

MERRITT COLLEGE
Minutes of the College Council Meeting
February 26, 2014, 3:00 p.m., Room R23

Attendees: T. Park, M. Zielke, R. Allen, D. Hankins, S. Harding, T. Brice, M. Sealund, A. Tomas, E. Bugg, A. Trotter, S. Thompson, T. Henry, A. Alexander, j. Drinnon, M.L. Zernicke, B. Drazen, D. Del Rosario, N. Ambriz-Galaviz

Absent: C. Olsen, T. Christian, D. Morales

Guests: C. Grampp, G. La Monica, D. Truong

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:11 p.m.	
<p>I. Action Items/Presentations: Title III CCSSE & Noel Levitz SSI Survey Merritt College Mission Statement</p>	<p>Title III Introduced D. Truong, Title III consultant, who distributed a handout regarding the survey. The following are highlights from the presentation:</p> <ul style="list-style-type: none"> ▪ Survey will take 50 minutes or less. ▪ Choice between Noel Levitz SSI or CCSSE. ▪ Survey results will be used as evidence for Accreditation Standard IA. ▪ Not all classes will be participating. Five week advance notice will be provided. ▪ Concerns arose regarding the lead time in notifying faculty identified to participate. ▪ Survey cannot be administered outside the classroom. ▪ Asked for volunteers to assist with the ten question survey. ▪ Student survey reflects on the overall experience of the college and allows the college to evaluate the question: Are we meeting our students' needs? ▪ The Title III Grant extension allows us to participate. Last opportunity for the college. ▪ Survey was conducted once before. This identified the need for mandatory orientation and assessment. <p>Mission Statement E. Bugg reviewed the development process of Merritt's Mission Statement dating back to 2004. Below are highlights from the presentation:</p> <ul style="list-style-type: none"> ▪ The process is not written within any shared governance by-law. ▪ Questions arose regarding the evidence used to determine changes. 	<p>Action item regarding Merritt College Mission Statement to be placed on March agenda.</p>

	<ul style="list-style-type: none"> ▪ No action to be taken. Findings were shared from the last recommendation made. Action item to be placed on March agenda. 	
II. Agenda Review, Changes and Adoption	M/S/P (Park/Tomas) to approve the agenda modifications. Yield Accreditation Report to President. President's Report to be provided before Committee Reports.	M/S/P (Park/Tomas) to approve the agenda modifications. Yield Accreditation Report to President. President's Report to be provided before Committee Reports.
III. Approval of January 29, 2014 Minutes	M/S/P (Bugg/Brice) to approve the January 29, 2014 minutes with no corrections.	M/S/P (Bugg/Brice) to approve the January 29, 2014 minutes with no corrections.
IV. Accreditation Update (Bugg)	<p>E. Bugg shared the following:</p> <ul style="list-style-type: none"> ▪ Standard sub-sections are scheduled to meet with the writer. ▪ All findings have not been received. ▪ District information to be answered by ALO's VPI's and VC of Ed Services. ▪ Preliminary 1st draft scheduled to be completed March 31, 2014. Initial draft to be completed by Spring Break. ▪ Updated shared governance membership list needed. 	
V. Committee Reports		
A) CEMPC (Bugg)	Refer to Mission Statement presentation.	
B) Budget (Del Rosario)	See attached written report. Based off data shared, it was questioned if inter-session courses could be offered.	
C) Facilities (Drazen)	<p>B. Drazen provided a written report which was shared and has been attached to the minutes. The following is a topic discussed but not addressed in the report:</p> <ul style="list-style-type: none"> ▪ A pending project exists to address the Blue Phone situation. Plan not developed but project has been budgeted. A student survey is currently being conducted regarding cell providers and what towers are needed at Merritt. ▪ Still possible to add to College Repair List. ▪ Chiller project created problems for Grassy Knoll area; broken sprinkler heads, deep holes, missing sod. These issues should be addressed in final walk-thru. ▪ Suggested obtaining a list of dates for all pending walk-thrus so the college can address these issues. ▪ Proposed area for electric vehicle charging stations is the first row of the C parking lot within the student parking section. 	
D) CDCPD (Morales)	D. Hankins announced that a written report was provided. D. Morales not present to discuss.	

E) CIC (Alexander)	<p>A. Alexander provided the attached written report and shared the following:</p> <ul style="list-style-type: none"> ▪ All listed items on the report were addressed at the last meeting. 	
F) Technology (Zernicke)	<p>M. Zernicke provided the attached written report and shared the following:</p> <ul style="list-style-type: none"> ▪ IT cost hard to calculate. ▪ The developed priority list cost approximately \$4 million to execute. There is no budget for this. Below are items identified in the list: <ul style="list-style-type: none"> • .5 webmaster position • licensing and software • back-up generator for IT • additional server to archive documents <p>Training on the new website will be provided. The old website has been archived at the District.</p>	
V. Presidential Updates		
A) ASMC (Christian)	<p>T. Henry reported the following:</p> <ul style="list-style-type: none"> ▪ Hunger survey has been conducted. 166 responses received. ▪ ASMC Collaborating with Alameda County to bring free food to our students. Currently in the process of writing a proposal. 	
B) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ The Merritt College Commencement Ceremony was moved from May 22nd to May 21st due to a schedule conflict with another college. ▪ Inquiring about selection of next year's commencement date. Discussion needs to start now. ▪ Asking for faculty's cooperation in accommodating our graduating students who are taking finals. ▪ Chose to have the commencement off campus due to unpredictability of the construction surrounding the Grassy Knoll. ▪ A decision has not been made regarding faculty prioritization. Currently reviewing three varied lists: <ol style="list-style-type: none"> 1. Department Chairs 2. Faculty Senate 3. VPI Recommendation ▪ PBC will be reviewing the budget Friday and will determine if Merritt will have any new/additional positions. ▪ All faculty positions being reviewed; general fund and 	

	<p>categorical.</p> <ul style="list-style-type: none"> ▪ Authorized to replace the following retirees: <ul style="list-style-type: none"> • D. Moulton • A. Black • R. Freeman ▪ Researching the funding for positions formerly held by W. Wong and K. Thoman. 	
C) Academic Senate (Park)	T. Park provided a written report which is attached to the minutes.	
D) Classified Senate (Hankins)	<p>D. Hankins provided the attached written report and shared the following:</p> <ul style="list-style-type: none"> ▪ Item 2 does not include the vacant Head Custodian position. ▪ M. Rubio should not be listed as the hourly classified serving as Staff Asst/VPSS. ▪ The Curriculum and Assessment Process Specialist position is currently awaiting the Chancellor's approval. 	
VII. Upcoming Events/Announcements		
	<ul style="list-style-type: none"> ▪ Women's History Month Kick-Off Event, Thursday, March 6, 2014. Guest speakers will be present. Collaborated with AFRAM, ASAME, ASMC & PUENTE. ▪ Members needed for the Merritt College Annual Achievement Awards Committee. Announcement forthcoming. 	
	Adjourned at 5:00 p.m.	

SH
3/26/2014

Written Update to College Council for February 26, 2014 Meeting

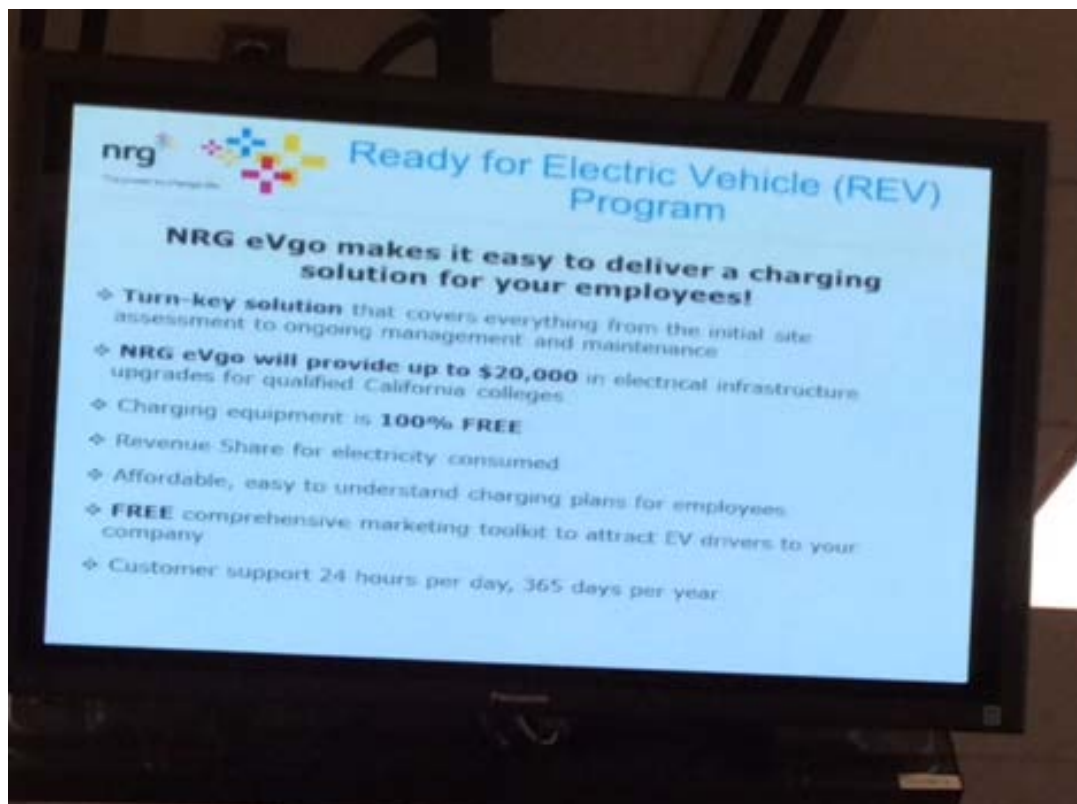
Meeting Date: Tuesday February 4, 2014 CFC and Friday February 7, 2014 DFC

Committee: Facilities

Submitted by: Brock Drazen

Please reference below updates:

- Dean Stacy Thompson attended the CFC and noted the poor condition of the 'grassy knoll' graduation area between buildings D and E/F. Her Kid's College summer camp uses that area and asked that the committee discuss solutions. One suggestion was to re-sod the area
- The committee reviewed each and every faculty and staff submission after the December email request regarding campus repair needs. Each submission was categorized and committee members added additional repair needs that they were aware of. The committee correctly anticipated the district would request a list at some point in the spring. These faculty and staff submissions were included on a master list of emergency repairs submitted to the district by the February 21, 2014 deadline. The master list of prioritized emergency repairs is included with this report.
- The committee continues seeking it's school year long request for an infrastructure report from engineering either at the district level or from a campus representative. While faculty, staff and administrators are diligent in reporting visible repair needs, there remain unseen deeper campus repair needs that are likely costlier to repair and more significant for the long term maintenance of a safe, efficient and operational physical plant.
- At the district facilities meeting, a long presentation regarding electric vehicle charging stations was delivered by sustainability professionals in that field. Five charging stations each with the capability of charging two cars (10 parking spaces) will be installed at Merritt in the near future and must be installed by March 31 to take advantage of credits and rebates.



CDCPD February Report

The CDCPD remains focused on completing numerous faculty responsibilities including submission of the Summer and Fall 2014 schedules. In addition, we need to continue to meet our contractual obligation for evaluating part-time and tenured faculty. Also, we need to keep up with our responsibility to assess student outcomes in Taskstream along with reviewing and updating courses in CNET (which must be done every five years). While making progress, there remain too many places where these things are not happening.

We are evaluating restructuring one department, splitting it into two separate departments and will update one discipline name change, from PE to Kinesiology. Additional attention must be given to enrollment strategies and planning that address the needs of the broader community including those who currently do not find class times attainable for their personal circumstances.

David Morales
Chair, CDCPD

Merritt March CIPD Items and CIC Items for February

CIPD Agenda for March

Process Title	Discipline	Course #	Full Course Title	Effective Term	Catalog Description
MC Deactivate Course	CHDEV	57A	Child Growth and Development: Age Six through Adolescence	Spring 2015	Study of child growth and development from age six through adolescence: Focus on social-emotional, physical, and cognitive development within the family and cultural context; includes observational study of school-age children and adolescents.
MC Deactivate Course	CHDEV	221	Family Child Care for the Experienced Provider	Spring 2015	Issues for the experienced family child care provider: Improving business skills, group care, emotional development of children, special needs, and improving communication skills.
MC New Course	CIS	51	Introduction to Project Information Technology Management	Spring 2015	Project management fundamentals for technology development and implementation: Step-by-step guide to planning and executing IT projects; case studies with real-world IT scenarios; and information systems methodologies and industry standard best practices of standardized project management.
MC New Course	COUN	201	Orientation to College: Student Success and Support Program	Spring 2015	Information for new students: College programs, policies and procedures, campus resources, assessment; and abbreviated Student Educational Plan (SEP).

Merritt March CIPD Items and CIC Items for February

MC Deactivate Course	ENG	280	Communication Skills Workshop	Spring 2015	Assistance with language skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace under the direction of an instructor and with support from tutors.
MC Deactivate Course	MUSIC	9	Introduction to World Music	Spring 2015	Understanding and appreciation of world music through informed listening, analysis and discernment of musical elements, form and repertoire: Covers a rich diversity of styles (popular, folk, classical), periods and cultures.
MC Deactivate Course	MUSIC	26	Choral Ensemble	Spring 2015	Small singing group for study and performance of unaccompanied song literature and the madrigal style of composition. Participation in public performances expected.
MC Deactivate Course	MUSIC	38	Elementary Piano	Spring 2015	Basic piano techniques and theory: Scales, arpeggios, and chord structures.
MC Deactivate Course	MUSIC	40	Intermediate Piano	Spring 2015	Development of fundamental piano techniques: Repertoire of selected pieces from the masters; some sight-reading, ensemble playing, and accompany playing; and application of theory to problems.
MC Deactivate Course	MUSIC	48ND	Symphonic Ensemble I	Spring 2015	Study of symphonic ensemble techniques: Rehearsal, performance and technical skills necessary for performance of repertoire. Field trips are required.

Merritt March CIPD Items and CIC Items for February

MC Deactivate Course	MUSIC	48NE	Symphonic Ensemble II	Spring 2015	Study of symphonic ensemble techniques: Rehearsal, performance and technical skills necessary for performance of repertoire. Field trips are required.
MC Deactivate Course	MUSIC	48NF	Symphonic Ensemble III	Spring 2015	Study of symphonic ensemble techniques: Rehearsal, performance and technical skills necessary for performance of repertoire. Field trips are required.
MC Deactivate Course	MUSIC	48NG	Symphonic Ensemble IV	Spring 2015	Study of symphonic ensemble techniques: Rehearsal, performance and technical skills necessary for performance of repertoire. Field trips are required.

CIC Agenda February 13th

Process Title	Discipline	Course #	Full Course Title	Effective Term	Units	Catalog Description
MC New Course	ART	46	2-D Visual Design	Spring 2015	3	Introduction to the concepts, applications, and historical references related to two-dimensional art and composition: Basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.

Merritt March CIPD Items and CIC Items for February

MC New Course	ART	189	Advanced Ceramic Sculpture	Spring 2015	3	Advanced work in sculptural form with ceramic media. Theory and application of three-dimensional design: concepts, processes, and principles, problems in construction, surface treatments, special techniques and material, including glazes and firing.
MC Deactivate Course	ENGL	280	Communication Skills Workshop	Spring 2015	0.5	Assistance with language skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace under the direction of an instructor and with support from tutors.
MC Deactivate Course	ENGL	280C	English Fundamentals Workshop	Spring 2015	Variable: 0.5-3	Assistance with English skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace on a program designed to meet their needs under the direction of an instructor and with support from tutors.
MC Deactivate Course	ENGL	280D	English Fundamentals Workshop	Spring 2015	Variable: 0.5-3	Assistance with English skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace on a program designed to meet their needs under the direction of an instructor and with support from tutors.

Merritt March CIPD Items and CIC Items for February

CIC Agenda for 2/27

Process Title	Discipline	Course #	Full Course Title	Effective Term	Catalog Description
MC New Course	ART	46	2-D Visual Design	Spring 2015	Introduction to the concepts, applications, and historical references related to two-dimensional art and composition: Basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.
MC New Course	ART	189	Advanced Ceramic Sculpture	Spring 2015	Advanced work in sculptural form with ceramic media. Theory and application of three-dimensional design: concepts, processes, and principles, problems in construction, surface treatments, special techniques and material, including glazes and firing.
MC Course Changes in Non-Catalog Info	BUS	54	Small Business Management	Spring 2015	Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions.
MC Deactivate Course	ENGL	280	Communication Skills Workshop	Spring 2015	Assistance with language skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace under the direction of an instructor and with support from tutors.
MC Deactivate Course	ENGL	280C	English Fundamentals Workshop	Spring 2015	Assistance with English skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace on a program designed to meet their needs under the direction of an instructor and with support from tutors.
MC Deactivate Course	ENGL	280D	English Fundamentals Workshop	Spring 2015	Assistance with English skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace on a program designed to meet their needs under the direction of an instructor and with support from tutors.

Technology Report to College Council

February 26, 2014

The Technology Committee met on 2/13/14 and created priorities for local funding to submit to the district technology committee in March. All four colleges are meeting to review and align priorities in an effort to create systems approaches to work and funding where possible. The committee reviewed and updated the draft Merritt College Technology Plan, which has been submitted to the college president.

The website update is complete and the feedback received by the TC has been very positive. The concern now is how and who to maintain the site.

Computer refresh continues. Approximately 90 desktop computers were recently received and Patricia and Tony are working to get them installed.

Academic Senate Report for February 26, 2014 College Council meeting

The followings are the Academic Senate reports.

- 1) Daniel Lawson (new Tenure Track Math faculty) has been appointed to the College Budget Committee (CBC) and the CBC elected Jon Drinnon as co-chair of the CBC. Jon Drinnon will be joining to the College Council as the CBC co-chair.
- 2) Marta Zielke has been appointed to the College Council for Spring 2014 as the Academic Senate appointee to fill Audrey Trotter's seat.
- 3) Tanya Ilarde will be chairing the Faculty Senate Scholarships committee this year. The Faculty Senate Scholarships committee members are Tanya Ilarde, Carlos McLean, Ann Elliott, Mario Rivas, Megan Sary Talbot, and Tae-Soon Park.

Nine (9) different Faculty Senate Scholarships are available for Merritt students and the application deadline is Monday, March 31, 2014.

Those are as follows.

- A. Carola Thompson-Bowers Memorial Scholarship
- B. Douglas R. Baugh Memorial Scholarship
- C. John F. Summersette Award
- D. Courage & Perseverance Award
- E. Strong Start: First-Year Student Scholarship
- F. Career and Technical Education (CTE) Student Scholarship
- G. Aristotle Award
- H. Eve St. Martin Wallenstein Scholarship
- I. Norbert S. Bischof Memorial Scholarship

Also, the Merritt College Academic Senate (MCAS) passed the following motion on 2/20/2014.

MOTION: The MCAS has agreed to offer a one-time scholarship in memory of Mr. Jose Pena.
There will be two scholarships in the amount of \$200.00 each.

- 4) The Academic Senate Election will be held in March/April 2014.
 - ❖ Nomination Period: Wednesday, March 5 to Tuesday, March 18, 2014
 - ❖ Voting Period: Wednesday, March 26 to Tuesday, April 8, 2014

Thank you.

Tae-Soon Park
Academic Senate President



MERRITT COLLEGE

Classified Senate College Council Report February 26, 2014



- 1) On December 13, 2013 the Classified Senate submitted their Classified Staff 2013/2014 Hiring Prioritization Recommendations to President Ambriz – Galaviz. Next, the Classified Senate will present their list of recommendations to the College Budget Committee to assist with developing a process for incorporating funding of Classified Staff positions.

- 2) The following is a list of Classified Vacancies and an update regarding their replacement status:
 - Staff Assistant, Vice President of Student Services
 - Permanent position - (status unknown)
 - Hourly Classified Staff – Margie Rubio
 - Staff Assistant, Dean of Special Programs & Grants
 - Permanent position - (in process)
 - Hourly Classified Staff – Margie Rubio
 - Staff Assistant, Director of Student Activities & Campus Life
 - Permanent position - (in process)
 - Hourly Classified Staff – Terrell Hegler
 - Staff Assistant, Business Office
 - Permanent position - (in process)
 - Hourly Classified Staff – Maria Perez
 - Staff Assistant, Business (Facilities)
 - Permanent position - (in process)
 - Hourly Classified Staff – Alejandra Cerda
 - Staff Assistant, Landscape/Horticulture
 - Permanent position - (in process)
 - Hourly Classified Staff – Marilyn Bull
 - Staff Assistant, Work Force Development and Applied Sciences (Division II)
 - Permanent position (status unknown)
 - Hourly Classified Staff – Mary McChesney-Young
 - (Approved by Board of Trustees on 2/25/14. Began today - 2/26/14)
 - Staff Assistant, AD Nursing
 - Permanent - (status unknown)
 - Hourly Classified - (status unknown)
 - Switchboard Operator, Business Office
 - Permanent position - (in process)
 - Hourly Classified Staff – Salvador Perez
 - Curriculum and Assessment Process Specialist, Office of Instruction
 - Permanent position - (Request to advertise – District Human Resources)
 - Hourly Classified Staff – Alejandria Tomas

- 3) Honoring Jose Pena
 - On February 7, 2014, the Classified Senate/Staff lost their Treasurer and Colleague
 - Memorial Services were held February 22, 2014