

**MERRITT COLLEGE**  
**CDCPD MEETING MINUTES**  
**April 27, 2016, 3:00 PM – 5:00 PM**  
**R29 Teaching and Learning Center**

**PRESENT:** Norma Ambriz-Galaviz, Arnulfo Cedillo, Dettie Del Rosario, Rosemary Delia, Christine Olsen, Angela Khoo, Tanya Ilarde, Jennifer Yates, Sheila Metcalf-Tobin, Chris Grampp, Mary Louse Zernike, Isela Santana, Nghiem Thai, Siri Brown, Margaret Dixon, Arja McCray, Tae Soon Park, Dan Lawson, Mario Rivas, Todd Johnson, Audrey Trotter

AGENDA ITEM	DISCUSSION	FOLLOW-UP/ACTION
<b>1. Call to Order</b>		
<b>2. Agenda, Changes, and Adoptions</b>	The agenda was approved.	Grampp/Rivas (M/S/U)
<b>3. Approval of Minutes</b>	There was no quorum for the March 30, 2016 CDCPD Meeting.	
<b>4. Enrollment Updated: David Morales</b>	The target for Fall 2016 and Spring 2017 is high. Currently, the schedule is under scheduled. We need more productive classes. Tomorrow is SWAG Day. This event is scheduled to be held outside; however, if it rains they will be inside. This will give you an opportunity to reach out to our students and to actively engage the students and encouraging them to register now. We are encouraging students to make decisions and move forward. Counselors will be present. English and Math classes are under enrolled. We need more online classes. Our sister colleges offer more online classes.	CDCPD will carefully review any changes to their schedules.
<b>5. Student Service Reorganization: Dr. Cedillo</b>	<p>Cedillo provided background information regarding PCCD College organizational charts and the number of administrators at each college. He was unable to find BCC's organization chart, the link was not active. Student Support Services is advocating to have a Dean of Enrollment Services. This will be funded by Student Equity and SSSP.</p> <p>To support the need for increased Classified Support Services, Student Services is in the process of hiring an Admissions and Records technician and a Student Support Specialist. Vice President Cedillo is aware that more support services are needed. However, they have not been able to move forward with those positions.</p> <p>Cedillo reviewed the new organization chart.</p> <p>Chairs expressed their concerns with having 6 administrators. They are requesting to have one additional administrator. MC will have 7 administrators; however, one is administrative position is funded with soft money due to the need for managing all of the grants.</p> <p>Rivas supports the need to hire an additional administrator. He'd like to move forward and identify an interim or permanent administrator.</p> <p>Mary Louse Zernike asked why this position would be more important than hiring another person to assist with enrolling students. Vice President Cedillo informed Chairs that staff don't have someone for them to report to.</p>	
<b>6. Business Service</b>	We've completed the Budget Development process and the budget has been sent to the district. The final budget committee	

	meeting will be in May 2016. In July 2016, they hope to have the tentative budget uploaded. Thai- was there any major change? NAG-will look at the historical data first. PBC doesn't have it on the agenda for Friday,	
<b>7. President Office</b>	<p>The Academic Senate and CDCPD sent a request to the President requesting a more through recommendation regarding the departmental restructuring. President Ambriz-Galaviz reviewed the restructuring proposal and informed CDCPD that she requested feedback from Vice President Cedillo. At this time, there is no additional reallocation of funding planned for 2016-2017. There are some questions that she has regarding the upcoming proposal and the funding for a program director.</p> <p>The President provided an example of how emergency funding allocations are need, by sharing an experience that she had with BIOSCI. Initially, BIOSCI said they don't need anything; however, three months ago, they needed funding. All Full time and adjunct faculty should be included in decision making processes for their departments.</p> <p>Olsen requests that a Dean's evaluation be conducted In December. President Ambriz-Galaviz wants to account for the people who have not been attending the meetings and to see if they are representing their departments. If they have not been attending, their departments or missing information and information is not being communicated.</p> <p>President Ambriz-Galaviz informed CDCPD that the Institutional Effective Team recently visited the college. She was disappointed that not enough faculty were present. Dr. Mario Riva, AS President, was the only faculty representative. Rivas and Ambriz-Galaviz informed CDCPD that the Institutional Effectiveness Team is planning to give us money to evaluation ourselves and move forward with best practices.</p>	Moving forward CDCPD and AS will meet with the VPI.
<b>8. Self-Assessment of Effectiveness</b>	Rivas reviewed the Self-Assessment of Effectiveness with Chairs. DAS, District Academic Senate, should review course caps and review the process. Rivas asked CDCPD to rate their effectiveness. Olsen suggested reviewing it all together. We need a really clear definition of how to rate ourselves. We want to be task involved. Ego involved vs task involved.	
<b>Dept Chair Elections</b>	Olsen shared the nominations with CDCPD. Olsen gave instructions regarding how to submit ballots for next year.	Olsen is looking for the 15-16 Ballots for last years. The deadline to vote is in 2 weeks (May 12). Elections starts 4/28/16.
<b>Criteria for Faculty Hiring Form</b>	The criteria for faculty Hiring Form will be provide from the President's Office by the end of May.	
<b>Faculty Evaluation</b>	Evaluations are an accreditation issue. Olsen asked for chairs to do a final push to get them all complete.	
<b>SLOAC Update</b>	<p>Clifton Coleman dropped off SLO Assessment Report for Spring 2016. Chairs reviewed the paperwork. Rivas explained the form. Olsen explained the process of getting Adjunct stipends paid. Chairs discussed how to encourage faculty to assistant and get their assessments done. Their suggestions included:</p> <ul style="list-style-type: none"> <li>• Having a department meeting. Have faculty complete a word template. The chair inputs the information.</li> </ul>	Questions will be given to Coleman or Shanoski. Olsen will ask SLOAC to send the form electronically to chairs. Chairs requested for the information verified before sending it out.

	<ul style="list-style-type: none"> <li>• Letting adjunct know that we can't do it without you.</li> <li>• Meeting with Susan Adrian individually.</li> <li>• Trotter suggested working in groups instead of individually. Brown</li> </ul>	
<b>CIC</b>	Arja McCray is available for drop in hours, to assist with CurricuNET. Clifton Coleman and McCray are working to make sure that you will only be able to see MC's approval. CIC has two more meetings left for Spring 2016. Course updates don't require a lot of work. McCray suggested just taking a close look at your courses and noticing the new things that have updated in our classrooms. The assessment modules and program review modules are coming online. Assessment and program review will be fed into CurricuNET. This needs to be a product that we like and can live with.	Faculty input was encouraged.
<b>Accreditation</b>	Dr. Trotter informed CDCPD that the AFR Steering Committee met today. Trotter reviewed the Standards that were complete.	Trotter encouraged CDCPD to ask others to attend the meeting.
<b>Announcements</b>	No announcements were made. Trotter announced that she submitted her retirement letter and that she's moving to Austin Texas at the end of July.	Trotters wants to come back to support the college and make sure that we become reaffirmed.
<b>8. Adjournment</b>		McCray and Grampp (M/S/U)

#### MISSION STATEMENT

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, develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society.

To accomplish its mission, the College provides open access to excellent instructional programs and comprehensive support services in a culturally-rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.