

**MERRITT COLLEGE  
Minutes of the CDCPD  
Wednesday, November 2, 2016**

Present: Anthony Powell, Mary L. Zernike, Linnea Willis, Rosemary Delia, Mario Rivas, Jason Seals, Nghiem Thai, Sheila Metcalf-Tobin, Angela Khoo, Marty Zielke, Siri Brown, Courtney Brown, Christine Olsen, Grace Idowu, Chriss Grampp, Isela Gonzalez Santana, Laura Forlin, Arja McCray, Tom Renbarger, Jennifer Yates, Arnulfo Cedillo, Jason Holloway

Guest(s): Lilia Chavez, William Love

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP/ACTION</b>
<b>Call to Order</b>	<b>3:10 PM</b>	
<b>Approval of Wednesday, November 2, 2016 Agenda</b>	The agenda was approved.	M/S/U McCray/Yates
<b>Approval of Wednesday, October 5, 2016 Minutes</b>	The minutes were approved.	M/S/U Willis/Zernike (with the follow amendment: (p.4) CIC Meta Report- McCray distributed CNET META Training Materials.

**Administrative Report**

VICE PRESIDENT OF INSTRUCTION

**Timeline & IPB:** Vice President Lamb informed Chairs that Merritt is following the IPB timeline.

**APU Progress Update:** Almost all of the Instructional Areas have completed their APUs and the Survey Monkey. The goal is to have 100% completed and for planning and prioritization. CEMPC will work in conjunction with the IPB process. After the Deans have reviewed the APUs they will be forwarded to the Chairs and Vice President of Instruction. Yates informed Chairs that she felt the APU format was easy to understand and useful. Vice President Lamb informed Chairs that in the future, he hopes to have a rubric available for Chair to use while writing the APUs and Program Reviews.

**Strong Workforce Funds:** Vice President Lamb informed the Chairs about the \$200 Million statewide initiative for Community Colleges. Peralta has received \$2.1 Million. Merritt expects to receive approximately \$350-\$400,000. The District Office, DAS (District Academic Senate) and Colleges Senates are working together to develop a plan or model regarding how to distribute the allocation. One proposed model allocated a huge chunk to the District. DAS (District Academic Senate) and Campus Academic Senates have requested a better process. In the past Career Technical categorical funding was tied outcomes. The Strong Workforce Funding not only looks at student success and jobs received. They are mindful of the number (or quantity) and quality of students, innovation and creativity. The plan needs to be submitted by January 2017. The Senates goal is to make sure the plan is streamlined. This will require coming up with some more questions regarding how we can integrate our processing with the grant requirements.

Mario Rivas, Academic Senate President, informed Chairs that their focus is to make a difference in underserved populations by helping them obtain jobs. At Merritt's last CTE (Career Technical Education) Meeting they discussed submitting proposals using the IPB process. Vice President Lamb informed Chairs that the District/College will have 3 years to spend the allocation. Funds will carry over, year to year, but cannot exceed the life of the grant.

	<p><b><u>EMT and FISCII--discipline alignment:</u></b></p> <p>Vice President Lamb informed Chairs that there has been discussion regarding updating the division structure to move FISCII under Division One: Legal Administration. Having EMT and FISCII under the same division would benefit the College. FISCII is growing quickly and they need to be integrated. Faculty within the FISCII and EMT can teach within both departments. Chairs suggested reviewing the process of reorganization for other programs also.</p> <p><b><u>Accreditation Update:</u></b> The team is coming on 11/9/16. Dr. Linda Rose is the chair. The AFR team should know who they want to talk to by Thursday.</p> <p><b><u>Housekeeping -- late adds and late rosters:</u></b> Vice President Lamb wants input and to brainstorm with faculty regarding how improve late adds and late rosters. Timely submission of add card and rosters will avoid Merritt losing apportionment. He wants to work with faculty to assist with improving the process.</p>	<p>Olsen and Rivas will review the CDCPD bylaws to confirm the process for reorganization. The discussion was tabled until the November 30, 2016 CDCPD Meeting.</p> <p>After Vice President Lamb has evaluated the workloads, he will submit a letter to the Academic Senate and provide a written recommendation to CDCPD.</p>
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**Request for Faculty Position Form and Rubric**

Rivas informed Chairs that the Academic Senate, Jennifer Yates, Nghiem Thai, Jennifer Shanoski, Heather Casale, and others have been working to approve the new faculty request processes. Thai and Yates lead the discussion. Thai explained that a new process was developed because last year the Chairs did not like the rubric that was adopted from Laney. The new process incorporates the IPB Model, which includes the APU process. Two handouts were distributed. Chairs reviewed the suggested process. The following concerns were discussed:

- Department Retirements
- CTE and Programs
- FTE, Productivity, and Enrollment

Yates and Thai needs strong input from the Library and Counseling Departments. Zielke is willing to help with Counseling (with the help of another counselor that is familiar with the process).

M/S/U Yates/Willis

Yates motioned to approve the faculty hiring request form and scoring rubric with the following changes:

**Criteria 3:** -Change # sign in last row of first table into % -Add third column to second table for load exceptions (e.g., reassigned time, extra service, Willie Brown, etc.) -Add comment box

**Criteria 4:** -Change criteria from “Actual enrollment vs. capacity” to “Enrollment history”-Change categories in first column of table to FTES, # of sections, and productivity -Add comment box

**Criteria 6:** -Move to before Criteria 9 (will become Criteria 8) -CTE Committee will review and revise this criteria within two weeks

**Criteria 7:** -to be renumbered 6

**Criteria 8:** to be renumbered 7

-CTE, Counseling, and Library will meet to formulate their own criteria within two weeks. Zielke will assist with Counseling.

-Add signature/date line for dean’s approval

		<p><u>Rubric</u></p> <ul style="list-style-type: none"> <li>-Criteria 3: Delete additional 2 points for extra service</li> <li>- Criteria 4: To be revised to reflect changes to form</li> <li>-Criteria 6: To be revised by CTE Committee to reflect changes to form</li> <li>- Add total available points for non-CTE, CTE, Counseling, and Library</li> </ul> <p>After the form and rubric have been updated Yates or Thai will email Chairs, Deans, and Vice President of Instruction. The Deans will notify Chairs when their proposals are due.</p>
<p><b>2015-2016 CDCPD Assessment Results &amp; Goal Setting for 2016-2017</b></p>	<p>In the CDCPD drop box, there is the CDCPD Assessment of 2015-2016. Pick three improvements that you believe CDCP should work on improving.</p>	<p>Chairs will email Olsen by next month.</p>
<p><b>Chair Report</b></p>	<p><b><u>Update on Chair Elections:</u></b> The Chair elections are complete. Courtney Brown is the Chair of Technology. Guy Forkner is the Chair of Business. Anthony Powell is the Chair of Social Sciences. The new Chairs are waiting to be officially appointed the President and Vice President of Instruction.</p> <p><b><u>Funding for Assessment:</u></b> Chairs can receive a \$100 or \$200 stipend for completing ILOs.</p> <p><b><u>Orientation for Chairs in Drop Box:</u></b> Olsen has placed a new Chairs folder and several documents into the Drop Box, to assist new Chairs with their orientation.</p>	<p>Dean Brown or Doris Hankins will send an email to remind Vice President Lamb and President Burns that they need to meet with the new Chairs.</p>

<b>SLOAC Report</b>	Ann Elliott informed Chairs that Merritt's ILO and PLO Assessments are due. Laura Forlin reported that the last ILO luncheon had a low turnout. Student Services has completed 100% of their ILOs.	The next ILO Workshop Luncheon will be held December 16, 2016. Chairs who are unable to attend the workshop will contact Forlin for alternative workshop dates or assistance with the rubric. Chairs will follow up to confirm faculty are following up and completing their ILOs.
<b>CIC Meta Report</b>	No report provided.	
<b>Adjournment</b>	5:00 PM	M/S/A Elliott/Santana
<b>Announcements</b>	No official announcements were made; however, after CDCPD adjourned Ann Elliott informed CDCPD that the Learning Center has online tutoring available for students.	