



Merritt College Academic Senate

Thursday, February 2, 2017
12:30 TO 2:00 PM – Room R29
AGENDA



- 1. Call to Order:** Agenda Review
- 2. Reading & Approval of Minutes**
 - 2.1 September 15 minutes; October 6, October 20
- 3. Reports of Officers**
 - 3.1 President; 3.2 Vice-President; 3.3 Treasurer; 3.4 Corresponding Secretary
 - 3.5 Recording Secretary
- 4. Reports of Shared Governance, Standing and Special Committees**

CDCPD-Rivas CEMPC–Elliot, CIC/MTC –Rivas, CBC - Tae-Soon Park
CFC – Love, **SLOAC-Casale**
- 5. Standing item:** Institutional Effectiveness Planning Initiative-Rivas; OER Grant
- 6. New Business**
 - 6.1 New Proposed CIC structure-The Senate will review and confirm new faculty appointments to The Curriculum Instruction Council, and will discuss the process to be used to offer assigned Time to certain members of the CIC (e.g. Division 1 and Division 2 Facilitators) Rivas (10+1 1. Curriculum)
 - 6.2 The Senate will address how to assert MCAS leadership in the following areas:
 1. MCAS needs to clarify and identify processes related to which committees on campus need to subcommittees of the Senate;
 2. How to ensure faculty involvement in the effective transition to CANVAS;
 3. How to ensure student success in Distance Education courses;
 4. How MCAS effectively works with the SSSP/Equity Committee to ensure faculty Involvement;
 5. How to increase faculty involvement in participatory governance activities on campus;
 6. How to develop a comprehensive Early Alert Program on campus;
 7. Review whether or not to adopt Embedded Curriculum ("Prepared") software program;
 8. How to involve faculty in the discussion/possible implementation of Guided Pathways?
 9. Convening a campus Enrollment Management Task Force.
- 7. 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. | |



Merritt College Academic Senate

Thursday, March 2, 2017
12:30 TO 2:00 PM – ROOM R29
AGENDA



- 1. Call to Order:** Agenda Review
- 2. Reading & Approval of Minutes**
 - 2.1 February 2; February 16
- 3. Reports of Officers**
 - 3.1 President; 3.2 Vice-President; 3.3 Treasurer; 3.4 Corresponding Secretary
 - 3.5 Recording Secretary
- 4. Reports of Shared Governance, Standing and Special Committees**

CDCPD-Rivas, CEMPC-Elliott, CIC-Rivas, CBC-Park, MTC- Zernicke, CFC Love, **SLOAC-Casale**
- 5. Standing item:** Accreditation update-Casale; IEPI-Rivas; OER Grant-Rivas
- 6. New Business**
 - 6.1 Updating Institution Set Standards (ISSs) for Merritt College. The Senate will review our current ACCJC-mandated ISS standards in the following areas: Course completion (Courses completed with a minimum grade of C); Retention of students from semester to semester; Number of Associate Degrees awarded; Number of certificates awarded; number of combined students transferring to UC, CSU, and private in-state and out-of-state institutions. The Senate will review the process for determining the minimum standards for our college to achieve in 2017-18 in the latter areas. Kessler/Rivas (10+1.5 Standards and policies regarding student preparation and success)
 - 6.2 Transition to CANVAS. The Senate will discuss the planning for transition of Merritt College to use the new Learning Management System, CANVAS, including timeline for the transition, training of faculty, funding of project, and logistics such as space needs for training, etc. (10+1 10. Processes for Institutional Planning and Budget Development)
 - 6.3 Enrollment Management. The Senate will review a draft of a philosophy for Enrollment Management that may be used to guide college planning in the area of Enrollment Management, especially with relevance to all factors that affect the success of students Moving In, Moving Through, and Moving On from Merritt College. Rivas (10+1.10 Processes for institutional planning)

Adjournment

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Merritt College Academic Senate

Thursday, April 6, 2017
12:30 TO 2:00 PM – ROOM R29
AGENDA



- 1. Call to Order:** Agenda Review
- 2. Reading & Approval of Minutes**
 - 2.1 February 2; February 16, March 2, March 16
- 3. Reports of Officers**
 - 3.1 President; 3.2 Vice-President; 3.3 Treasurer; 3.4 Corresponding Secretary
 - 3.5 Recording Secretary
- 4. Reports of Shared Governance, Standing and Special Committees**

CDCPD-Rivas, CEMPC-Elliot, CIC-Rivas, CBC-Park, MTC- Zernicke, CFC Love, **SLOAC-Casale**
- 5. Standing item:** Accreditation update-Casale; IEPI-Rivas; OER Grant-Pantell; Senate election update-Renbarger/Ciddio
- 6. New Business**
 - 6.1 Council of Department Chairs and Program Directors (DCPD) Department Reorganization Proposal Review and Action. The Senate will do a second review Department Reorganization proposals forwarded by CDCPD for a decision to forward or not approve for forwarding to administration. Rivas/Olsen (10+1 10. Processes for Institutional Planning and Budget Development)
 - 6.2 Transition to CANVAS. The Senate will review a report by the Merritt DE Coordinator, and discuss the planning for transition of Merritt College to use the new Learning Management System, CANVAS, including timeline for the transition, training of faculty, funding of project, and logistics such as space needs for training, etc. Rivas/Alexander (10+1 10. Processes for Institutional Planning and Budget Development)
 - 6.3 Administrative proposal for new Instructional Dean structure at Merritt College. The Senate will hear a proposal for a new structure for instructional deans. Lamb/Rivas (10+1.10 Processes for Institutional Planning)
 - 6.4 IEPI Succession Planning Proposal for participatory governance. The Senate will Discuss a proposal to ensure the smooth flow for yearly transition of participatory governance committee leadership. Thai/Harding (10+1 10 Processes for Institutional Planning)
- 7.0 Adjournment**

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| 5. Standards or policies regarding student preparation and success. | 11. Other academic and professional matters |
| 6. College governance structures, as related to faculty roles. | |



Merritt College Academic Senate

Thursday, May 4, 2017
12:30 TO 2:00 PM – ROOM R29
AGENDA



- 1. Call to Order:** Agenda Review
- 2. Reading & Approval of Minutes**
 - 2.1 April 6, April 20
- 3. Reports of Officers**
 - 3.1 President; 3.2 Vice-President; 3.3 Treasurer; 3.4 Corresponding Secretary
 - 3.5 Recording Secretary
- 4. Reports of Shared Governance, Standing and Special Committees**

CDCPD-Rivas, CEMPC-Elliot, CIC-Rivas, CBC-Park, MTC- Zernicke, CFC Love, **SLOAC-Casale**, CTE Giorgi
- 5. Standing item:** Accreditation update-Casale; IEPI-Rivas; OER Grant-Pantell;
- 6. New Business**
 - 6.1 Senate Scholarship winners. The Senate will review Merritt College Senate Scholarship winners and approve budget for scholarships. Illarde
 - 6.2 MCAS Executive Officers for 2017-18. The Senate will elect officers for 2017-18 academic year, which is required for presentation to District Academic Senate prior to final meeting. Rivas
 - 6.3 Laney College Resolution to Urge the District Not to Use Equity Funds for Part-time Office Hours. The Senate will review for adoption a Laney resolution questioning proposed contractual language that would all the use of Equity funds to fund part-time office hours. Rivas (10+1 10 See below)
 - 6.4 Faculty Leadership Program. The Senate will discuss how best to train newer faculty to assume leadership on campus with respect to asserting the 10+1 purview of the Senate. Rivas (10+1 8 see below)
 - 6.5 CANVAS Train-the-trainer update and status of budget. The Senate will here Distance Education coordinator Alexander regarding the progress of implementing the transition to CANVAS, Merritt's new Learning Management System. Alexander (10+1 8 See below)
- 7.0 Adjournment**

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MERRITT COLLEGE



COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS

WEDNESDAY, FEBRUARY 1, 2017
3:00 TO 5:00 PM – ROOM R29

AGENDA

Call to Order

Approval of Agenda (5 minutes)

Approval of Minutes (10 minutes)

Administrative Reports (45 minutes)

VPI Lamb will update and discuss with CDCPD the following:

- Timelines & IPB
- CIC and Curriculum Specialist Position
- Faculty Responsibilities
- Spending down Instructional Supply Funds
- Faculty Hiring Prioritization List
- Department Meetings

Budget Committee Report (15 minutes)

Budget Committee Chair will update and discuss with CDCPD

- Budget Requests and 2016-17 Template

SLOAC Report (15 minutes)

CDCPD Proposal (10 Minutes/action item)

- CDCPD Chair will propose to incorporate Parliamentary Guidelines into CDCPD meeting

Announcements (10 minutes)

Adjournment

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MERRITT COLLEGE



COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS

WEDNESDAY, MARCH 1, 2017
3:00 TO 5:00 PM – ROOM R29

AGENDA

Call to Order

Approval of Agenda (5 minutes)

Approval of Minutes (5 minutes)

CDCPD Proposal (10 Minutes/action Items)

CDCPD Chair will propose to incorporate Parliamentary Guidelines into CDCPD meeting

Administrative Reports (25 minutes)

VPI Lamb will update and discuss with CDCPD the following:

- Timelines & PBIM
- CIC
- Spending Deadlines
- Chair Trainings

Division/Department Restructure (45 minutes/Action Items)

Faculty will present proposals for a Division/Department Restructure. Each department will make a 5 minute presentation with 10 minutes for questions. Chairs will vote on each proposal separately; yes to affirm the new division/department structure; no to deny the new division/department structure.

Budget Committee Report (10 minutes)

Budget Committee Chair will update and discuss with CDCPD

- Budget Requests and 2016-17 Template

SLOAC Report (15 minutes)

Announcements (5 minutes)

Adjournment

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MERRITT COLLEGE



COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS

WEDNESDAY, MARCH 29, 2017
3:00 TO 5:00 PM – ROOM R29

AGENDA

Call to Order

Approval of Agenda (5 minutes)

Approval of Minutes (5 minutes)

Administrative Reports (30 minutes)

VPI Lamb will update and discuss with CDCPD the following:

- Timelines & PBIM
- Chair Release time Spreadsheet
- Spending Down Funds, Accreditation, 2017-19 Catalog
- Faculty Hires & New Division Structure

CDCPD Chair Report (25 minutes)

CDCPD Chair will update and discuss with CDCPD the following:

- Chair Nomination/Election Process
- Chair Training
 - Scope of Work Feedback Sheet

Update on Department Restructuring (5 minutes)

Faculty Senate President will update CDCPD on the restructuring proposals

Strategic Enrollment Management Planning Initiative Report (SEM) (5 minutes)

Budget Committee Report (10 minutes)

SLOAC Report (10 minutes)

Announcements (5 minutes)

Career Center (20 minutes + additional 10 minutes for those who can stay)

Dean Spencer will update CDCPD on the Career Center and Non Credit Programs

Adjournment

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MERRITT COLLEGE



COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS

WEDNESDAY, MAY 3, 2017
3:00 TO 5:00 PM – ROOM R29

AGENDA

Call to Order

Approval of Agenda (5 minutes)

Approval of Minutes (10 minutes)

Administrative Reports (30 minutes)

VPI Lamb will update and discuss with CDCPD the following:

- Timelines & PBIM
- Enrollment Management— Targets
- Outcomes Assessment Update
- End of Term Reminders
- Summer Hiring Committees

VPI Cedillo will update and discuss with CDCPD the following:

- Update on Equity & SSSP Funding Proposals

CDCPD Chair Report (20 minutes)

CDCPD Chair will update and discuss with CDCPD the following:

- 2017-2018 Department Structure/Chair Election Update
- Timeline for Interviews & Training

Scope of Work Feedback Sheet

CIC Report (15 minutes)

Budget Committee Report (20 minutes)

- 2017-2018 01 Funding

SLOAC Report (15 minutes)

Announcements (5 minutes)

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