Meeting Minutes

November 16, 2020 3pm-4pm

https://cccconfer.zoom.us/j/95443792972

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

GUESTS: Lowell Bennett, Maria Spencer, Michael Cooper, Stephanie Harding

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call for minute-taker	Dan Lawson volunteers to take minutes for this meeting	
II. Call to Order	Meeting called to order at 3:00 p.m.	
III. Agenda Review, Changes and Adoption	Agenda adopted without objection.	Co-chairs: Send to merrittgovdocs@peralta.edu
IV. Approval of Minutes	 Review of Minutes for 10/30/20. Motion to accept (DL), seconded, approved unanimously 	
V. Action Items/ Presentations	 Update on IEC goal: Review of College Mission Statement There will be a townhall on 12/11/20 to begin review of Merritt College Mission Statement Review of Mission Statement Review Process Q: Will there be any data to review for the review of the mission statement? Should include data that shows what we have accomplished with regards to the mission statement. We could pull data from the ISER 	
VI. Standing Items	 Process and timeline for evaluating and validating annual program updates and program reviews, using established rubrics One of the tasks of IEC is to make sure that the APU process is During November, SLOAC, Curriculum Committee, IEC, and Facilities Committee validate the APUs. After validation, the Deans collect resource requests. 11/20/20 is the due date for the IEC to validate the APUs TR: There are existing evaluations of the goals from 2018-2019. Most of these goals will still be the same. 	

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.

	 Dan Lawson, Nathan Pellegrin, Michael Cooper, Maria Spencer, Tom Renbarger, Lilia Chavez, Jamila Saleh volunteer to take part in APU validation MS, LC, JS: Student Services NP, MC, TR, DL: Instructional NP: A through G TR: H through N DL: P through S Q: SLOAC sent out a rubric already. Are we using that? A: That's SLOAC's rubric for the SLO/PLO/SAO/etc. assessments. We will be using the rubric that Tom Renbarger shared. EMP process and timeline Agenda for 12/11/20 town hall 	NP will create a SharePoint folder for the APU validation work
	 Have some internal and external scan data from ISER that we can use for presentation Can discuss scan data, our progress toward goals Only have one hour for presentation EMP taskforce will meet biweekly starting 11/30/20. May be possible to hire a writer and a graphic designer It would be good to have a single writer to have a unified voice, possibly a faculty member or a consultant Q: What funding is available for this? Q: We should work backwards from timeline. When is the EMP due? Review of EMP administrative procedure: Final draft is due in late April 2021. Will the district support EMP efforts by funding an environmental scan? President Johnson is planning to check with the Chancellor about this. Motion: Ask Jamilah Saleh to help with finding funding sources to support development of EMP. (Moved by DL, seconded, passed unanimously) JS would like information from particular vendors/consultants along with ballpark figures for the amount of funding necessary. Siri Brown is planning an external scan for the district with the RP Group. That will not be done until the end of Spring. President Johnson will send the report from 2017 external scan 	townhall presentation
VII. Adjournment	Meeting adjourned at 5:01 p.m.	