



MERRITT COLLEGE ACADEMIC SENATE

Merritt College Academic Senate (MCAS)

Meeting Agenda

Thurs., March 2, 2023

12:30 – 2:00 P.M.

Zoom URL: <https://us06web.zoom.us/j/88461880114>

Membership

Voting

Thomas Renbarger
(President)

Monica Ambalal
(Vice President)

Frances Moy
(Treasurer)

Dan Lawson
(Recording Sec.)

Lowell Bennett (PT)
(At-Large DAS Rep.)

Stefani de Vito
Arja McCray
Isela Santana
Heather Casale
Maria Suarez
Janine Nkosi
Rosa Perez
Noël Fagerhaugh
(PT)

Quorum

6 voting members

- I. Call to Order
- II. Agenda Review, Changes and Adoption – *2 min.*
- III. Approval of February 16, 2022 minutes – *5 min.*
- IV. Public Comment – *3 min. per individual, 9 min. max*
- V. Consent Calendar: Pending approval of the Consent Calendar, the following items will be adopted without discussion. Items pulled from Consent will have a 10-minute discussion period. – *4 min.*
 - a) Approval of MCAS elections for the 2023-24 academic year
 - b) Reaffirmation of resolution for a streamlined process for the approval of non-fiscal Memoranda of Understanding
- VI. Action Items/Presentations – *65 min.*
 - a) Academic Senate Meeting Modalities (Renbarger) – *20 min.*
 - Action: MCAS will consider the adoption of an updated meeting policy in light of word from district legal counsel
 - b) Approval of updated Curriculum Committee By-Laws (Renbarger) – *10 min.*
 - Action: MCAS will consider the approval of an update to the Curriculum Committee By-Laws changing quorum from 6 voting members to 4 voting members
 - c) MCAS Scholarships (MCAS) – *15 min.*
 - Action: MCAS will consider action on how many scholarships to offer, the value of these scholarships, and a timeline for submission and review of MCAS scholarship applications.

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- d) Inoperative Elevators in the L Building (Santana) – *10 min.*
 - Action: MCAS will consider action to prompt repairs of inoperative elevators in the L Building
- e) Faculty Committee Assignments (Renbarger) – *10 min.*
 - Action: New Curriculum Chair (and continuing MCAS President) Renbarger will need help with faculty staffing of participatory governance committees. MCAS will consider the options available.

- VII. Standing Items – *5 min.*
 - a) Reports From Officers (Pres., VP, Treasurer, Recording Secretary, Corresponding Secretary)
 - b) Reports From Committees (Curriculum, Council of Department Chairs and Program Directors, College Budget Committee, College Facilities Committee, Institutional Effectiveness Committee, Merritt Technology Committee, Distance Education Committee, Career Education Advisory Council, Student Success and Equity Committee, Guided Pathways)
 - c) Accreditation
 - d) Equity

- VIII. New Business

- IX. Old Business

- X. Adjournment
 - Next meeting: March 16, 2023

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Motion: The Merritt College Academic Senate election will adhere to the following terms in the timeline given below:

Nomination Period: March 8 – March 21, 2023

Election Period: April 5 – April 18, 2023

Election Results will be announced during the April 20, 2023 meeting of the Academic Senate.

MCAS President Renbarger will work with Director of Research Nathan Pellegrin to develop electronic ballots for both nominations and elections.

Per the Academic Senate Constitution, six contract faculty will be elected to two-year terms. Two part-time faculty will be elected to one-year terms.

The following contract faculty are in the first year of their two-year terms, and thus will not need to run for re-election:

- Frances Moy
- Heather Casale
- Tom Renbarger
- Dan Lawson
- Janine Nkosi
- Rosa Perez

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Whereas, current instructions for “Contract Procedures and Routing” originated from the PCCD Department of Finance and Administration, and refer to “All contracts, service agreements and agreements from vendors”

Whereas, CE affiliate contracts and Memorandums of Understanding are unique in nature, do not require financial outlay either to or from industry partners, and pertain to the unique needs of individual CE programs for preparation of students for highly skilled, hands-on workplace environments

Whereas, the current procedure requires preliminary approvals from six entities, including the Vice Chancellor of Finance & Administration, the Budget Officer/Verification of Funds, and the Purchasing Department, which have no relevance to affiliate contracts and MOU’s

Whereas, the process of approval for CE affiliate contracts, even renewals of long-standing contracts, are taking upwards of two months for college and district approvals prior to the industry partners’ final signature (and students approval to participate in workplace training)

Whereas, the long and cumbersome process creates delays and disruptions in students’ work experience, and the ability for CE programs to function according to accreditation requirements, state regulations, and catalog agreements

BE IT RESOLVED that a separate, standardized process be developed by CE Advisory Committees at the four colleges to expedite new and renewals of CE affiliate contracts and MOU’s that include legal review with no financial commitments or obligations and preserves the unique relationships that exist among CE Deans, programs, industry partners, and student participant cohorts

BE IT RESOLVED that Preliminary Approvals for CE Affiliate Contracts include 1) Program Director/Department Chair, 2) CE Dean, 3) College President, and 4) Chancellor ONLY

BE IT RESOLVED that the signature approval process is completed within 10 business days so as to avoid disruption or delay in students’ completion of certificates or degrees

Author: Jennifer Yates, Ed.D, RT(R)(M)(BD), Radiologic Science Program Director

Approved by MC CE Advisory Committee 11-19-20

Approved by MCAS 12-3-20

Approved and modified (time limit added to second resolution) by District CE Advisory Committee 12-4-20

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Proposed procedure for Approval of CE Affiliate Contracts and MOU's:

1. CE Program Director or Department Chair receives affiliate contract from industry partner.
2. CE Program Director or Department Chair meets with appropriate Dean to review contract and assure that it includes elements required by programmatic accreditation standards and/or program specific state/federal regulations.
3. CE Dean's assistant sends contract to District Contracts for legal review. Ticket created via Sunlight Tracking System.
4. Upon legal approval, ticket is closed and memo is created by the Program Director or Department Chair.
5. Approval signatures obtained by Program Director/Department Chair, Dean, and College President.
6. Dean's assistant uploads contract into DocuSign for Chancellor's signature.
7. When received, contract redirected by Program Director/Department Chair to industry partner for final signature.
8. Upon receipt of executed contract, program may begin offering CE work experience at industry partner site (as long as proper approval has been granted by program accreditor and/or regulators).
9. Executed contract forwarded to Dean, President's Office, District Contracts and appropriate person at District Office for Board Approval at next meeting.

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