

Meeting Minutes

Merritt College Academic Senate

Thursday, October 21, 2021

12:30-2:00 pm

Zoom URL: <https://cccconfer.zoom.us/j/99184622859>

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
X	Tom Renbarger, President	X	Mary Ciddio, Vice President
X	Jennifer Yates		Arja McCray
X	Heather Casale	X	Isela Gonzalez Santana
X	Lowell Bennett	X	Monica Ambalal
X	Ron Moss	X	Stefani de Vito
X	Derrick Ross	X	Maria Suarez
	Anthony Powell	X	Jack Smith
Guests – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
X	Lilia Chavez, VP of Student Services	X	Mario Rivas, Professor Emeritus
X	Lisa Webb, Dean of Counseling & Equity	X	Feather Ives, Guided Pathways
X	Rosa Perez, Counseling	X	Nathan Pellegrin, Director of Research
X	Carlos McLean, Counseling	X	Chriss Foster, Division I Dean

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	12:31 pm	
II. Adoption of Agenda	Amend item 5C from “District DE Plan” to “Merritt DE Plan.” MOTION (Suarez): Approve amended agenda. Approved unanimously.	Chair – Email to merrittgovdocs@peralta.edu
III. Approval of Minutes	MOTION (Bennett): Accept minutes from 9/30/21. Approved unanimously.	Chair – Email to merrittgovdocs@peralta.edu
IV. Public Comment and/or Announcements	Ciddio: Commend PDC Committee and workshop presenters on “one of the best Professional Days ever,” yesterday’s Flex Day. Santana: How can we improve communication with Merritt students regarding COVID, vaccine mandates, Spring schedule. Renbarger: We need our own return to campus conversation. Agendized for next meeting.	
V. Action Items/ Presentations	5A: Presentation on A&R Processes and Faculty’s role (Chavez): There are 44 forms and over a dozen entities/access points requesting service from A&R (staff of 4). VPSS and A&R developed a manual for faculty: access at Merritt.edu, click Admission & Records, then Navigation Diagram Guidebook. Outlines steps & routing for each form and links to the forms themselves.	

	<p>Q (Suarez): can we do a similar analysis of the enrollment process so that we can see and improve student messaging? A: YES. Q (Ives): What should we do when a Record Correction is requested from a professor who no longer works at Merritt? A: District needs policy to address this situation. Goal: automation of these forms and processes with tracking. VPSS will make this presentation to CDCPD to get more buy-in from Chairs who will ensure that faculty can locate the manual. Pellegrin: eliminating inefficiencies in these processes is an equity issue.</p> <p>5B: Student Success & Equity (SSE) Committee goals (Smith): 1. Develop initiatives to address African American and Latinx males. 2. Creation of task force to address DI students. 3. Adoption of student survey. 4. Encourage DI student initiatives and alignment with budget allocation. Webb: Guided Pathways is partnering with SSE to jointly develop/administer student survey. DI groups should be our focus. Bennett: shared document on Grading for Equity practices. District-wide math group has already implemented these practices: changing classroom operations to improve student motivation and grade for fairness. Book: "Grading for Equity" by Joe Feldman, also gradingforequit.org. Renbarger: Once SSE has formally adopted goals, MCAS will align/support.</p> <p>5C: Merritt DE Plan 2021-24 (Ambalal): Goal: Close equity gaps, align with equity goals, track enrollment trends. Prior to pandemic, online enrollment was rising, peaking in Spring 20 at 28%. Equity issues in retention of online students: lowest for African American males. One intervention: lower class caps in online courses. Ives: Can we embed surveys in Canvas rather than emailing? A: Embedding surveys in Canvas requires District creating that functionality and approving its use. Monica will return in 2 weeks to report on District-wide DE Plan.</p>	<p>Discussion only</p> <p>Discussion only</p> <p>Discussion only</p>
VI. Standing Items	None	
VII. New Business	None	
VIII. Old Business	None	
IX. Announcements	Next meeting: Thursday 11/4/21 12:30-2:00 pm	
X. Adjournment	1:56 PM	