



MERRITT COLLEGE



COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS

WEDNESDAY, FEBRUARY 4, 2015
3:00 TO 5:00 PM – ROOM R23

AGENDA

1. Call to Order (17 voting members: quorum = 9) (usually 3:10)
2. Approval of Agenda (2 minutes)
3. Approval of Minutes (5 minutes)
4. Chair Announcements (2 minutes)
 - 4.1. Report on approval status of revised by-laws
 - 4.2. Problems with smart classrooms
 - 4.3. Managing the agenda schedule
 - 4.4. Introduce library chair, Nghiem Thai
5. Executive Administrative Reports (25 minutes total)
 - 5.1. President (President Ambriz-Galaviz) 5
 - 5.2. Student Services (Vice President Arnufu Cedillo) 5
 - 5.3. Business Services (Business Manager Dativa del Rosario) 15
 - 5.3.1. Budget report from business office. Review handout from administration that will allow chairs and directors to get 100% of supplies budgets
6. Office of Instruction (Vice President Elmer Bugg) (25 minutes)
 - 6.1. Accreditation update
 - 6.2. Common Assessment Initiative
 - 6.3. Improvement of communication channels
 - 6.4. Late start submissions
 - 6.5. FTES and faculty evals
7. Report on tasks for Chairs and Directors from assessment summit (10 minutes)
8. Create Goals workgroups (15 minutes)
9. SLOAC Update (Jennifer Shanoski) (5 minutes)
10. PFT Report (Christine Olsen/Jennifer Shanoski) (5 minutes)
11. Academic Senate Report (Tae-Soon Park) (5 minutes)
12. Announcements
13. 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.