

MERRITT COLLEGE
Minutes of the CEMPC Meeting
Wednesday, April 6, 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: Molly Sealund, Dr. Norma Ambriz-Galaviz, Ann Elliott, Dr. Mario Rivas, Stefanie Harding

Guest: Dr. Lillia Chavez

Note taker: Tachetta Henry

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Approval of Wednesday, April 6, 2016 Agenda	CEMPC suggests a format for the CEMPC agenda, which is similar to Classified and Facilities committee agendas, to include meeting dates, committee member's names on the left-hand side of the agenda, and the attachment of goals to the agenda so that there is clarity of duties.	Agenda approved by CEMPC with additions.

<p>II. Approval of Minutes for March 9, 2016</p>		<p>Tabled.</p>
<p>III. Follow up on revision of CEMPC Bylaws</p>	<p>CEMPC discussed the following changes to the by-laws:</p> <p><u>CHARGE OF THE COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Review and update the mission statement, in conjunction with the Educational Master Planning process (every 5 years) with college-wide participation. 2. Annually participates in the review of District Strategic Goals and Institutional Objectives by completing the following: a) participates in the alignment of the college goals/objectives with District goals; b) establish annual committee goals during the month of September. 3. Annually participates with the recommendation of institutional priorities based on College Educational master Plan and District strategic educational goals. <p>CEMPC discussed using an appendix to show the 10 step process so that the process can be identified and defined within the bylaws and using an asterisk (*) next to the process to show in the appendices which process is followed.</p> <p>Furthermore, the following change was made to the bylaws to reflect the duties of the co-chairperson:</p> <p><u>Co-Chairperson Duties</u> Facilitate the functioning of the committee as outlined in the bylaws.</p>	

<p>IV. Role of CEMPC in EMP, ISS, and bi-annual summits</p>	<p>CEMPC discussed that the current status of the bi-annual summit is something that hasn't been institutionalized but is now being institutionalized. The Fall bi-annual summit is to set the college strategic goals and directions in conjunction with institutional leadership. CEMPC discussed its role of participation in organizing the bi-annual summits.</p>	<p>CEMPC will actively participate with college leadership in organizing, planning and reviewing the summits.</p>
<p>V. Report on College resource prioritization process</p>		<p>Tabled</p>

VI. Update on Educational Master Plan process

President N. Ambriz-Galaviz presented first draft #1 of the EMP. CEMPC reviewed the outline of the table of contents to compare. Corrections were made to the outline such as the title, Integrated Planning Model to Integrated Planning Process Structure. Chapter 2 is regarding the external and internal scans. Part of the scans is needed to identify what were the findings, where is the analysis of the data scan and what is are we using to make our planning assumptions. There will be a town hall meeting and CEMPC will facilitate a process. The President is depending on the core group to identify some of the data and the campus to affirm some as well through feedback.

There has been three work groups: Transfer, CTE and Foundation. Of those groups, goals will made based on those titles and titles can be changed if needed. These goal are the broad goals of the future.

Goals were added to chapter 4 of the EMP draft: College culture, student engagement and sustainability. For example, College culture reflects Merritt's uniqueness and goals may be defined around this title, such as sustaining and supporting diversity on campus.

The goals should be viewed as objectives because they should be implemented during 2016-2021, so that enough time is given because the next step will be to define how the objective will be implemented within a time frame. The Collaborative Brain Trust recommended keeping goals broad to allow yourself to narrow down the activities/ objectives because if goals that are identified are not broad enough something may not be inserted in the EMP that should be.

CEMPC discussed its role in regards to defining how what is happening on campus aligns with the EMP. CEMPC recommends draft to go to the CDCPD in order to be prepared with the goals because it should be defined in program review as an activity they want to do. CDCPD will need to align their program review and updates with the EMP.

Town Hall meeting will be held on April 15, 2016.

<p>VII. Report on Assessment Week</p>	<p>S. Harding presented flyer to CEMPC regarding assessment week given CEMPC's involvement as a governance group to ensure that CEMPC is actively participating in assessment week. This is to assess processes such as governance, the understanding of what, when and how things are done, and assessing learning outcomes. Samantha Kessler has shared a draft of questions that will be used during assessment week via Survey Monkey.</p>	
<p>VIII. ILOs in Governance Manual</p>		<p>Tabled</p>

IX. Other (Additions)

Student Services Request for an additional Dean to department

Dr. Chavez presented a proposal to CEMPC to request support in the reorganization of the Student Services structure that includes an additional Dean (Dean of Student Enrollment Services) that is comparable to other Peralta colleges and with the goal to improve the overall efficiency and the division of workloads within Student Services, which includes the various demands of workloads, accreditation and external factors that impact the department. Student Services anticipates that two-thirds of funding for this position will come from district equity dollars from the Center for Your Educational Success project (C-YES) and the remaining funding will come from Merritt's SSSP and equity fund. Furthermore, Dr. Chavez provided CEMPC with two organizational charts; one which reflects the current organizational structure and another which reflects the proposed structure reorganization. Although the areas of the proposed chart are under revision, they are seeking feedback and recommendations from CEMPC.

CEMPC discussed classified concerns of a higher level SEIU 1021 position becoming an administrative position, which may limit classified career advancement and lessens opportunity for qualified classified individuals to apply for the position.

CEMPC suggested that Student Services take a look at all the ranks, administrative and classified, in order to provide a more effective and efficient operation for Student Services and insert titles to the positions on the organizational chart to identify which positions are classified or administrative.

CEMPC suggested that some of the services identified on the organizational chart be moved directly under the VPSS, such as discipline and health services to efficiently spread the workloads between the VPSS and the Deans, so that the Deans can develop more programs.

M. Sealund made recommendation to President N. Ambriz-Galaviz to come back with a revised organization chart and include the Office of Instruction to reflect both sides and how things are planned. ⁶

CEMPC suggested that Student Services take a look at all the ranks, administrative and classified, in order to provide a more effective and efficient operation for Student Services.

CEMPC suggests placing titles to the positions on the organizational chart to identify which positions are classified or administrative.

CEMPC suggested to table discussion until new chart is created

Adjournment	Meeting adjourned at 5pm	
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