

MERRITT COLLEGE
Minutes of the College Council Meeting
May 13, 2015, 3:00 p.m., Room R23

Attendees: T. Park, A. Trotter, R. Allen, S. Harding, D. Hankins, T. Brice, W. Karim, E. Bugg, A. Cedillo, A. Mansur, T. Christian, A. McCray, J. Drinnon, L. Willis, B. Drazen, N. Ambriz-Galaviz, D. Del Rosario

Absent: J. Hampton, M. Sealund, M. Leung, S. Martinez, M.L. Zernicke

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:16 p.m.	
I. Action Items/Presentations: <ul style="list-style-type: none"> • Merritt College Educational Master Plan (Ambriz-Galaviz) 	N. Ambriz-Galaviz provided the following updates on the Merritt College Educational Master Plan: <ul style="list-style-type: none"> ▪ Updates are needed. ▪ Needs to tie into program review. ▪ Need to identify what has been accomplished and what requires further enhancement. ▪ A. Cedillo in the process of providing updates. ▪ Due to the state June 2015. PBC requesting a draft by tomorrow for their May 22nd meeting. ▪ Plan sent via email. No hard copies were distributed. ▪ Soliciting for input. ▪ The inquiry to add equipment is still in question. 	
II. Agenda Review, Changes and Adoption	M/S/U (Drinnon/Willis) to approve the agenda.	M/S/U (Drinnon/Willis) to approve the agenda.
III. Review and Approval of Minutes: <ul style="list-style-type: none"> • March 25, 2015 • April 22, 2015 	M/S/P (Drinnon/Bugg) to approve the March 25, 2015 minutes as amended. The April 22, 2015 notes were reviewed by the council.	M/S/P (Drinnon/Bugg) to approve the March 25, 2015 minutes as amended.
IV. Accreditation (Bugg)	E. Bugg shared that the Steering committee will be reconvening. Appointed membership will be clarified. It was expressed that Department Chairs need to be a part of this process and held accountable. It was also suggested that a workshop or public forum be held to provide an opportunity for input. The council was reminded that the actionables within the report were developed by the College and that any volunteers willing to assist are to email E. Bugg and cc D. Hankins. A draft of the report was received to check for any errors of fact. The College President will have five minutes at the Commissions meeting in June to make her case. The Official	

	<p>response will not be received by the ACCJC until June 30 or July 1, 2015.</p> <p>Action towards potential recommendations will need to be taken starting September.</p>	
V. Presidential Updates		
A) ASMC (Christian)	<p>T. Christian shared the following:</p> <ul style="list-style-type: none"> ▪ Student Scholarship Banquet will be held tomorrow evening at 5:30 p.m. This will be the last event T. Christian will be a part of as she is graduating and moving on. ▪ Expressed joy in serving on this council for the last two years and shared that much has been accomplished within ASMC. <p>T. Christian was applauded for her services.</p>	
C) Academic Senate (Park)	T. Park referred to her written report which has been attached to the minutes.	
B) Classified Senate (Harding)	<p>S. Harding referred to her written report which has been attached to the minutes. She recapped on the M CCS being elected to receive a Model Senate Award at the CLI Conference in June.</p> <p>A copy of M CCS newsletter “The Classified Voice” May 2015 edition was distributed.</p>	
D) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ All five math faculty were accommodated in the new Science Building. ▪ New office space will be built <u>allocated</u> as individuals retire. ▪ An email pertaining to the planned June 1st retreat will be sent shortly. Retreat was designed to address challenges the College is having. ▪ J. Bryson, President’s Executive Assistant, submitted her letter of retirement effective June 30, 2015. 	
VI. Committee Reports		
A) CBC (Willis)	L. Willis provided a written report which was shared and has been attached to the minutes.	
D) CDCPD (Drinnon)	<p>J. Drinnon shared his written report which has been attached to the minutes. The following are additional comments:</p> <ul style="list-style-type: none"> ▪ The RP 6 Success Factors should be aligned with strategic planning. ▪ New Program Review template needs to be requested of L. Sanford. 	

B) CEMPC (Bugg)	E. Bugg shared that a special CEMPC meeting will be conducted on the 21 st to further discuss the governance handbook.	
C) CFC (Drazen)	<p>B. Drazen shared his written report which has been attached to the minutes.</p> <p>M/S/P (Drinnon/Brice) to take R23 offline as a formal meeting space in order to restore its use as the faculty and staff lounge as it was intended.</p> <p>R23 will be furnished in accordance to the plan developed in 2008. President is to meet with CBO to identify potential dollars and/or existing furniture.</p>	M/S/P (Drinnon/Brice) to take R23 offline as a formal meeting space in order to restore its use as the faculty and staff lounge as it was intended.
E) CIC (McCray)	<p>A. McCray provided a written report which was shared and has been attached to the minutes. The following are additional highlights not included in the report:</p> <ul style="list-style-type: none"> ▪ Beginning June training will be provided to the Curriculum Chairs on the new CurricUNET Meta. Chairs are then going to train the faculty. Not clear on what funding is being provided for this training. 	
F) MTC (Zernicke)	College technology budget was submitted to the District to be incorporated into the VC's budget. Next meeting is scheduled for tomorrow. Committee will be assessing their goals.	
VII. Upcoming Events/Announcements		
<ul style="list-style-type: none"> • Student Awards Banquet, 5/14/2015 • African/African American Graduation, 5/16/2015 • MC Commencement Ceremony, 5/20/2015 	D. Hankins read the events listed on the agenda and noted the PDC goals assessment.	
	Adjourned @ 5:18 p.m.	

SH
11/18/2015

Written Update to College Council for 5/13/2015 meeting

Committee: Academic Senate

Meeting Dates: April 30, 2015 and May 7, 2015

Submitted by: Tae-Soon Park

Please reference below updates:

- The Academic Senate Election has been completed. Mario Rivas, Jennifer Shanoski, Jon Drinnon, Carlos McLean, Tae-Soon Park, Audrey Trotter, and Bill Love are reelected and May Ciddio is elected.

The Academic Senate Officers have been elected for 2015-2016.

Mario Rivas, President, DAS Rep.

Jennifer Shanoski, Vice President, DAS Rep.

Marta Zielke, Treasurer

Tanya Harde, Recording Secretary

Jon Murphy, Corresponding Secretary

- The Academic Senate Scholarships winners have been selected. Please see next page.
- A motion passed on 5/7/2015:

The Academic Senate will compile the percentages of the Survey (That is, all bar graph survey summary results) in a single document and that should be sent out to faculty. The faculty are invited to see the comments from the survey in person in L 123 but cannot receive a copy of the comments.

- I think the Academic Senate achieved about 80% of Academic Senate 2014-15 Goals.

Thank you.

FACULTY SENATE SCHOLARSHIP RECIPIENTS

2015

Committee Members: Tanya Ilarde, Carlos McLean, Tae-Soon Park, Marty Zielke

SCHOLARSHIP	RECIPIENT
Eve St. Martin Wallenstein Scholarship	Ana Pena
Norbert S. Bischof Memorial Scholarship	Alecia Barnes
Carola Thompson-Bowers Memorial Scholarship	David Quintanilla
Courage & Perseverance Award	Yesenia Araiza
Courage & Perseverance Award	Nicole King
Courage & Perseverance Award	Lynne Parker
Strong Start: First –Year Student Scholarship	Jessica Myers
Career & Technical Education Student Scholarship	LaRichea Smith
Aristotle Award (4.0)	Elizabeth Mattson

Merritt College

Faculty Senators (14 senators)

Fall 2015 – Spring 2016

Contract Faculty (12 senators)

Mario Rivas, President, DAS Rep. (Fall 2015 - Spring 2017)

Jennifer Shanoski, Vice President, DAS Rep. (Fall 2015 - Spring 2017)

Marta Zielke, Treasurer (Fall 2014 - Spring 2016)

Tanya Ilarde, Recording Secretary (Fall 2014 - Spring 2016)

Jon Murphy, Corresponding Secretary (Fall 2014 - Spring 2016)

Heather Casale (Fall 2014 - Spring 2016)

Jon Drinnon (Fall 2015 - Spring 2017)

Ann Elliott (Fall 2014 - Spring 2016)

Carlos McLean (Fall 2015 - Spring 2017)

Fereshteh Mofidi (Fall 2014 - Spring 2016)

Tae-Soon Park (Fall 2015 - Spring 2017)

Audrey Trotter (Fall 2015 - Spring 2017)

Part time (Adjunct) Faculty (2 senators)

Mary Ciddio, DAS Rep. (Fall 2015 - Spring 2016)

Bill Love (Fall 2015 - Spring 2016)

Merritt College

Goals At-A-Glance: FY 2014-15 Assessment Template

Name: Merritt College Academic Senate (MCAS)

Committees identified goals for the academic year that aligned with the District and College Strategic Goals. Please explain if the goal(s) identified are ongoing or were completed.

PCCD Strategic Goals	2014-2015 Merritt College Goals	Merritt College Academic Senate Goals	Goals Assessment
A. Advance Student Access, Equity and Success	<i>Goal 1: Create an environment of exceptional student access, equity and success.</i>	Process, analyze and act on student data. Support, promote and enhance assessment of Student Learning Outcomes to advance equity and success of all students.	In progress.
B. Engage and Leverage Partners	<i>Goal 2: Engage our community through respectful dialogue to create partnerships and opportunities for our students.</i>		
C. Build Programs of Distinction	<i>Goal 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.</i>	Create mentoring system for new and part time faculty	Done. It will be work in progress as always.
D. Strengthen Accountability, Innovation and Collaboration	<i>Goal 4: Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.</i>		
E. Develop and Manage Resources to Advance Our Mission	<i>Goal 5: Develop human, fiscal, and technological resources to advance and sustain our mission.</i>	Develop a working relationship with administration that is honest, direct, and based on trust.	In progress.

Written Report to College Council
May 13, 2015

Committee: Merritt College Classified Senate (MCCS)
Submitted by: Stefanie Harding

Please reference below updates:

- Our next meeting will take place on May 26, 2015. The Senate will be planning for a part-two of our Health workshops to take place on Thursday, June 25, 2015.
- MCCS made a request at the CFC meeting on April 28, 2015 for an identified space to be used as a Classified Staff break room. A motion carried to recommend R23.
- A second edition of the “Classified Voice” newsletter was sent via email on May 5, 2015.
- MCCS Election process began May 4, 2015. Nominations will last May 4-22, 2015. Voting will occur May 27-June 2, 2015. Five of our nine senators are up for re-election.
- Classified Staff were provided the opportunity to evaluate the MCCS. 35 responses were received. The following three questions were asked:
 1. Merritt College Classified Senate (MCCS) successfully represents the College's Classified Staff and addresses its needs.
(On a scale of 1-5 w/5 being the highest, the MCCS received a 4.47.)
 2. Merritt College Classified Senate (MCCS) effectively communicates to the College's classified body.
(On a scale of 1-5 w/5 being the highest, the MCCS received a 4.22.)
 3. Merritt College Classified Senate (MCCS) advocates for and unifies the College’s Classified Staff.
(On a scale of 1-5 w/5 being the highest, the MCCS received a 4.44.)Additional comments were made. A summary of these comments were captured and will be shared with the MCCS to discuss at our May 26, 2015 meeting.
- Meeting dates for the remainder of this fiscal year are as follows: 5/26/15 and 6/16/15.



**Budget Committee Report to
Merritt College Council
Prepared By: Linnea N. Willis, Co-Chair
April 22, 2015 and May 13, 2015
3:00 p.m. – 5:00 p.m.**

College Budget
Committee Members

Brice, Timothy
Bugg, Elmer
Cedillo, Arnulfo
Del Rosario, Dettie
Ilarde, Tanya
Lawson, Daniel
Marrero, Tara
McLean, Carlos
Sary Talbot, Megan
Park, Tae-Soon
Thai, Nghiem
Sidzinska, Kinga
Victorian, Charlotte
Willis, Linnea
Woodward, Denise
ASMC Student Rep

- **Budget Committee Met April 15, 2015 from 3-5 p.m. and today May 13, 2015 from 1-3p.m.**
- **Budget Status**
 - Discussed Budget Status at both April and May meetings
 - Fund 1 Requisitions were due by March 31, 2015
 - Important for everyone to turn in all remaining requisitions for all remaining Funds before the April 30, 2015 deadline
 - We have sent our discretionary budget for 2015-2016 to the District
 - Only remaining requisitions possible are related to Graduation and Health & Safety; and EPAFs can be submitted through June 12th for spending the funds by June 30th
 - Instructional Equipment – We did not find out until recently that there was \$50,000 to spend on equipment, that was split equally between Division I and Division II. There is \$25,000 remaining for expenditure that missed the cutoff. Dettie is requesting an extension/exemption so the funds can still be spent.
- **Budget Committee Retreat – June 2, 2015**
 - Budget Committee will have an all-day Retreat on Tuesday June 4, 2015 to discuss budgeting process for 2014-2015, ways to improve the budgeting process
 - Overall, Budget Committee very happy with the budgeting process this year – APU's, Program Reviews and assessment data incorporated more than ever before. But want to improve on the process and communicate deadlines sooner too the campus
 - Goal of the Retreat will be to have an improved resource allocation process for next year 2015-2016, and to continue to set goals and priorities for next year
- **Review and Assessment of 2014-2015 Goals**
 - Evaluated what was accomplished this year and set priorities for rest of this year/next year
 - To be discussed further at the Retreat on June 4, 2015

Merritt College

Goals At-A-Glance: FY 2014-15 Governance Committee Assessment Template

Committee Name: College Budget Committee (CBC)

Committees identified goals for the academic year that aligned with the District and College Strategic Goals. Please explain if the goal(s) identified are ongoing or were completed.

PCCD Strategic Goals	2014-2015 Merritt College Goals	College Budget Committee (CBC) Goals	Goals Assessment
A. Advance Student Access, Equity and Success	<i>Goal 1: Create an environment of exceptional student access, equity and success.</i>	<p>Support the Business Services and Administrative Manager and Administration in ensuring financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness.</p> <p>Advise and assist Administration in distributing resources to support the development, maintenance and enhancement of programs and services and to ensure student success. Approved by CDCPD on October 1, 2014</p> <p>Review Program Reviews, APU's and other documents to assist in setting funding priorities, to shape the budget and to conduct short term and long term financial planning, to ensure student success.</p>	<p><i>Achieved and Ongoing.</i></p> <p><i>Achieved and Ongoing.</i></p> <p><i>Ongoing and Needs Improvement.</i></p>
B. Engage and Leverage Partners	<i>Goal 2: Engage our community through respectful dialogue to create partnerships and opportunities for our students.</i>		
C. Build Programs of Distinction	<i>Goal 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.</i>	Ensure financial resources are sufficient to support student learning programs and services, to improve institutional effectiveness and to build programs of distinction	<i>Ongoing and Needs Improvement.</i>
D. Strengthen Accountability, Innovation and Collaboration	<i>Goal 4: Through collegial governance, support institutional communication, innovation</i>		

	<i>and interdisciplinary collaboration.</i>		
E. Develop and Manage Resources to Advance Our Mission	Goal 5: <i>Develop human, fiscal, and technological resources to advance and sustain our mission.</i>	<p>Advise the President, Business Services and Administrative Manager, College Council and Administration on the development of budgetary policies, processes, procedures, timelines and the allocation of funds, to advance the College mission and goals, Institutional Learning Outcomes, Program Reviews, APU's etc.</p> <p>Review budget proposals from departments and/or program areas, and recommend the overall College Budget, recommend funding priorities</p> <p>Review and assess the Budget Committee processes, to increase the Budget Committee's role in budget development, policies, processes, procedures, timelines and allocation of funds, and determine even more effective methods of impacting/tying together collegial governance processes as it relates to the budget</p> <p>Support the Business Services and Administrative Manager in planning and managing financial affairs with integrity and in a manner that ensures financial stability</p> <p>Sponsor budget orientation workshops and training for faculty, staff and administrators, regarding the budget allocation process, Merritt's budget in relation to the District, the BI Tool re productivity/enrollment, financial screens, budget development</p> <p>Communicate with all shared governance committees and constituent groups through Budget Committee meetings and through College Council meetings</p>	<p><i>Achieved.</i></p> <p><i>Achieved.</i></p> <p><i>Achieved and Ongoing.</i></p> <p><i>Achieved and Ongoing.</i></p> <p><i>Achieved.</i></p> <p><i>Achieved.</i></p>

		<p>Support the Business Services and Administrative Manager and Administration in ensuring financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness</p> <p>Review Program Reviews, APU's and other documents to assist in setting funding priorities, to shape the budget and to conduct short term and long term financial planning, to ensure student success</p> <p>Advise and assist Administration in distributing resources to support the development, maintenance and enhancement of programs and services, increasing revenue and to ensure student success</p>	<p><i>Achieved and Ongoing.</i></p> <p><i>Ongoing and Needs Improvement.</i></p> <p><i>Achieved and Ongoing.</i></p>
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MERRITT COLLEGE



COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS

MEETING WEDNESDAY, MAY 6, 2015

2:30 TO 4:00 PM – ROOM R23

REPORT TO COLLEGE COUNCIL

1. The chair announced that he would not be seeking to chair this meeting next year.
2. The meeting time was taken up with a report from the VPI on enrollment plans and discussion of college wide communication
3. Despite my best efforts to get the CDCPD to work on the goals we created, I was unsuccessful. Workgroups of volunteers were formed to assess our goals for viability and possible actions, but only 2 of 6 workgroups completed their tasks. In addition to that, I was not able to apportion time at any of the meetings this semester to discuss the findings from even those two workgroups. Unfortunately I had to put off the goals assessment and work until the fall. I believe a part of the problem is that the committee created unrealistic goals in the first place, which made it impossible to accomplish any of them.
4. Adjournment

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 and a global economy.

Written Update to College Council for May, 13, 2015 Meeting

CFC Meeting Dates: Tuesday April 28, 2015
Committee: Facilities Submitted by: Brock Drazen

Please reference below updates:

- Minutes for the committee this school year have rarely been produced. The committee understands it is a critical area and now has a glaring hole on its website where minutes should be. It was agreed that next year, a lap top computer would be made available at meeting time for the chair to take minutes during the meeting.
- Three space allocation requests were made using the criteria created by the committee in the fall.
- 1) The Merritt College Classified Senate requested space for a staff lounge. Stefanie Harding came to the meeting to present on the issue. It was unanimously voted to recommend R23 revert back to its original purpose as a faculty/staff lounge. Meetings that are currently taking place in this room can be held elsewhere on campus next year.
- 2) Kitchel's Justin Smith requested to use D180 as a storage space and work area as his portable was removed. This is the recommendation of the committee
- 3) Kinesiology, through Inga Marciulionis, requested the space vacated by the MLK Freedom Center that is adjacent to Kin's current office space. The recommendation was unanimous. However, Tae-Soon Park was present and had a concern that office space assignments were in the purview of the Academic Senate and not the CFC
- ASMC made a presentation regarding a 'Smoke-Free' campus. There is an on going survey among the student population regarding the desire to have a campus completely free of smoking without exception. There was a suggestion that better signage is needed in areas that are already supposed to be free of smoking because students smoke right in front of smoke free signage as is. Larger signs that specifically say "SMOKING PROHIBITED" or some other very direct language was suggested. The students brought forward plastic baggies filled with cigarette butts from a clean up they conducted in and around the P building. The committee recommended the students make a presentation in Dr. Love's class and that they discuss the issue with him as well (he had already left the meeting for class when the presentation was made).
- The committee discussed its school year long progress on its goals (see attached).

Merritt College

Goals At-A-Glance: FY 2014-15 Governance Committee Assessment Template

Committee Name: College Facilities Committee (CFC)

Committees identified goals for the academic year that aligned with the District and College Strategic Goals. Please explain if the goal(s) identified are ongoing or were completed.

PCCD Strategic Goals	2014-2015 Merritt College Goals	College Facilities Committee (CFC) Goals	Goals Assessment
A. Advance Student Access, Equity and Success	<i>Goal 1: Create an environment of exceptional student access, equity and success.</i>	Facilitate clear processes to maintain and assure an excellent learning environment considering issues of ADA access, OSHA compliance, work order efficiency, culling and submitting maintenance repair lists and addressing emergency needs.	In progress. The committee added an ADA representative from DSPS--Derrick Ross. Refining the work order process continues and maintenance repairs/emergency needs was a big issue at the district—new funded budget line will help.
B. Engage and Leverage Partners	<i>Goal 2: Engage our community through respectful dialogue to create partnerships and opportunities for our students.</i>	Prepare objective criteria addressing facilities space allocation requests by community and campus groups or individuals.	complete
C. Build Programs of Distinction	<i>Goal 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.</i>	Maintain a physical environment that inspires and cultivates excellence among programs on campus.	Always a work in progress
D. Strengthen Accountability, Innovation and Collaboration	<i>Goal 4: Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.</i>	Connect, communicate and provide continuity between the college facilities committee, the district facilities committee, the college council and the broader college community through written reports, a strong physical presence of CFC members at all three shared governance body meetings and by offering campus-wide opportunities to listen and contribute.	In progress. The committee members had a strong presence on other shared governance committees and efforts to communicate among committees and with the larger college community continue.
E. Develop and Manage Resources to Advance Our Mission	<i>Goal 5: Develop human, fiscal, and technological resources to advance and sustain our mission.</i>	Develop and regularly review the 5 year facilities master plan, advocate for a funded budget line for maintenance and repairs and review annual program updates (APUs) to properly plan for future excellence.	Needs more effort. The district will be providing more defined timelines so that we can address planning in a more effective manner. Access to APUs for next year. Budget line has been funded.

Curriculum Committee Report for May 13, 2015 College Council Meeting

Prepared by A. McCray, Chair of CIC.

Since the last report of CIC to the College Council:

1. We are making progress on our Council Goals by continuing to provide support for the Merritt College faculty members in their efforts to create and modify courses and programs.
2. Catalog "draft" pages are being emailed to lead faculty and department chairs, to provide opportunity for revision and corrections.
3. The CIC reviewed and approved these course modifications during the CIC meetings 4/23 and sent these to the May CIPD meeting (District curriculum committee) for approval consideration:
 - BIOSC 60 (needed to submit for new board approval date, for state approval)
 - LANHT 29E (reactivation of course)
 - COUN 207C (modified description)
 - LANHT 18A (correction)
 - LANHT 29 (correction)
 - CHDEV 59 (DE addendum; information item for CIPD)
4. The CIC reviewed and approved the following course deactivation and will send it to CIPD (District curriculum committee) for approval consideration:
 - LANHT 22A
 - SPAN 22A (was already deactivated in CNET and does not exist in state inventory)
 - SPAN 22B (was already deactivated in CNET and does not exist in state inventory)
5. The CIC reviewed and approved the following programs and sent it to the May CIPD meeting (District curriculum committee) for approval consideration:
 - ECON AA-T (new program, required by August 1, 2015 due to local Economics AA)
 - Radiologic Science AS and CA (Needed to update so we can fix errors in the state inventory).
 - Landscape Architecture AA (needed to correct courses in list)
 - Intermediate Landscape Design and Construction (needed to correct courses in list)

Merritt College

Goals At-A-Glance: FY 2014-15 Governance Committee Assessment Template

Committee Name: Curriculum & Instructional Council (CIC)

Committees identified goals for the academic year that aligned with the District and College Strategic Goals. Please explain if the goal(s) identified are ongoing or were completed.

PCCD Strategic Goals	2014-2015 Merritt College Goals	Curriculum and Instructional Council (CIC) Committee Goals	Goals Assessment
A. Advance Student Access, Equity and Success	<i>Goal 1: Create an environment of exceptional student access, equity and success.</i>	Continue to support the development of programs, degrees, certificates.	Ongoing.
B. Engage and Leverage Partners	<i>Goal 2: Engage our community through respectful dialogue to create partnerships and opportunities for our students.</i>		
C. Build Programs of Distinction	<i>Goal 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.</i>	Process curriculum in a timely, efficient, and compliant manner.	Ongoing.
D. Strengthen Accountability, Innovation and Collaboration	<i>Goal 4: Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.</i>	Inform the college community of local and state requirements. Train and support faculty in the curriculum development process.	Ongoing.
E. Develop and Manage Resources to Advance Our Mission	<i>Goal 5: Develop human, fiscal, and technological resources to advance and sustain our mission.</i>	Build and maintain the CIC website.	Ongoing.