

**MERRITT COLLEGE**  
**Minutes of the CDCPD Meeting**  
**Wednesday, September 7, 2016**

*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 and global economy.*

*To accomplish its mission, Merritt 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.*

Present: Christine Olsen, Dr. Siri Brown, Elaine Wallace, Nghiem Thai, Jayi Thompson, Sheila Metcalf-Tobin, Inga Marciulionis, Isela Santana, Jason Seals, Todd Johnson, Ann Elliott, Grace Idowu, Mary Louise Zernicke, Chris Grampp, Laura Forlin, Tom Renbarger, Jason Holloway, Linnea Willis, Dr. Rosemary Delia

Guests: Clifton Coleman, Samantha Kessler, Dr. Jeffrey Lamb

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP/ACTION</b>
<b>Call to Order: 3:06pm</b>		
<b>I. Approval of Wednesday, September 7, 2016 Agenda</b>		N. Thai motioned to approve agenda; 2 <sup>nd</sup> by M/O/U.

<p><b>II. Approval of Minutes</b></p>		<p>C. Grampp motioned to approve May minutes; 2<sup>nd</sup> by M. Zernicke; M/O/A (N. Thai, J. Thompson, M. Zielke) Motion approved by CDCPD.</p>
<p><b>Articulation Report</b></p>	<p>S. Pantell presented documentation of deadlines for courses that may be submitted for advising year.</p> <p>Courses must come through the campus/district by November 5<sup>th</sup> and should be submitted as they can only be submitted once per year and must go through both campus and district approval processes.</p>	

**Administrative Report**

- APUs
- Accreditation Report
- Faculty Evaluations
- Housekeeping
- Budget
- Schedule Development
- Update

**APUs:** The APU template was revised over the summer. APU's/ Program Reviews, APU template and timelines are posted in the Institutional Effectiveness, Planning and Research section of the college website at (<http://www.merritt.edu/wp/institutional-research/>). S. Kessler and Dr. Lamb have completed the 2016-2017 APU calendar to identify due dates. S. Kessler, SLOAC and the Deans (Dean S. Brown, Dean R. Delia and Dean R. Kunkel) will run APU trainings, on 9/13/2016 and 9/22/2016 from 12:00pm-2:00pm in Room S354. Funding for APU trainings is being provided by Institutional Effectiveness, Planning and Research (IEPR) funds. Drop in sessions will also be available. The following will be addressed regarding the 2016-2017 APUs: Goals (reporting on progress, new goals, and goal alignment), Data Trend Analysis (year to year changes and observations, alignment with the Educational Master Plan, SSSP, Equity and Basic Skills), Curriculum and Assessment Status (reporting on changes and plans with links to evidence) and Resource Requests (with evidence and link to student success). Links will be provided to data and organized by folders of each discipline which can be cut and pasted though Dropbox. A CDCPD Dropbox has been created and is accessible to department chairs.

**Accreditation Report:**

The AFR team has finalized the Accreditation Follow Up Report which will be submitted to the board for approval on 9/13/2016. From 9/13/2016 - 9/30/2016 flash drives and printed versions of the report will ready for drop off to Novato. The Accreditation team is tentatively scheduled to come to Merritt in October/November 2016. Part of the Flex Day goal is to have a mock visit in preparation for the Accreditation visit. The activities of Flex Day will need to be reviewed to find weak spots and areas of improvement. It was recommended by CDCPD to formulate two questions and answers regarding the nine recommendations, create and make brochure accessible for distribution to Chairs/ Faculty and input the mission statement into the brochure.

	<p><b><u>Faculty Evaluations:</u></b></p> <p>Faculty evaluations were at 100% completion last year and will be set as the expectation for this year. Department chairs will assign faculty to faculty evaluations; otherwise the deans will assign faculty to faculty evaluations within the first five weeks of the semester.</p> <p><b><u>Housekeeping:</u></b></p> <p><u>Budget:</u> The budgets are loaded but there has been a temporary halt on all budget loads until 9/12/2016 in preparation for the 9/13/2016 board meeting. There is an issue with categorical funds so as a recommendation the funds should be checked. The funding for supply dollars is okay to spend. CDCPD has suggested a training to access budgets and BI tools and view access.</p> <p><u>Schedule Development Update:</u> The district did not complete clone in a timely fashion. Schedule development is currently being worked on for Division II and is completed for Division I. Program expansions can add onto productivity. There is a need to watch late start courses and build a strong Spring 2017 schedule to meet goals. Last Spring 104 FTEF generated 1,785 FTES at 17.1 productivity.</p>	
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<b>SLOAC Report</b>	The number of courses with some assessment has increased. SLOs have increased from 30% to 55%, Courses have increased from 48% to 72% and Instructional Programs have increased from 9% to 59%. Completion status reports can be found on the meritt.edu website at <a href="http://www.merritt.edu/wp/slo/completion-status-overview/">http://www.merritt.edu/wp/slo/completion-status-overview/</a>	Deadline is 10/5/2016: By the next CDCPD meeting, download templates if it is a multi-section class, designate who will be responsible, and what SLOs will be assessed this term.
<b>Chair Nomination/ Vote</b>	I.Santana nominated C. Olsen as Chair of CDCPD and E. Wallace as the Assistant Chair.	Nomination accepted by CDCPD. M/O/U
<b>Announcements</b>	<p>The Fall Planning Summit is scheduled for 9/23/2016 from 1:00pm-3:00pm. The topics of the Fall Planning Summit will include: APUs, Outcomes and Assessments, Shared Governance Communication, Institutional Effectiveness and Institutional Set Standards.</p> <p>The Landscape Horticulture department will be hosting a plant sale on October 1<sup>st</sup> from 9:00am-3:00pm and October 2<sup>nd</sup> from 12:00pm-3:00pm.</p>	
<b>Adjournment</b>	Meeting adjourned at 5:00pm	