

**Meeting Minutes****April 9, 2020****12:00-1:30 p.m.****[Zoom Recording](#)****MEMBERS:**

<b>VOTING</b>			
X	Allen, Rose (Counselor)	X	Rog, Paul
	Altman, Hillary (Faculty)	X	Santana, Isela
X	Balukjian, Brad (Faculty)	X	Thai, Nghiem (Chair)
X	Brown, Courtney (Faculty)		[vacant] (Student)
X	Fitch, LaShaune (Curriculum Specialist)		
	Pantell, Steve (Articulation Officer)		
<b>NON-VOTING</b>			
X	Amboy, Marie (Division III Dean)		Holloway, Jason (Division II Dean)
X	Chavez, Lilia (Interim Vice President of Student Services)		Richardson, Denise (Acting Vice President of Instruction)
	Foster, Chriss (Interim Division I Dean)		

**GUESTS:** Anita Black, Kaliya Young (Hamlin)

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	Meeting called to order at 12:05 p.m.	
II. Adoption of Agenda	Agenda as amended adopted without objection.	Thai – Post on website
III. Approval of Minutes	March 26, 2020, meeting minutes approved without objection.	
IV. Consent Calendar	No consent items considered because the termination of the Merritt-FAS listserv prevented timely and widespread posting of the agenda per the Brown Act.	Thai – Post on website
V. New Business	<p><b>Curriculum Proposals</b> No curriculum proposals considered because the termination of the Merritt-FAS listserv prevented timely and widespread posting of the agenda per the Brown Act.</p> <p><b>Catalog Update</b> Online catalog uploaded to Merritt College website, at start of priority enrollment; printed catalog estimated delivery date, the first week of May 2020.</p>	

**CCCCO Memo ES 20-12 Emergency Temporary Distance Education Blanket Addendum for Summer or Fall 2020**

Thai provided summary of Memo ES 20-12:  
The California Community Colleges Chancellor's Office (CCCCO) issued Memo ES 20-12 on March 31, advising colleges to plan proactively for instructional contingencies for the fall 2020 semester in light of the COVID-19 crisis. Although Merritt currently has an approved emergency temporary distance education blanket addendum to deliver all courses online until June 30, additional addenda need to be requested by May 20 for summer 2020 and by July 1 for fall 2020. Each request must include a plan for local approval of all courses included in the addendum by December 30, 2020.

The Curriculum Committee will develop a local emergency approval process for DE within the following parameters:

- All courses without approved DE addenda scheduled for the fall semester must be submitted for DE approval.
- DE approval for these courses shall be temporary and applicable only in emergency circumstances that preclude face-to-face instruction.
- DE approval is contingent upon adherence to the California Code of Regulations, title 5, sections 55204 and 55206, which require a DE addendum to the course outline of record specifying:
  - How course outcomes will be achieved
  - Regular and effective contact between instructor and student, and among students, either synchronously or asynchronously
  - Compliance with the requirements of the Americans with Disabilities Act and Rehabilitation Act of 1973

CCCCO will conduct a webinar entitled Navigating Distance Education to provide information regarding the Emergency Temporary DE Blanket Addendum on April 13.

**2020-2021 MCCC Membership**

- Faculty members Allen, Balukjian, Brown, Santana and Thai to continue as committee members.
- Discussion: MCCC membership should include a DE representative

**Review of Committee Bylaws**

- Postponed

	<p><b>Proposed Revision of CIPD Statement of Purpose</b>  Thai presented CIPD plan to revise its bylaws to delineate its purpose and charge more clearly in relation to the College Curriculum Committees on May 4.</p> <p><b>Change of Hours-Per Unit Divisor</b>  Thai presented district plan to change the hours-per unit divisor from 52.5 to 54.</p>	
VI. Standing Items	<p><b>Guided Pathways Pillar 1: Clarifying the Path Program Mapping Contract Project</b>  Independent contractor Irving Chin will present the program maps he has developed for Merritt’s associate degrees and certificates of achievement on April 24.</p>	
VII. Announcements	<ul style="list-style-type: none"> <li>• Next MCCC Meeting:  April 23, 2020, 12:00-1:30 p.m., ZOOM</li> <li>• Next CIPD Meeting:  April 20, 2020, 1:00-3:00 p.m., ZOOM</li> </ul>	
VIII. Adjournment	Meeting adjourned at 1:40 p.m.	