## MERRITT COLLEGE Minutes of the <u>CEMPC</u> Meeting Wednesday, May 8, 2013

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.

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.

Present: Molly Sealund, Tanya Ilarde, Chris Grampp, Jon Drinnon, Tae-Soon Park, Eric Gravenberg, Anita M. Black, Carlos McLean, Janet

Zepel

Guest(s): Stacy Thompson, Norma Ambriz-Galaviz, Audrey Trotter, Gina LaMonica

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Approval of Wednesday, May 8, 2013's Agenda	Agreed to go directly after approval of minutes to consideration of by-laws.	
II. Approval of Wednesday, April 10, 2013's Minutes	Approval of the minutes with minor corrections. Moved to approve by Molly Sealund, seconded by Carlos McLean.	Approved with 2 abstentions – Tanya Ilarde and Tae Soon Park.

## III. CEMPC's Role in overall college planning (see Jon Drinnon's notes)

- a. Productivity & FTEF Report AY 2012-2013
- b. Resource Allocation Rubric – discuss samples and draft criteria
- c. 2013-2014 CEMPC

a. Introduction of the document review of the by-laws accomplished by Jon Drinnon and Stacy Thompson. This draft document consolidates various charges and tasks under the Committee Charge with the inclusion of possible monthly calendaring. Discussion of the appropriate process for consideration of the program viability vis-à-vis other committees. Norma Ambriz-Galaviz spoke to the importance of this committee's mission to allocate resources based on a broader understanding of college direction and goals. The CDPDC and the Faculty Senate can look at programs on a more detailed basis.

Discussion of our strategic goals vis-à-vis the District's strategic goals, with the conclusion that our goals need to be featured on the college website. Jon Drinnon suggested that the retreat would be the appropriate venue to review district goals and customize them for our college.

A number of tasks that are now under the purview of other committees and/or the District were agreed to be eliminated from the charter of this committee.

Discussion of whether it would make sense to meet twice month, or whether it would be better to have subcommittees and working groups based on specific tasks. Norma Ambriz-Galaviz said that it is important to come up with 2 reserved dates. It was difficult to come up with a second meeting time agreeable to everyone.

b. Report on resource allocation rubric will be presented for review before the planned retreat.

Jon Drinnon, Stacy Thompson & Molly Sealund agreed to work further on drafting by-laws, a calendar and on specific working groups/subcommittee.

Audrey Trotter will provide draft rubric on or before the retreat.

	V. Anita M. Black presented a CEMPC evaluation of Instructional Unit Plans from 2007– 08 that looks at each discipline with evaluation, comments, resource needs, and faculty needs. It was agreed this might be a good starting point with the addition of specific data such as FTEFs, success data, etc., with consideration of the vision of future development. Jon Drinnon spoke to the importance of turning analysis into action items. Molly Sealund spoke to the importance of reviewing not only instructional review, but also those of Student Support Services and Business Services. Anita M. Black spoke to looking at how expansion of specialized vocational programs will impact basic course offerings. Norma Ambriz-Galaviz proposed that the CEMPC form from 2007-2008 as a starting point for a Program Review Evaluation format with the addition of other entities and additional data points.	
V. Shared Governance Retreat	Reserved for future discussion.	
a. Purpose to revisit College Council Committee & By-Laws		
b. Recommendation – Spring 2013 date		
c. Approach for a productive outcome to "Kick off" AY 2013-2014		
Adjournment	Tae-Soon Park moved to adjourn, seconded by Eric Gravenberg.	Adjourned at 4:43 pm.