

**MERRITT COLLEGE**  
**College Educational Master Planning Committee (CEMPC)**  
**MEETING MINUTES**

**March 9, 2016, 3:00 PM – 5:00 PM**  
**R29 Teaching and Learning Center**

**PRESENT:** Norma Ambriz-Galaviz, Stefanie Harding, Mario Rivas, Ann Elliott, Tina Vasconcellos, Arnulfo Cedillo, Rachel Antrobus (guest), Rosemary Delia (guest), Samantha Kessler (Knappenberger), Doris Hankins (guest) Maril M Bull, Molly Sealund, Tanya Illarde, Anna Pena (guest, student), Yesenia Ariza (guest, student)

<b>VOTING MEMBERS: *2 Admins, 6 Fac, 3 Class, 2 Stud</b>	
X Mario Rivas (Faculty)	X Molly Sealund (Classified)
X Tanya Illarde (Faculty)	X Maril M Bull (Classified)
Thomas Renbarger (Faculty)	X Stefanie Harding (Classified)
Bill Love (Faculty)	My Williams (Student)
X Arnulfo Cedillo (Admin)	Marquita Price (Student)
<b>NON VOTING MEMBERS:</b>	
X Tina Vasconcellos (Dean)	X Ann Elliott (Chair, Faculty)
X Norma Ambriz-Galaviz (College President)	X Samantha Kessler (Researcher)

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP/ACTION</b>
<b>1. Call to Order, Agenda, Changes, and Adoptions</b>		
<b>2. Approval of Minutes</b>	CEMPC reviewed the December 16, 2016 minutes. Bull and Elliott expressed the importance of uploading CEMPC minutes to the Merritt College website.	Cedillo motioned to approve the minutes with the following corrections. (M/S/A: Cedillo, Harding, Passed 1 abstention.) <ul style="list-style-type: none"> <li>• Change Fran’s last name to White (section V).</li> <li>• Change Bull’s first name to Maril.</li> <li>• Kessler and Chavez were present.</li> <li>• Illarde was absent.</li> <li>• Add dates to Section II: November 4, 2015 and December 2, 2015</li> </ul> All CEMPC minutes and agendas will be forwarded to Bull.
<b>3. Review of CEMPC bylaws and mission statement process</b>	Grampp presented a proposal for a new 10 Step Mission Statement approval process. Vasconcellos suggested the process be tied to EMP (Educational Master Plan). Vasconcellos suggested that the Vision Statement also be updated and suggested that there be a Task Force to lead the process which reviews the Mission and Vision Statements. Rivas suggested that we add a narrative that states that CEMPC initiates Mission and Vision Statement, after the revision of EMP. CEMPC suggested adding another survey (step 1 and step 4.5). President reminded CEMPC the suggested motions would require CEMPC to be responsible for these tasks. Grampp expressed the importance of taking minutes and updating bylaws to reflect the Mission Statements.	Cedillo Motioned to accept the process that Grampp has presented with some minor corrections. It will be on the 5-year cycle and in conjunction the CEMPC bylaws will be updated to reflect the new Mission Statement process. This will include updating the duties of the CEMPC co-chairs to initiate the process. M/S/A

		Cedillo, Sealund (unanimously)
<b>4. Role of CEMPC in EMP, ISS, and bi-annual meeting</b>	Tabled.	
<b>5. Update on the process for the Educational Master Plan</b>	Tabled.	
<b>6. Joint Meeting with CBC and CEMPC</b>	<p>Del Rosario explained the purpose of the joint meeting is for all shared governance constituents, Vice Presidents and President and Business Services Manager to review the resource request list. A finalized resource request list is due to the district before March 18, 2016. Resource requests are tied to program reviews and SLO assessment.</p> <p>President Ambriz-Galaviz shared the Resource Request List (which was extracted from all Program Review requests). CEMPC requested clarification, specifically how each request was linked to SLO assessment and learning. Vasconcellos confirmed that the Division Deans are reviewing the requests and making sure the requests are reflected in their Program Reviews. Kessler suggested creating a prioritized resource request list, which allows us to create a check off list. The check off list will allow us to create a check list of what was completed.</p> <p>CEMPC noted the need for clarification of resource requests documented in program review versus resources from discretionary funds. President Ambriz-Galaviz noted the program review drafts 3 year goals for the program and resource requests needed to fulfill these goals.</p> <p>CEMPC reviewed the District and College deadlines for the Resource Request List. PBC meets next Friday (March 18) and College Council meets next Wednesday (March 16). The committee discussed the shared governance process. Kessler suggested aligning goals with budget.</p> <p>Everything should be listed and prioritized. Prioritization will be based upon the needs or goals of the college or program. All departments on the list. The list will be presented at the joint CBC and CEMPC meeting.</p>	<p>The joint meeting will be held Tuesday, March 15, 2016, 1:30 PM.</p> <p>The Technology and Facilities Committee will be invited to attend the joint meeting.</p>
<b>7. Survey of College Process</b>	Kessler reviewed the College Process Survey. She reflected on Shared Governance Handbook. She is looking for input and also offered to meet with others to work with her to review. Once completed, the survey will be distributed to all of the colleges. Kessler encouraged others to provide input.	Anyone interested in providing input regarding the College Process Survey will email Kessler or meet with her Monday, March 14, 2016; at 4 PM. Elliott volunteered to meet with Kessler.
<b>8. ILOs in Governance Manual.</b>	No discussion.	The ILO quantitative assessment luncheon will be held March 15, 2016.
<b>9. Next Meeting Date</b>		

<b>8. Adjournment</b>		Rivas motioned to adjourn. M/A/S: Rivas, Sealund (passed unanimously)

**MISSION STATEMENT**

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, develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society.

To accomplish its mission, the 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.