

MERRITT COLLEGE
Minutes of the CEMPC Meeting
Wednesday, March 30, 2011

Present: Dera Williams, Linda Berry, Grace Marlin, David Morales, Anita Black, Carlos McLean, Eric Gravenberg, Stacey Thompson,

Guest(s): Alice Marez, Robert Adams, Rose Allen

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Approval of Wednesday, March 30, 2011 Agenda	Long agenda --- may not be able to cover all of the items completely, but the most timely items are placed to the front of the agenda. Moved immediately to Item IV, Budget Allocation Model.	None.
II. Approval of Wednesday, March 16, 2011 Minutes	No formal minutes as note-taker not able to attend.	None.
III. Update of proposed Merritt College budget cuts: 5%, 10%, 15%	Reviewed the latest 5/10/15% proposed cuts. The change is that in the 15% scenario, we are not allowed to use the faculty fringes, so additional cuts were made to supplies, outside contractors, miscellaneous expenses. Most of the cuts still come from the accounting line 99, and are from the business office and the president's accounts. How to read the spreadsheet was explained to David Morales. Alice mentioned that her \$80K could be used as a back-up if needed. Stacey asked about coaches, which will be funded through Fund 10 in the coming year. Must go to District on Friday, April 1 st . Was approved at College Council last week.	David Morales moved to approve. Stacey seconded. Passed unanimously. Anita noted that College Council passed with recommendation that they be modified as needed by the Management Team, so latest version will go to College Council as an informational update.

<p>IV. Review and discussion of Budget Allocation Model (BAM)</p>	<p>Anita Black mentioned that the BAM is to be reviewed at the colleges, and feedback should go to Joseph Bielanski and Sandra ??? of the District Planning and Budget Committee. Concerns mentioned were the extra costs of Allied Health programs and senior faculty that is more expensive. The Anita has asked that Alice ask that Ron Gerhardt meet with the Budget Committee regarding the model at the next Budget Committee meeting.</p>	<p>BAM needs to be vetted through the normal college committees.</p>
<p>V. Review and discussion of proposed program review in Instructional and Student Services (Saddleback College Program Reviews dated 4/1/08 & 3/26/10)</p>	<p>These samples are examples of program review to support student learning. Dr. G. has instituted a monthly report that shows the effectiveness of student services, and tracks projects. This is the first time we have done this kind of review. Stacey introduced a rubric for evaluating Institutional Effectiveness in Program Review that came from the ACCJC that could be used to evaluate the effectiveness of the Office of Instruction, and asked for feedback.</p>	
<p>VI. Characteristics of Institutional Effectiveness in Student Learning Outcomes: Proficiency by Fall 2012</p>	<p>Stacey brought information about how other colleges address institutional effectiveness. Some have a committee that just focuses on institutional effectiveness. COA has an Institutional Effectiveness Facilitator --- a 2 year appointment. Discussion as to whether Institutional Effectiveness would be an additional committee or as a replacement for CEMPC --- suggested we look at a number of models, including how curriculum and planning relate to research and institutional effectiveness.</p>	<p>Stacey proposed that this issue be an on-going agenda item for CEMPC.</p>
<p>VII. 2008 Charge for CEMPC</p>	<p>Dr. Berry wants to turn the draft of the role of CEMPC into an approved and finalized version.</p>	<p>David Morales will send the Draft that was worked on last year. The committee will review the different drafts, and come up with a finalized version to send to College Council.</p>

Other Items(?)	Dr. Gravenberg asked to have Student Services on the next CEMPC meeting. Anita proposed that the current year budget be reviewed, and the funds be freed up for Student Aides, Instructional Aides, etc. Dr. Gravenberg mentioned that some student workers may run out of funds before the end of the term.	Dr. Gravenberg will follow up to identify those students at risk. VP Berry will identify where funds can be located.
Adjournment		Meeting adjourned at 4:28 pm.