

## Meeting Minutes

April 8, 2021

12:00-1:30 p.m.

[Zoom Recording](#)

### MEMBERS:

VOTING			
X	Al-Asad, Muwafaqu (Division III Faculty)	X	Pantell, Steve (Articulation Officer)
X	Allen, Rose (Counselor)	X	Peabody, Nathan (Division III Faculty)
X	Altman, Hillary (Division I Faculty)		Pharr, Phasasha (Student Services Staff)
X	Brown, Courtney (Division II Faculty)		Rogé, Paul (Division II Faculty)
X	Fitch, LaShaune (Curriculum Specialist)	X	Thai, Nghiem (Librarian/Chair)
X	Gonzalez Santana, Isela (Division I Faculty)	X	Williams, Adoria (DE Representative)
	Mast, Cory "Buddy" (Student Representative)		
NON-VOTING			
X	Amboy, Marie (Division III Dean)		Holloway, Jason (Division II Dean)
	Chavez, Lilia (Vice President of Student Services)		Richardson, Denise (President of Instruction)
	Foster, Chriss (Division I Dean)		

**GUESTS:** Monica Ambalal, Carla Carvalho (student representative)

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:02 p.m.	
II. Adoption of Agenda	Agenda was adopted without objection.	Thai – Send to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Approval of Minutes	The following meeting minutes were approved without objection: <ul style="list-style-type: none"> <li>• February 25</li> <li>• March 11</li> <li>• March 25</li> </ul>	Thai – Send to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>  Thai – Request addition of transfer data dashboard to Planning, Research, and Institutional Effectiveness website  Thai – Convene Equity Subcommittee
IV. New Business	<b>Participatory Governance and Brown Act</b> President Johnson received legal counsel regarding administration of participatory governance meetings. It was determined that committees not created by formal action of the District Board of Trustees or the Merritt Academic Senate do not have to comply with the Brown Act's open meeting requirements. However, in the interest of transparency, the college will strive to make agendas available before scheduled meetings which are open to all those who would like to attend.	

	<p><b>Curriculum Review Compliance Update</b>  Thai updated MCCC on the status of curriculum at the tech review level in Curriqunet. MCCC members were encouraged to review their assigned proposals. Thai and Fitch are available to assist.</p> <p><b>Distance Education Plan Development</b>  Monica Ambalal, Merritt College’s DE Coordinator, presented the draft of the <i>Merritt College Distance Education Plan, 2021-2024</i>. Some of the some of the findings are:</p> <ul style="list-style-type: none"> <li>• Every year since fall 2014 the percentage of students enrolled in online/hybrid courses has increased (irrespective of remote learning necessitated by pandemic).</li> <li>• Retention rate: pre-pandemic, retention rate is 75%; when this figure is disaggregated by ethnicity disparities emerge; African-American and Latinx student retention rate is lower. Merritt must develop activities that directly address those populations and not the overall student population.</li> <li>• Student success rate: same disparities as retention rate</li> <li>• Possible solutions that address disparities: Creation of work study positons dedicated to helping students on canvas; hire full time instructional designer; encourage faculty to take online equity course; hire of online accessibility specialist; create district administration administrative position that would keep a tally of people who have completed AP 4105.</li> <li>• MCCC members expressed concern for those students that Merritt has lost due to covid and the transition to online courses. How do we get them to enroll again?</li> <li>• Ambalal requests that MCCC inform her of the development of new online courses, what departments are developing them, and if the courses are being designed to grow a program and address student need.</li> </ul> <p><b>Program Mapping Project Completion</b>  Independent contractor Irving Chin of Tassel Software has created 75 degree and certificate of achievement program maps. Maps are slowly being validated by faculty and counselors. The college must conclude the validation process before the end of Chin’s contract which terminates at the end of this fiscal year. Some faculty and counselors question the usefulness of maps because the maps Chin created are for fulltime students; most Merritt students go to school part time.</p>	<p>Thai – Distribute list of course proposals at tech review level</p>
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	Chin to deliver maps as PDFs. The intention is for the maps to be validated and published in next year's catalog and posted on college website.	
V. Announcements	<ul style="list-style-type: none"> <li>• Next MCCC Meeting: April 22, 2021, 12:00-1:30 p.m.</li> <li>• Next CIPD Meeting: April 19, 2021, 1:00-3:00 p.m.</li> </ul>	
VI. Adjournment	Meeting adjourned at 1:30 p.m.	