

Merritt College
Council of Department Chairs & Program Directors Meeting Minutes
Wednesday, April 8, 2015

Present: Margaret Dixon, Jon Drinnon, Ann Elliott, Guy Forkner, Chris Grampp, Tanya Ilarde, Daniel Lawson, Inga Marciulionis, Sheila Metcalfe-Tobin, Arja McCray, Christine Olsen, Steve Pantell, Tae-Soon Park, Jennifer Shanoski, Nghiem Thai, Jayi Thompson, Audrey Trotter, Dawn Williams, Jennifer Yates, Mary Zernike, Elmer Bugg

Guests: Norma Ambriz-Galaviz, Arnulfo Cedillo, Detiva Del Rosario, Anita Black, William Love

Agenda Item and Presenter(s)	Discussion	Follow-up Action
1. Called to Order	2:37 PM	
2. Approval of Agenda	Approved (with updates)	Add Division/Department Restructuring Proposal after agenda item #7.
3. Approval of February and March Minutes	The approval of the minutes was postponed until after the administrators' report.	Minutes will be reviewed and discussed during the May 2015 CDCPD meeting.
4. Chair Announcement	There were no chair announcements.	
5. Executive Administrative Reports	<p>5.1 COLLEGE PRESIDENT</p> <ul style="list-style-type: none"> • Chancellor's Search Committee: The first Chancellor's Search Committee Meeting will be held the week of April 13, 2015. • Accreditation Update: Merritt College has not received any feedback or response from the Accreditation Team that visited in March 2015. Once the report is received by President Ambriz-Galaviz. She will have a limited time to respond to their findings. • Restructuring/Reorganization: The President spoke to Chairs about hosting a Leadership Retreat. She would like to talk about the process of reorganizing and restructuring. 	<p>Dr. Norma Ambriz-Galaviz and Dr. Audrey Trotter will serve on the Chancellor's Search Committee.</p> <p>President Ambriz-Galaviz will contact Jon Drinnon about potential dates for the Leadership retreat.</p>
5.2 VICE PRESIDENT OF STUDENT SERVICES	<ul style="list-style-type: none"> • Commencement: The Bookstore needs to order faculty regalia as soon as possible. The Ceremony will be held Wednesday, May 20, 2015, at 5:30 PM, at 	<p>Faculty will order the regalia for the Commencement Ceremony as soon</p>

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	<p>Paramount Theater. The speaker will be Jody Hernandez or Vice Chancellor Denise Noiden.</p> <ul style="list-style-type: none"> • <u>Admissions and Records (A&R)</u>: The department has been busy completing student petitions. All Fall 2015 petitions are complete. • <u>Faculty Hiring</u>: CDCPD and Dr. Arnulfo Cedillo, Vice President of Student Support Services discussed faculty hiring for Student Services (Counselors). Dr. Cedillo met with the SSSP Committee and Counselors to confirm that they are prepared to move forward with advertising to hire three counselors. Each counselor will be a General Counselor, however, each will have special assignments. These assignments include Veterans Affairs, Career and Transfer, Sankofa or Puento. A delay in processing occurred because there is a disagreement regarding the Counselor's special assignment being primarily for Sankofa or Puento or (.5) Puento and (.5) Sankofa. CDCPD discussed their concerns with delaying the hiring process. Delaying affects the success rates of Merritt's Latino and African American students. <p style="text-align: center;">5.3 DIRECTOR OF BUSINESS SERVICES</p> <ul style="list-style-type: none"> • <u>Budget Development</u>: Business Manager, Dr. Dettie Del Rosario, informed Chairs that the Business Development Process has process is nearly complete. • <u>Fund 01</u>: Fund 1's purchasing cut off deadline for items is March 30, 2015. April 30, 2015 is the purchasing deadline for all categorically funds. The business office must verify the paperwork and the budget for each requisitions and submit the final items by April 10, 2015, at 5:00 PM. Currently, Merritt has 40 outstanding requisitions. Nineteen of these 	<p>as possible.</p> <p style="text-align: right;">Merritt's Budget Development Plan is with the President. The plan is due to the district by April 30, 2015; however, Merritt will submit their plan by April 13, 2015.</p>
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	<p>requisitions were created after the cutoff date. The business office will do their best to process all requisitions. The business office staff has been working weekends and late hours to process all requisitions. If they are unable to process all of them, the later requisitions will be paid out of next year's budget. The Business Manger and Chairs discussed ways to improving communication and processes. All goods must be received by June 30, 2015.</p>	
<p>6. Office of Instruction</p>	<ul style="list-style-type: none"> • <u>Five Year Plan:</u> Dr. Elmer Bugg, Vice President of Instruction and CDCPD discussed updating Merritt's Five Year Plan. Merritt's current plan ends June 30, 2015. • <u>Accreditation Update:</u> Vice President Bugg mentioned that an evaluation system needs to be implemented by April 24, 2015. • <u>2014-2015 FTES Target</u> – Vice President Bugg and Chairs reviewed Merritt's 2014-2015 target goals. Merritt has achieved their base number; however, the college has not received all positive attendance data. • <u>Resident Productivity:</u> Vice President Bugg discussed resident productivity and how it relates to FTES. Merritt's population is primarily a residential. BCC is primarily non-resident population number. The State only allocates funds for resident FTEF. Peralta Colleges are only paid for resident enrollment; however, PBC chose to divide the allocations, to the colleges, based upon resident and nonresident FTES. This has affected our productivity and funding. • <u>BAM Implementation:</u> CDCPD discussed the effects of implementing the Budget Allocation Model (BAM). The implementation affects Peralta Colleges and their funding. President Ambriz-Galaviz and Tae-Soon Park reminded Chairs that they were strong 	<p>The Deans and Vice President of Instruction will discuss and develop strategies for 2015-2016 productivity.</p> <p>Vice President Bugg with meet with Vice President of Student Services, Dr. Amulfo Cedillo, to discuss offering a mandatory Counseling 200 class to students.</p> <p>President Ambriz-Galaviz, Vice President Bugg, and Director Del Rosario will work together to determine how funding is being is</p>

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being distributed amongst the colleges.

- advocates against the adoption and of BAM.
- Spring (Late Start) Classes: Some of the late start classes were canceled due to low enrollment.
- 2015-2016 additional Part-Time allocation: Vice President Bugg and President Ambriz-Galaviz met to discuss the part-time allocation for 2015-2016. Bugg reviewed the allocation process that was used. Nonresident and resident was added and caused the target to be increased. CDCPD and the Vice President discussed adding four more students to each class. Chairs expressed concerns about addressing student success. Basic Skills students often need more attention. Increasing the classroom size does not help.
- Career Pathways: Vice President Bugg suggested reviewing the Career Pathways budget, the types of classes that we're offering, and finding a way to connect to local high schools.
- Class Cancellation Process: The Class Cancellation process (for low enrolled classes) will be the same as last year. The first cut will be two weeks prior to the beginning of the semester. The second cut will be one week prior to the beginning of the semester. The Deans and Chairs should be discussing enrollment regularly. CDCPD discussed the need to let the students know that classes will be canceled 3 weeks ahead of time with low enrollment.
- Sunday Classes: Merritt will no longer have Sunday Classes. There will be no Sunday classes in the Spring.
- Faculty Hiring Process: Merritt has recommended to hire four contract faculty positions: Music, Kinesiology, CIS, and BUS. Chairs discussed the possibility of hiring a BUS/CIS instructor. Anita Black informed

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	<p>Chairs that the college needs an Accounting/Business Instructor. CIS is more Computer Sciences and should be separate.</p> <ul style="list-style-type: none"> All courses and programs have been back logged at the State Chancellor's Office. This effects what can be placed in the Merritt College Catalog. Chancellor Jose Ortiz brought our concerns to the State Chancellor's Office. The State Chancellor's Office has informed us that the back logging issues will be resolved within 30 days. 	
7. Goals Workgroups Reports and Goals Plan	No discussion.	This will be discussed during the next CDCPD Meeting.
8. Division/Department Restructuring Proposal	Tae-Soon Park reviewed how Chairs reorganized the division structures in the past. She suggested waiting until after this year's election to update the division/departments restructuring.	During the next CDCPD Meeting, a task force will be created. Chairs will discuss adding Fire Science under Division 2 (with EMT).
9. CurricUNET Meta Migration	The CIC Chair, Aria McCray, and the Curriculum Support Specialist, Clifton Coleman, have been working on cleaning up CurricUNET (CNet) in preparation for the new CNet Meta. On April 15, 2015, CNet will be shut down in preparation for the conversion to CNet Meta. No new items will be added. CNet Meta will be uploaded in August 2015. McCray will train everyone. She will need a team of 3-4 faculty that will be available two weeks in July. Faculty that assist will be compensated.	Jennifer Shanoski motioned for "proposals that have not been addressed since 2012 will be dumped if no one address them by April 24, 2015." M/S/2 Shanoski, Daniel Lawson, 2 abstentions (Tae-Soon Park and Audrey Trotter)
10. PFT Report	No report was provided.	
11. Academic Senate Report	No report was provided.	
12. Announcement	<ul style="list-style-type: none"> Jennifer Shanoski announced that she is stepping down as SLOAC Chair. Kevin Powell will be at Merritt on April 14, 2015. He will have two presentations. One for students and one for the College Leadership. 	

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	<ul style="list-style-type: none"> The next Barbara Lee & Elihu Harris Lecture Series Event will feature members of the "Little Rock Nine". The event will be held Saturday, April 11, 2015, at 7:00 PM.
13. Adjournment	4:10 PM
Next meeting:	May 6, 2015

Minutes taken: Doris Hankins, (510) 436-2410, dhankins@peralta.edu

Attachments: CDCPD Agenda, CDCPD Minutes

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