

MERRITT COLLEGE
CDCPD Minutes
Wednesday, October 5, 2016

Present: Jeff Lamb, Christine Olsen, Elaine Wallace, Mary L. Zernike, Linnea Willis, Mario Rivas, Nghiem Thai, Sheila Metcalf-Tobin, Angela Khoo, Marty Zielke, Chris Grampp, Isela Santana, Laura Forlin, Arja McCray, Tom Renberger, Jennifer Yates, Jason Holloway
 Guest(s): Clifton Coleman

| AGENDA ITEM | DISCUSSION | FOLLOW UP/ACTION |
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| Call to Order | 3:09 PM | |
| Approval of Wednesday, October 5, 2016 Agenda | The October 5, 2016 agenda was approved. | M/S/U McCray/Grampp |
| Approval of Wednesday, September 7, 2016 Minutes | The September 7, 2016 minutes were approved. | M/S/A Grampp/Metcalf 2 abstentions: Lamb/Wallace |

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| <p>Administrative Reports</p> | <p style="text-align: center;">VICE PRESIDENT OF INSTRUCTION</p> <p><u>IPB Overview:</u> Lamb informed CDCPD that the Planning Summit was well attended. He thanked everyone who participated. Vice President Lamb shared the Integrated Budget and Planning (IBP) Model with CDCPD. Chairs were informed that the Budget and Planning Model should be based upon the planning assessments and data.</p> <p><u>APU/Assessment Form Update:</u> The college is in the APU stage of the IBP Model. CDCPD discussed concerns and suggestions for improving the APU process:</p> <ul style="list-style-type: none"> • Provide Chairs with an Instructional and Student Services APU Template • Address concerns regarding how to address expected yearly departmental cost. • More training regarding how to connect resource requests, program reviews goals to APUs. | |
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| | <p><u>Request for New Faculty Positions Prep:</u> Academic Senate is working on updating the new faculty request form. Nghiem Thai and Heather Casale are working on updating the rubric. The next step is to stream line the process by pulling information from APUs.. Chair hope to have the form complete before the next CDCPD Meeting on November 1, 2016. The need to replace faculty due to retirement can only be included in APUs for three years.</p> <p><u>Spring Schedule:</u> Vice President Lamb informed Chairs that he advocated for a Spring Schedule extension. The Deadline has been extended to Friday, October 7, 2016, at noon.</p> <p><u>Enrollment Update:</u> Enrollment is up 8%; however, the head count per class room didn't increase. Vice President Lamb and the Chairs discussed using a 2 year cycle. Lamb suggested working with the campus researcher.</p> | <p>Chairs will follow up with the Deans regarding any schedule concerns.</p> |
| <p>Accreditation</p> | <p>The Accreditation report is finished and has been posted to the website. The date of their visit has not been identified. The Accreditation Team will visit will be a one day visit. During the last AFR meeting, the committee developed a question and answer sheet to help with understanding the AFR report. The handout was distributed.</p> | |

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| <p>SLOAC Report</p> | <p><u>ILO Update:</u> Laura Forlin provided Chairs with an ILO update. They are working on cultural awareness and civic engagement. Faculty were encouraged to participate, October 14, 2016. Lunch will be provided. The workshop will be held in Landscape Horticulture, 12:00 PM - 1:30 PM. The follow up meeting will be held December 16, 2016. Faculty who complete an assessment will receive \$200. Nine faculty are scheduled to attend. Chairs inquired about creating more engaging opportunities and incorporating Learning Communities.</p> <p>SLO reports are due October 7, 2016. The report is online and can be downloaded. Some faculty have begun including their assessment plans. Chair should collect the form and send it to the SLO Coordinator. The assessment plan calendar includes the deadlines. The deadline for Student Services and non-Instructional Departments has not been identified.</p> | <p>Clifton Coleman informed Chairs of the October 19, 2016 deadline for Course updates.</p> <p>PLO plan will be discussed during the next CDCPD Meeting.</p> |
| <p>CIC Meta Report</p> | <p>Arja McCray informed Chairs that they are working on CurricUNET META functionality. The programmer is working on updates. McCray distributed CNET META training materials to assist with inputting. Distance Education courses must include DE addendums.</p> | <p>Chairs will work with faculty to make sure that they have something entered in.</p> |

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| <p>Chair Report</p> | <p><u>Elections:</u> Elections for Business, Technology, and Social Science are happening now.</p> <p><u>Allocation & Release Time:</u> Wallace distributed a form for faculty experiencing issues with their budget allocations. Vice President Lamb, Eva Ng-Chin, Mario Rivas, and Christine Olsen recently met regarding faculty release.</p> <p><u>Information for Chairs:</u></p> <p>1) Working on creating a faculty orientation folder which includes campus documents to help new faculty.</p> <p>2) Elliott and Olsen discussed issues with obtaining travel reimbursements and budget carry overs.</p> <p>3) The Library is now open 8 AM – 8 PM Monday –Thursday, 8 AM – 4 PM Fridays, and 10 AM – 4 PM Saturdays. The Learning Center is open 8 AM – 7 PM Monday – Thursday, 8 AM – 3 PM Friday, Closed Weekends.</p> | <p>Chairs will complete the budget allocation forms and return it to their Dean.</p> |
| <p>Announcements</p> | | |
| <p>Adjournment</p> | | <p>M/S/U: Metcalf,/Grampp (Unanimous)</p> |