, related to any negotiations or agreements regarding the Peralta District's collaboration, partnership, or business association with public or private entities in order to meet the letter and spirit of California Title 5 § 53200;

Be it further resolved, that the full honoring of the consultative role of the District Academic Senate should include a collaboration between the Participatory Governance Council and the Academic Senate to create a formalized decision-making process regarding any deliberations and negotiations relating to the Peralta District's collaboration, partnership, or business association with public or private entities to ensure due deliberation with faculty and the full honoring of faculty consultative prerogatives regarding "processes for institutional planning and budget development." § 53200(C)

DAS/10/2017

Merritt College Academic Senate Goals 2017-18

Goal 1. Assert MCAS 10+1 re specific tasks

100	Distance Education	Mark:
	Enrollment Management	0-100, where are we? 55
	CTE (CE)	
}	SSSP/Equity	0-100, where do we want to be? 90
	Accreditation	
	Zero Cost Texts/Degrees	How do we get to our goal? _____
	Curriculum	

0 **More awareness; Stronger Leadership Roles; Training sessions for all faculty on 10+1; More participation by faculty at Senate meetings**

Goal 2. MCAS Supporting Culture of Assessment on campus

100	Establish on-going structure	0-100, where? 62.8
}	Write into Admin job Descriptions	0-100, where want to be? 95
	All new hires oriented re Importance of SLO's	How do we get there?
0	Align SLOs with PLOs & ILOs; Engage all constituencies; Include data re SLO, etc. assessment into all college reports, e.g., SSSP, Equity, BS, etc.	

Goal 3. Developing Engagement and Leadership among all faculty

}	100	<i>Offer support, info & incentive</i>	<i>0-100, where? 65</i>
		<i>Lead by example</i>	<i>0-100, where want</i>
		<i>Succession planning for leaders</i>	<i>to be? 90</i>
		<i>Clear expectations for leaders</i>	<i>How do we get there?</i>
		<i>Incorporate expectations into TRCs</i>	
		<i>Make Senate meetings more open;</i>	
		<i>Have Leadership trainings;</i>	
		<i>Merritt Faculty plenary</i>	

SECTION III

COLLEGE COUNCIL CONSTITUTION

Preamble

Reference ACCJC standard IV: Leadership and Governance

The members of the Board of Trustees, as elected officials, recognize their accountability to the electorate with the District and their responsibility under law to make policy decisions affecting the District.

By establishing the Merritt College Council, the College provides a forum through which students, faculty, administrators and staff make policy recommendations to the College President. The sole purpose of this Constitution is to implement the concept of participatory governance enacted by AB 1725. This Constitution shall not be construed in any manner to alter the fundamental relationship between the PCCD Board of Trustees and Merritt College. The Board retains all powers implied or granted by state law (Education Code and Title 5).

This Constitution recognizes the special relationships mandated by Title V, AB1725 and the Ed Code between the Board of Trustees, and the faculty, or staff or students. This Constitution do not detract from the rights and responsibilities of unions or the Academic or Classified Senate to address the President or the Board of Trustees directly on items within their scope, nor are these procedures meant to detract from any negotiations or negotiated agreement between collective bargaining units and the Board of Trustees.

1. In matters concerning "Academic-Professional Matters" (Title V, 53200), the Administration will rely primarily on the advice and judgment of the Academic Senate. (See Board Policy 2.23, attached.)
2. PFT Union and Academic Senate recommendations on District policy as mentioned under "Purpose" are not within the scope of the College Council, nor are recommendations of the Curriculum and Instructional Council which go directly to the Vice President of Instruction, the Academic Senate and to CIPD (Council on Instruction, Planning and Development).
3. Items concerning broad-based College policy shall be presented to the College Council to ensure that all constituencies have had an opportunity to participate in the formulation and development of those matters through the process of shared governance.

Article I: Name

The name of the organization shall be the Merritt College Council.

Article II: Purpose

The purpose of the College Council will be to receive college recommendations from the four Review Committees, obtain constituent opinions, advise the President as to recommendations, and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College practices and procedures are discussed collegially before they are acted on or implemented by the College President. The College Council is further charged with the responsibility of upholding participatory governance principles through consultation with the Academic Senate, Peralta Federation of Teachers, Classified Senate, Administration and Associated Students of Merritt College.

Article III: Membership

The membership of the College Council will include 20 representatives from the following four Merritt College constituent groups (i.e., faculty, classified staff, administration and students):

Voting (12)

- Three (3) administrative representatives (Vice President of Instruction, Vice President of Student Services and one Instructional Dean selected by the College President)
- Four (4) faculty representatives (the Academic Senate President, one appointed by the Academic Senate, one appointed by the PFT and one selected jointly by the Academic Senate and the PFT),
- Five (4) Classified Senate representatives (the Classified Senate President and four selected by the Classified Senate, including at least one from Local 1021 and one from Local 39)
- Associated Students of Merritt College President (or designee)

Ex-Officio, Non-Voting (6)

- Faculty Co-Chair of College Educational Master Planning Committee
- Faculty Co-Chair of Budget Committee
- Faculty Co-Chair of Technology Committee
- Faculty Co-Chair of Facilities Committee
- College President
- Business and Administrative Services Manager

The representatives to the College Council will be selected through their constituency group senates (i.e., Academic Senate for faculty, ASMC for students and Classified Senate for classified staff), except as noted above under "administrative representatives". A constituency group may replace its representatives at any time during the year; however the replacement must be appointed to serve out the remainder of the annual term.

Article IV: Committees

All committees of the College Council shall adhere to the procedural operations of the Constitution.

Goal-Setting and Assessment (per accreditation standards)

At start of each academic year, committees are to set attainable and measurable goals, which are then reviewed and assessed the end of the academic year. Assessment of these goals are reported to the College Council each year.

Membership

All committees shall consist of representatives from all four constituency groups.

Committee memberships should not exceed 12 voting members.

Terms of service for committee members is one academic year. Committee members can serve no more than three consecutive terms. Committee chairs can serve no more than two consecutive terms.

Committee members who miss two consecutive meetings automatically vacate their seat on the committee.

If a seat becomes vacant during the academic year, the committee shall notify the appropriate appointing authority to identify a replacement to serve out the remainder of the term.

It is strongly recommended that committee members be appointed and chairs be elected at the end of the spring semester to ensure continuity.

Roles and Responsibilities

Committee Chair and Co-Chair

When chairs of College Committees are elected they become non-voting members of the committee. In the event of a tie, the Chair may vote to break the tie if they wish. Chairs are chosen to guide the agenda. They are expected to be well-versed in parliamentary procedures to maintain order and ensure efficient dialogue.

The responsibilities of the Chair/Co-Chair are as follows:

- Regulate attendance at meetings and track membership
- Understand the committee's charge, membership, and reporting relationships to other governance groups
- Prepare the agenda and facilitate discussion of all items in a timely manner
- Encourage feedback from members
- If the governance group does not have support/resource staff, the Chair is responsible for sending

- out and posting meeting materials and editing minutes
- Inform and remind the committee of upcoming meetings and/or schedule of meetings
- Provide new members with orientation and training
- Facilitate the review of goals and bylaws annually
- Report regularly to College Council

Committee Member

The responsibilities of members are as follows:

- Arrange one's schedule to accommodate the committee's meeting schedule
- Attend all committee meetings
- Be prepared for meetings: review materials in advance; be ready to discuss and/or provide feedback; take notes to report back to the constituency group
- Advocate for the interests of their respective constituency groups

Expectations and Engagement

- Faculty and staff who participate in governance must fulfill their professional obligations before assuming additional responsibilities as committee chairs (i.e., assessment, performance evaluations, program reviews and annual program updates, etc.)
- Maintain a professional and collegial environment; attack the issue – not the person; communication shall take place without fear of reprisal
- Committee members are expected to share the floor and avoid dominating the discussion
- Stay engaged in meeting discussions and avoid sidebars and distractions

Meetings

See Article V: Meetings

Reporting

All committee meeting agendas and minutes must be posted to the College website in a timely manner.

The four review committees and three senates must provide reports in written form for each College Council meeting.

Creation or Deactivation of Committees

The process for creating or deactivating a committee that reports to College Council follows the Robert's Rules of Order and the philosophy of Merritt College Governance. In order for the creation or adoption of college committees, it must (1) receive a 2/3 affirmative vote of the College Council, (2) be reviewed by all four constituent groups of the College and (3) be approved by at least three of the four constituent

groups.

Article V: Meetings

Brown Act

All participatory governance meetings are open to the public in compliance with the Brown Act.

Scheduling

Regular meetings shall be scheduled at least once a month during the fall and spring academic terms. The chair may call emergency as needed to conduct business. An emergency is defined as the need to take action before the next regularly scheduled meeting. The chair may also call extra meetings to continue deliberation on an action item as needed.

Quorum

A quorum must be present to hold a meeting. A quorum is defined as a majority of all voting members. In the absence of a quorum, Robert's Rules of Order state that the meeting must be adjourned.

Agenda

The Chair(s) shall determine the agenda for each meeting. The College President, Academic Senate President, Classified Senate President, and ASMC President, as well as any member, may submit agenda items. Agenda items shall be submitted in writing to the Chair five working days prior to the agenda being distributed. Per the Brown Act, the agenda "must be posted at least 72 hours prior to meeting." Items not on the agenda may not be discussed or voted on (action items).

Action Items

Any action items being recommended for approval shall be submitted in written form. Any member of the public may present or speak on behalf of the action item.

When considering an action item, the committee may vote to approve, disapprove, or refer the item to another committee or to the originator for revision.

Minutes

All meetings must be documented with official minutes, which include the following:

- Meeting Information (i.e., date, time, location, type of meeting)
- Attendance, quorum, name of each motion maker
- Exact wording and action of motions, amendments (e.g., adopted, defeated, postponed, referred, laid, etc.)
- How every member voted (depending on bylaws)

Minutes shall be approved as part of a consent calendar or the regular agenda.

Parliamentary Procedure

Unless otherwise specified by this Constitution, all meetings shall adhere to Robert's Rules of Order.

Article VI: Bylaws

Bylaws shall adhere to the Constitution and consist of the following sections

- Purpose of the committee within the participatory governance structure.
- Charges are the specific responsibilities that the committee must fulfill.
- Membership must include equitable representation of all constituency groups.
- Procedures for Appointments, Vacancies, and Elections of Chairpersons.
- Duties of Chairpersons (not mentioned in the Constitution)
- Ratification of amendments to bylaws

Review and Revision of Committee Bylaws

Bylaws must be reviewed annually at the first meeting of the academic year to ensure that they align to institutional processes and procedures.

Article VII: Ratification and Amendment

Ratification of and amendments to the Constitution may be proposed by any member of the College Council. In order to be adopted, proposed amendments must (1) receive a 2/3 affirmative vote (14 members) of the College Council, (2) be reviewed by all four constituent groups of the College and (3) be approved by at least three of the four constituent groups.

October 5, 2017

Vice President's Report, #2

1. Voting Update: (Voting Committee: Tae-Soon Park, Tom Renbarger and Mary Ciddio)

- Regarding the Senate special election, the originally scheduled deadline for nominations of 9/26 at 5 PM was postponed due to the evacuation of campus on 9/26/17 in the early afternoon.
- Tae-Soon and Tom tallied the nominations for the upcoming special election late this morning. There were two contract faculty nominees and two part-time faculty nominees (One stray nomination found in the Chair's Election Box)

Contract faculty: Monica Ambalal and Jennifer Yates

Part-time faculty: Reza Sarraf and Terry Wilbert

- I emailed out the ballots today and Tom made sure there are envelopes at the ballot box.
- Per Senate Constitution, there is to be a one week period between nominations and elections. Voting is to start on a Wednesday and end on a Tuesday.

Timeline:

9/26/17- Nominations ended

9/27 to 10/3/17 - one week period between nominations and elections

10/4/17 to 10/17/17 - Voting Period ends on 10/17/17 at 5:00 p.m.

10/19/17 New Senators will take their seats at this meeting.

2. Strategic Enrollment Management Committee:

Mario and I have been attending the Strategic Enrollment Management Committee and we are making progress on identification of goals and objectives but there is more work to be done.

3. Forum with the Chancellor, October 2, 2017

Chancellor Dr. Laguerre came to Merritt College on October 2 to answer questions put forth by faculty and staff. Here are some highlights:

A's moving on to Peralta Property. Update on the story about the A's moving onto Peralta Property.

Not yet talked about it, or thought about it. Received just a letter and no decisions have been made. (Evidently this is to be discussed at the next board meeting)

- Looking at how selling or leasing land to the A's will benefit our students and will there be internships available for our students?
- Chancellor listed a stream of programs that could benefit from not only internships but also jobs as a result to include culinary arts, nutrition, landscape architecture, multimedia, drafting, security.
- He also noted he would follow up with them to obtain paid internships and jobs since they are here with us as part of Oakland.
- He noted that the land at the District needed to be developed in some way as there were many problems including skunks in the warehouse.

Elevator in the R building and other Facilities Issues

Introduced Enriquez our new director of Facilities at Merritt

BA Degrees here at Merritt

Looking into it. I recommended they look at having a satellite program from one of the universities housed here – ask them to bid on the idea.

Payment delays – we need to streamline our payment processes – yes we do. Focus on a Director and new processes at the district.

Enrollment Management was discussed as a concern given that so many courses needed for degrees or certificates were filled by the beginning of the semester. Mario and I have been attending the Strategic Enrollment Management committee meetings and a plan is being developed for Merritt to help us meet our goals and objectives. It was noted that Dr. Siri Brown was involved with this

Mary Ciddio, Vice President, Merritt College Academic Senate, 10/5/17 Report #2

issue at the District Level. It was noted that input should be sought from Counseling Staff who understand which classes always fill and which ones do not.

Shuttle from Laney to Fruitvale Bart and up to Merritt needed so students could more easily take classes at different campuses.

Other topics included:

Categorical money – make the District help out with not pushing off bills to the next year when they can be paid in this year.

There have been issues with recruitment.

Why does Laney get more \$ than the rest of us? – discussion on sibling rivalry;

International Students;

Bond Measures dependent upon the Educational Master Plan, Facilities Master Plan and a check on the appetite of the community for a Bond Measure.

4. I will be attending the ASCCC Area B Regional Meeting in Petaluma on 10/13/17

SPECIAL ELECTION - ACADEMIC SENATE BALLOT for CONTRACT FACULTY

Instructions: You may vote for one (1) candidate from the two nominees below.

Please vote for contract faculty to fill this vacancy. You must also be contract faculty to vote for a contract faculty seat. To keep your ballot secret, do not write your name or otherwise identify yourself on your ballot.

- After you have made your choices, fold this ballot until it fits in the smaller envelope and then insert the ballot into this smaller envelope which you should leave unsealed. **DO NOT WRITE ON THIS ENVELOPE!**
- Place the **smaller** envelope into the **larger** envelope. Seal the larger envelope and sign your name in the upper left corner. Place the completed ballot in the Academic Senate Election Box located in **S-434**. Your ballot will not be counted if the larger envelope is not signed and sealed.
- The deadline to complete your ballot is 5:00 p.m. on Tuesday, October 17, 2017.

Election Period: Wednesday, October 4, 2017 to Tuesday, October 17, 2017
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The MCAS Election Committee will announce the results of the election to the campus community by Tuesday, October 17, 2017. The elected senator will be invited to attend the October 19, 2017 Senate meeting, and will assume their powers and responsibilities at that time.

I vote for the following contract faculty to become a member of the Merritt College Academic Senate for Fall Semester 2017: (vote for one only)

_____ **Monica Ambalal**

_____ **Jennifer Yates**

Write-In Candidate: _____

Return this Ballot as follows:

On: Tuesday, October 17, 2017 by 5:00 p.m.

To: The Academic Senate Box in S-434.

Merritt College CTE Committee Report to Merritt College Academic Senate: 10/05/2017

1. CTE Committee works to become a standing committee of the Merritt Academic Senate: District Committee in collaboration with new director of SWF will work on this for all colleges. Continues
2. News:
 - a. Marie Amboy, new Director of Strong Workforce and CTE at the district visited our CTE committee meeting this past Thursday.
 - b. CTE Committee at Merritt approved the DRAFT SWF Allocation Timeline and Process. Fall 2017. Merritt College with a few revisions. The final document will be forthcoming from the office of the VPI.
 - c. The District Director Marie Amboy will be attending our college committee meetings in the future. She is very open and willing to help us with our work here at Merritt.
3. Priority of concerns and tasks for Merritt CTE committee
 - a. 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.
 - b. CTE needs a timely response to action items considering the timeline for certain funding sources. For example, the final SWF Allocation Timeline and Process. Fall 2017.
 - c. 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.
4. Questions?