

## Meeting Minutes

October 30, 2020

3pm-4pm

<https://cccconfer.zoom.us/j/91819520648>

<b>VOTING MEMBERS– List full name below, identify which constituency group each individual represents</b>			
x	Tom Renbarger	x	Denise Richardson
	Mary Ciddio	x	Lilia Chavez
x	Dan Lawson (Co-chair)	x	Jason Holloway
x	Tachetta Henry	x	Nathan Pellegrin (Co-chair)
	Jamila Saleh		

**GUESTS:** Carmen Johnson, Nghiem Thai, Marie Amboy, Feather Ives, Ronald Moss

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call for minute-taker	Dan Lawson volunteers to take minutes for this meeting	
II. Call to Order	Meeting called to order at 3:04 p.m.	
III. Agenda Review, Changes and Adoption	Agenda was adopted without objection. TR/DR/unan	Co-chairs: Send to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
IV. Approval of Minutes	<ul style="list-style-type: none"> <li>• Correct abbreviation for Collaborative Brain Trust</li> <li>• Approve minutes from 10/14/20 as amended without objection</li> </ul> TR/TH	Co-chairs: Send to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
V. Action Items/ Presentations	<p><b>Review of October 27 Letter from ACCJC</b></p> <ul style="list-style-type: none"> <li>• Should set aspirational goals for Institution Set Standards (ISSs)</li> <li>• Will set stretch goals to be greatest annual increase in previous 5 years, as long as it is positive</li> <li>• Set ISSs at Academic Senate meeting in March 2020</li> <li>• Posted to chat: ACCJC Recommendation: Glossary – Institution-Set Standards: Performance metrics and measures set by institutions for student achievement, both in individual programs and for institution-wide student achievement. (A useful example of Institution-Set Standards could be the three-year averages of student performance metrics and performance targets set above the averages.) Both the definition and the level of expected performance are appropriate for assessing achievement of institutional mission, for determining actions of improvement, and for analyzing institutional results in the context of higher education. Institutions assess student performance against locally set standards in order to determine institutional effectiveness and academic quality and to inform planning and action for continuous improvement.</li> </ul>	

*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.*

	<ul style="list-style-type: none"> <li>• ACCJC recommends a 3-year average</li> <li>• Should we first address ISSs before setting aspirational goals?</li> </ul> <p><b>Standards and Aspirational Goals</b></p> <ul style="list-style-type: none"> <li>• ISSs can be either average of previous years, or a percentage of the previous year</li> <li>• BCC's model is a certain percentage of the previous year</li> <li>• Does BCC hit their goals each year using this model? Yes, because goals are reported in retrospect</li> <li>• MC's Aspirational Goals using highest year-to-year change with 1% increase as a minimum: <ul style="list-style-type: none"> <li>○ Course Success: 68.7%</li> <li>○ Certificate: 777</li> <li>○ Degrees: 694</li> <li>○ Transfers: 233</li> </ul> </li> <li>• We could use the aspirational goals to set our ISSs, for example, the ISS could be the higher of our current ISS or 75% of the aspirational goal</li> <li>• Need a motion to adopt some formula(s) for aspirational goals and for ISSs.</li> <li>• Will need to bring this to Academic Senate and College Council</li> </ul>	<p>Motion: Set aspirational goals to be the current actuals plus the largest year-to-year increase in the previous five years or 1%, whichever is larger. DL/TR/unan</p> <p>Motion: Extend meeting until 4:15 DR/DL/unan</p>
VI. Standing Items	<p><b>Formation of EMP task force</b></p> <ul style="list-style-type: none"> <li>• Review EMP Administrative Procedure (<a href="https://www.merritt.edu/wp/institutional-research/wp-content/uploads/sites/362/2020/10/AP-Educational-Master-Plan-2020.pdf">https://www.merritt.edu/wp/institutional-research/wp-content/uploads/sites/362/2020/10/AP-Educational-Master-Plan-2020.pdf</a>)</li> <li>• Need to resolve the membership and lead of EMP task force.</li> <li>• Suggestion to ask President Johnson to appoint Nathan Pellegrin as lead</li> <li>• NT share previous EMP with the structure of the task force and a detailed timeline.</li> <li>• From chat: "I would suggest setting a date for the first task meeting in November with the following agenda items: 1) Structure of report and corresponding work groups, 2) Review of mission statement, 3) Provision for environmental scan."</li> <li>• IEC passed a motion last year to organize the EMP around the four pillars of Guided Pathways. So, for example, there could be four work groups, one for each pillar.</li> <li>• First meeting date of Task Force: Friday 11/13/20 3pm-4pm</li> </ul>	<p>Motion: Request that President Johnson appoint Nathan Pellegrin as lead of the EMP task force. DL/TH/unan</p> <p>NP will set up an Outlook group for EMP task force and will send out calendar invite for meeting on Friday 11/13/20 3pm-4pm</p> <p>NP will review recent EMPs for other community colleges</p> <p>JH will send out report to IEC. from regional director of Guided Pathways group</p>
VII. Adjournment	Meeting adjourned at 4:17 p.m.	