Meeting Minutes
February 10, 2021
3pm-5pm
https://cccconfer.zoom.us/j/95443792972

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

GUESTS: Henry Mai,

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 3:07 p.m.	
III. Agenda Review, Changes and Adoption	Agenda adopted without objection. • Motion to accept (MC), approved without objection	Co-chairs: Send to merrittgovdocs@peralta.edu
IV. Approval of Minutes	• Review of Minutes for 12/9/20. • Motion to accept (DL), seconded, approved unanimously	Co-chairs: Send to merrittgovdocs@peralta.edu
V. Standing Items	**Equity** • Q: What role does IEC play with regard to equity? • We need to assess the equity needs of students in the online environment. • Disabled students often have particular needs with online education. • We need to gather data regarding student equity needs during pandemic • Equity needs can be addressed in the EMP. Need to create appropriate data analysis research questions. • Do we have an equity administrative procedure? • If not, IEC could lead in this area by drafting one • BP 5300 is the board policy on student equity • AP 5300 goes into more detail about what the equity policy should include. • Merritt College submitted a Student Equity Plan to the state in December 2019	Review AP 5300 and BP 5300 Devise specific data research questions and/or data collection plans for EMP regarding equity. This can be taken up by the EMP Taskforce
VI. Action Items /Presentations	**EMP Task Force Update -- 5 min.** • District had meeting with presidents last month to kick off the master plan process. • The district office outlined the environmental scan that will be part of EMP.	

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.

	• The college is moving forward with review process of mission statement. • There will be a flex day activity regarding the mission statement review process. • Will not be able to have draft report of EMP to the board by June because of delays in the environmental scan. • May need to formally address needs to delay the EMP process in College Council. • There was a townhall scheduled for next week to review environmental scan data. That townhall has been postponed until we have that data. **APU 2020-21 (Δ/+) – 5 min** • Notation: (Δ/+) means a review of changes or additions to a process • We are at (or almost at) 100% of APUs submitted. • The validation rubric was helpful when deans were reviewing requests with department chairs • A review of the APU process should be an explicit part of a governance survey • Can we simplify the APU document and put the "heavy lifting" in Program Review years? • We can possibly form a joint IEC/MCAS subcommittee to improve the Program Review/Annual Program Update process. • APUs were helpful in formulating the technology plan	A review of the APU process should be an explicit part of a governance survey MCAS will add to next agenda a discussion of APU/PR process Work on development of Program Review process
VII. New Business	**Assessment** **CCSSE Administration** • This will be administered to all students, with a goal of a 50% response rate. • Need to develop a plan to do outreach to students and faculty to prioritize classroom time. • Can possible open Canvas shell for CCSSE. • Perhaps faculty can offer extra credit to students who complete the survey. • Other incentives could be offered, something like a $5 Starbucks card, or entry in a raffle. **Governance Survey** • Can use the same survey as last year, adding questions about APU process. • Can add an assessment of President's office and Accreditation Committee to the survey, which weren't included last year. • Last year, we conducted the survey in April. Can do the same this year. • Is a Governance Survey necessary? Each committee should evaluate itself, which the survey helps to facilitate. • Motion by DL to use the same survey as last year, with addition of President's office, Accreditation Committee and APU process. Motion is seconded and passes without objection.	NP will distribute governance survey questions to IEC for members to review.

	End of year planning summit • Shall we for a subcommittee to begin planning for the planning summit, or should the IEC plan it during its regularly scheduled meetings? • In the past there was a separate subcommittee to plan the planning summit. • At the IEC meeting in March, can plan the Spring planning summit. If necessary, we can form a subcommittee to finalize the plans. • Have results of the survey from the Fall planning summit to review.	IEC members should review the results of the survey from the Fall planning summit
VIII. Adjournment	Meeting adjourned at 4:28 p.m.	