



PARTICIPATORY GOVERNANCE & DECISION-MAKING

2020 Handbook

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INSTITUTIONAL PRINCIPLES

MISSION

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.

Approved by the PCCD Board of Trustees ~ April 24, 2020

VISION

Merritt inspires students to create meaningful lives including fulfilling careers, community participation, self-expression, and a love of learning.

CORE VALUES

To achieve the mission, Merritt staff, faculty and administrators practice the following core values in developing and implementing programs and services, as well as creating instructional opportunities leading to quality and excellence.

Student Success – Provide challenging and rigorous learning experiences that support the academic and personal success of our students.

Caring Spirit – We genuinely care about every member of our campus community.

Teamwork and Inclusion – We encourage everyone to participate in college governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences.

Campus Climate – We strive to create a student-centered learning environment that leads to student retention, persistence and success.

Diversity – We honor and respect the different backgrounds, experiences, languages, values and cultures of everyone at the college.

STRATEGIC GOALS

Completion – Increase number of degrees and certificates by 20% over the next 5 years.

Transfer – Increase transfers to CSU and UC by 6% annually. (Reach approx. 35% in 5 years).

Time to Completion – Reduce the number of excess units earned by students.

Employment – Maintain at least 82% of students attaining employment in the field of study.

Equity – Reduce the achievement gaps for African-American, multiethnic, and male students.

INSTITUTIONAL LEARNING OUTCOMES

Merritt students who complete courses and programs of study or who receive support services should be able to demonstrate proficiency in each of the following five areas:

Communication – Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.

Critical Thinking – Think critically using appropriate methods of reasoning to evaluate ideas and identify and investigate problems and to develop creative and practical solutions to issues that arise in workplaces, institutions, and local and global communities.

Quantitative Reasoning – Apply college-level mathematical reasoning to analyze and explain real world issues and to interpret and construct graphs, charts, and tables.

Cultural Awareness – Through a knowledge of history and cultural diversity, recognize and value perspectives and contributions that persons of diverse backgrounds bring to multicultural settings and respond constructively to issues that arise out of human diversity on both the local and the global level.

Civic Engagement and Ethics – Internalize and exhibit ethical values and behaviors that address self-respect and respect for others with integrity and honesty that will enable success and participation in the larger society.

Information and Computer Literacy – Use appropriate technology to identify, locate, evaluate and present information for personal, educational and workplace goals.

STRATEGIC PLANNING

Education Master Plan (EMP)

The EMP is the primary planning guide for the College and incorporates analysis of longitudinal institutional data in order to determine strategic goals and objectives and plans of action for future direction. Includes **institution-set standards**, student demographic data, Student Learning Outcomes and Service Area Outcomes data, Program Review summaries, multi-year grant plans, California Community College Chancellor's Office Scorecard findings, and internal and external environmental scans.

Student Success and Equity Integrated Plan (SSEIP)

The Student Equity Plan analyzes disaggregated student outcomes and success indicators and identifies gaps in achievement among high-needs student groups. The plan outlines evidence-based activities to help students and the college meet the goals for access, completion, basic skills improvement, transfer, and degree or certificate completion.

Integrated Planning and Budgeting Model

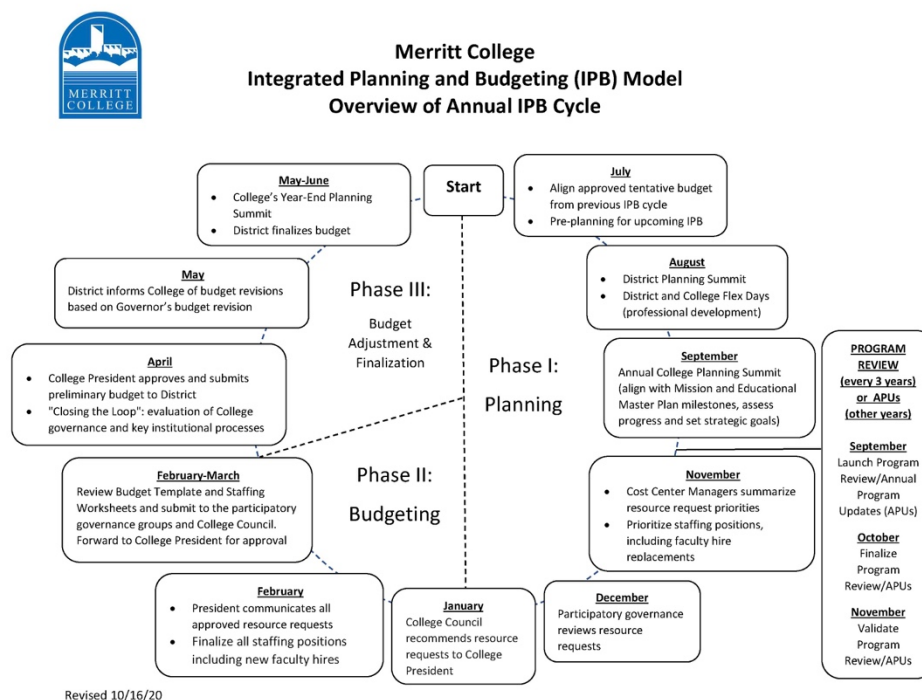
The Merritt College Integrated Planning and Budgeting (IPB) Model and the District Wide Educational Master Plan were developed collaboratively to create an integrated planning framework linking program review, educational planning, facilities improvement and resource allocation. This integrated planning approach achieves one of the major goals of the District Wide Strategic Plan. Merritt's IPB cycle is divided into three distinct but interrelated phases: Phase I – Planning (July – February), Phase II – Budgeting (January – April) and Budget Adjustment and Finalization (April – June). All three phases include ongoing budget and planning activities Participatory

governance committees play a major role in resource request prioritization for the upcoming year's budget allocations.

Program Review/Annual Program Updates

The information gathered during the program review and annual program update processes provides the basis for informed decision making at Merritt College. Comprehensive Program Review is a systematic process for the collection, analysis, and interpretation of data concerning a program or department and its curriculum. It provides program and/or departmental accountability by collecting, analyzing and disseminating information that will inform integrated planning, resource allocation, and decision-making processes. Resource allocations are made based on annual program updates and program review.

Figure 1: Integrated Planning and Budgeting (IPB) Cycle



ADMINISTRATIVE PROCEDURES

Merritt relies upon formal, written administrative procedures to ensure institutional effectiveness in the following four critical processes:

Data, Planning and Decision Making

Educational Master Planning

Integrated Planning and Budgeting Model

Student Learning Outcomes and Assessment

OVERVIEW OF PARTICIPATORY GOVERNANCE

INTRODUCTION

Participatory governance at Merritt College is a collaborative decision-making process that includes representation from all constituents (students, classified professionals, faculty, and administrators) and recommends policies and/or procedures (exclusive of collective bargaining issues) to the President, who is the Chief Executive Officer of the College.

The participatory governance process is based upon the mutual belief and tradition that the development of College policies, procedures, and recommendations are bettered when built upon campus-wide involvement of students, faculty, classified professionals, and administrators.

This belief is founded on the premise that, while each group has unique responsibilities and authority, many issues – because of their effect on the operation of the College as a whole – are not exclusive. Through the active engagement and participation of all constituency groups on campus, there is strong commitment to the successful implementation of policy decisions resulting from college-wide recommendations.

The collective effort of administrators is to establish vision, provide leadership and support of the college's integrated planning and budgeting, decision making, and allocation of resources. Merritt College's administration is committed to the principles of participatory governance. This commitment is demonstrated through a continual process of soliciting feedback and consideration of input. The committees and constituencies at Merritt College contribute to the ongoing planning and decision-making process in addition to the fulfillment of the college's mission through committee participation. The committees provide the foundation of communication, collaboration and the integration of institutional planning, budgeting and decision making. All committee meetings are open, and all members of the campus community are welcome and encouraged to attend. Committee by-laws delineate responsibilities and reporting relationships.

There are statutes, regulations, policies, and procedures at both the state and local level, which provide the legal basis for participatory governance at Merritt College as follows:

California Education Code, § 70901-70902

Assembly Bill 1725, Vasconcellos. California Community Colleges. (1988)

Senate Bill 235, Vasconcellos. Community colleges: classified staff representatives

Title 5, California Code of Regulations, § 51023, 53200-53206

Board Policy 2510 Participation in Local Decision Making

Administrative Procedure 2511 Role of Academic Senates in District and College Governance

Board Policy 5400 Associated Students Organization

Administrative Procedure 5400 Associated Students Organizations

CONSTITUENCY GROUPS

The four constituency groups that contribute to Merritt College's participatory governance process are administration, faculty, classified professionals, and students.

Administration

The Administration reviews all Board Policies and Administrative Procedures to recommend and develop college policies and procedures ensuring timely implementation. The administration will exercise leadership and assume appropriate levels of decision-making responsibility in coordination with other governance groups in the formulation and development of policies and procedures which include the following areas:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Administrative roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/district governance structures
- Professional development activities
- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulation and procedures relating to health and safety
- Program review
- Administrator and classified hiring recommendation

Associated Student of Merritt College (ASMC)

Associated Students are comprised of students who are elected or appointed. ASMC goal is to give a voice to Merritt College students by allowing them to become part of the college community. Education Code 70902 (b)(7) states "The board of governors ... ensure ... staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance..."

ASMC builds student leadership skills, advocates for student success and provides students with extracurricular opportunities in student government, activities, clubs and more. Students, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Student roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Institutional planning processes
- Budget development processes
- Regulation and procedures relating to health and safety.

Students are assigned to committees by the ASMC. Appointments are made based on interest, schedule, and mutual agreement of the ASMC and the College President.

Academic Senate (AS)

The Merritt College Academic Senate, comprised of Faculty, has a primary function to make recommendations with respect to academic and professional matters as defined in Title 5 of the California Administrative Code (See Appendix A for Board Policies and Administrative Procedures). The role of the Academic Senate, provided by state law, is to make recommendations to the Board of Trustees in the following 10+1 areas. The Board is to “rely primarily” on the recommendations of the Academic Senates in developing policies and procedures in these areas. Academic and professional matters mean the following policy development:

1. Curriculum, including establishing pre-requisites
2. Degree and Certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for faculty professional development activities
9. Processes for Program Review
10. Processes for institutional planning and budget development
11. Other academic and professional matters.

Below are committees that report to and/or advise the Academic Senate.

Career Education Advisory Committee (CEAC)

Council of Department Chairs and Program Directors (CDCPD)

Merritt College Curriculum Committee (MCCC)

Distance Education (DE) Committee

Student Learning Outcomes Assessment Committee (SLOAC)

Merritt College Classified Senate (MCCS)

The Merritt College Classified Senate, classified professionals, advises on all non-collective-bargaining matters. Classified staff members that serve in instructional areas will be included in discussions and will have input regarding academic programs, delivery of services, and other academic issues that affect their professional duties. The Classified Senate is recognized by PCCD Board Policy BP2510 and is organized to comply with Title 5 Section 51023.5(a) that states “the governing board shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance.

In addition, classified professionals, jointly with other constituency groups, are also given the opportunity to participate actively in the formulation and development of policies and procedures in the following areas:

Classified roles and involvement in accreditation processes, including the self-study and annual reports
Student preparation and success
College/District governance structures
Professional development activities

- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulations and procedures relating to health and safety

PARTICIPATORY GOVERNANCE COMMITTEES

Merritt College's governance structure recognizes three types of committees that assist the President in carrying out governance, strategic and operational purposes: **participatory, operational and ad hoc.**

Participatory Committees

College Council

The purpose of the College Council will be to receive college recommendations from the four Review Committees, obtain constituent opinions, advise the President as to recommendations, and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College practices and procedures are discussed collegially before they are acted on or implemented by the College President. The College Council is further charged with the responsibility of upholding participatory governance principles through consultation with the Academic Senate, Peralta Federation of Teachers, Classified Senate, Administration and Associated Students of Merritt College.

College Budget Committee (CBC)

The College Budget Committee (CBC) is an advisory body to the President via the College Council in matters relating to budget development processes, procedures and the allocation of funds. All major budget issues are discussed collegially through the governance process before a decision is made by the College President.

College Facilities Committee (CFC)

The College Facilities Committee (CFC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus facilities (including renovations, remodels, and use of Bond funds designated for facilities and the physical environment). The College President shall consult with the College Council on all major facilities issues before a decision is made by the College President.

Institutional Effectiveness Committee (IEC)

The Institutional Effectiveness Committee (IEC) is a shared governance committee of the College Council. It is based on college data and input from shared governance constituencies; IEC recommends annual institutional priorities to strengthen program practices to maintain quality instruction and services and improve student achievement and learning.

College Technology Committee (MTC)

The Merritt Technology Committee (MTC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus Information Technology.

Operational Committees

Accreditation Committee

The Accreditation Committee is designated to work with the Accreditation Steering Committee and Accreditation Liaison Officer (ALO) toward ensuring the college is in compliance with all accreditation

standards.

Graduation Committee

Plan and coordinate all aspects of the College's annual graduation.

Health and Safety Committee

The Health and Safety Committee, in coordination with District Risk Management, is responsible for developing a disaster preparedness plan for the campus, facilitating disaster preparedness training, identifying health and safety issues for the campus and recommending solutions, recommending health and safety policies, programs and protocols for the campus and developing preventative health programs and training for the campus.

Leadership Council

The primary reason for the Leadership Council is to foster communication among the governance constituencies from the campus. This allows for the prioritization of topics/issues within the campus community.

Professional Development Committee (PDC)

The Professional Development Committee plans, develops, coordinates, reviews and evaluates all of the professional development activities that take place at the College. The Committee is responsible for planning Flex Day activities for the scheduled District- wide days as well as local, college-wide, on-going Professional Development activities. The Committee establishes priorities and procedures and makes advisory recommendations in each of the following areas: collaborative/special projects, institutional subscriptions and memberships, individual travel and conferences, tuition reimbursement, and unique staff development needs of counselors and librarians. The Committee supervises the Sabbatical Leave Process for faculty conducts workshops, evaluate sand approves applications with recommendations to the College President and the Chancellor and oversees the Retraining Leave Process for faculty. The Committee will issue bi-annual yearly reports to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedules of meetings, attainment of goals, needs assessments, etc.

Student Success and Equity Committee

The purpose of the Student Success and Equity Committee is to oversee and coordinate the review, implementation, and evaluation of the College's Student Success and Equity Integrated Plan (SSEIP) comprising the efforts of SSSP, SEP, and Basic Skills. In addition, this committee serves as a resource to promote student success through the collaborative efforts of instruction and student services.

Ad Hoc Committees

Ad Hoc Committees at Merritt are committees that are formed for a specific task and dissolved (or retired) after the completion of the task.

- Financial Aid Petition Committee
- Scholarships and Awards Committee
- Student Grievance Committee
- Others as assigned and developed

DECISION-MAKING PROCESS

PURPOSE

The purpose of the Merritt College participatory governance process is to provide a method for collegial consultation that appropriately involves students, staff, faculty and administrators in the planning and operation of the College. Collegiality brings with it the responsibility and obligation on the part of all members of the campus community to fully participate in governance and decision-making processes. This means all groups willingly and actively contribute to the decision-making process and to accept ownership for the development and creation of a College environment based on these decisions.

DECISION-MAKING PROCESS

College dialogue is informed first by the district strategic plan and goals. The mission and vision of Merritt College is guided by these district efforts, and the strategic goals and directions at the college are formulated to link to the district strategic direction. Localized planning efforts at the college are driven by the Educational Master Plan, Facilities Master Plan and Technology Master Plan. Program planning and evaluation via annual updates and program review, and plans directed at target populations like the Student Success and Equity plan are drafted with guidance from the Educational Master Plan. Dialogue about policy and procedure recommendations are informed by these plans and enter the decision-making process via the constituency groups and committees. There are four main participatory committees (CFC, MTC, IEC, CBC) each charged with a major component of institutional processes and their accompanying master plans. All other committees constitute operational committees where the nuts and bolts of college practices, procedures, and programs are deliberated and further developed. The College Council, the chief representative body, makes official recommendations to the College President. College Participatory groups may also relay and receive information from their District Participatory groups. The College President determines the recommendations that will move forward to the District Committees and the Chancellor for final decision.

In addition, the faculty, staff, and student are represented as distinct constituencies by their own governance bodies, Academic Senate, Classified Senate, and Associated Students of Merritt College, respectively. These bodies provide reports to the College Council. The interplay of inclusive representation in committees and exclusive representation in the senate's ensures that college matters are discussed collectively as well as separately by all college constituents, so that a balanced approach can be maintained that benefits the College as a whole, but also respects the integrity and interests of all segments of the campus community.

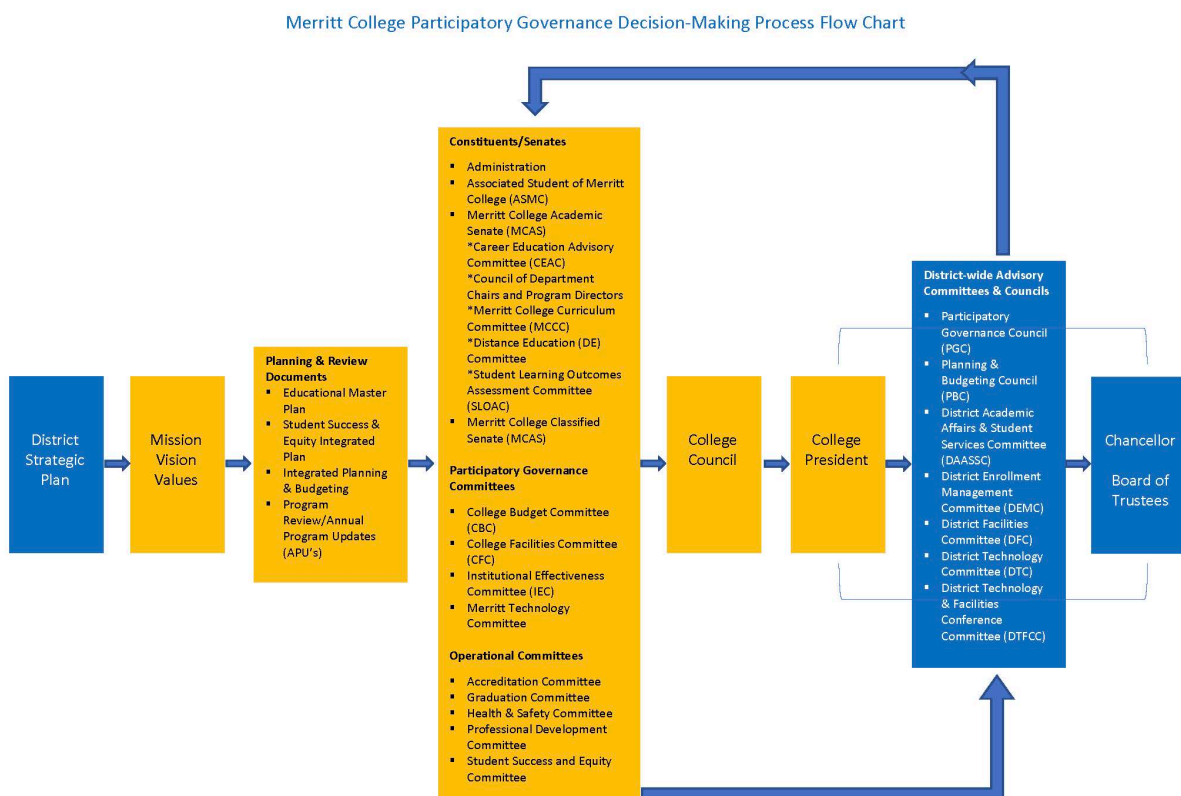
RELATIONSHIP TO PERALTA COMMUNITY COLLEGE DISTRICT (PCCD) GOVERNANCE

The PCCD (the District) has governance committees which interface and parallel the structure and work of governance committees at Merritt College, and which have representatives from the College. The District governance committees are listed below and their membership and charge information are on the District webpage at: <http://web.peralta.edu/pbi/>. These committees' meeting dates are usually on Fridays.

Participatory Governance Council (PGC)
Planning and Budgeting Council (PBC)
District Academic Affairs and Student Services Committee (DEC)
District Facilities Committee (DFC)
District Technology Committee (DTC)
District Enrollment Management Committee (DEMC)
District Technology and Facilities Conference Committee (DTFCC)

Figure 2 highlights how recommendations on college policy, plans and procedures enter the governance process.

Figure 2: Collegial Decision-Making Process Flow-Chart



COLLEGE COUNCIL CONSTITUTION

PREAMBLE

Reference ACCJC Standard IV: Leadership and Governance

The members of the Board of Trustees, as elected officials, recognize their accountability to the electorate with the District and their responsibility under law to make policy decisions affecting the District.

By establishing the Merritt College Council, the College provides a forum through which students, faculty, administrators and staff make policy recommendations to the College President. The sole purpose of this Constitution is to implement the concept of participatory governance enacted by AB 1725. This Constitution shall not be construed in any manner to alter the fundamental relationship between the PCCD Board of Trustees and Merritt College. The Board retains all powers implied or granted by state law (Education Code and Title 5).

This Constitution recognizes the special relationships mandated by Title V, AB1725 and the Ed Code between the Board of Trustees, and the faculty, or staff or students. This Constitution do not detract from the rights and responsibilities of unions or the Academic or Classified Senate to address the President or the Board of Trustees directly on items within their scope, nor are these procedures meant to detract from any negotiations or negotiated agreement between collective bargaining units and the Board of Trustees.

In matters concerning “Academic-Professional Matters” (Title V, 53200), the Administration will rely primarily on the advice and judgment of the Academic Senate. (See Board Policy 2.23, attached.)

PFT Union and Academic Senate recommendations on District policy as mentioned under “Purpose” are not within the scope of the College Council, nor are recommendations of the Curriculum and Instructional Council which go directly to the Vice President of Instruction, the Academic Senate and to CIPD (Council on Instruction, Planning and Development).

Items concerning broad-based College policy shall be presented to the College Council to ensure that all constituencies have had an opportunity to participate in the formulation and development of those matters through the process of shared governance.

ARTICLE I: NAME

The name of the organization shall be the Merritt College Council.

ARTICLE II: PURPOSE

The purpose of the College Council will be to receive college recommendations from the four Review Committees, obtain constituent opinions, advise the President as to recommendations, and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College practices and procedures are discussed collegially before they are acted on or implemented by the College President. The College Council is further charged with the responsibility of upholding participatory governance principles through consultation with the Academic Senate, Peralta Federation of Teachers, Classified Senate, Administration and Associated Students of Merritt College.

ARTICLE III: MEMBERSHIP

The membership of the College Council will include 20 representatives from the following four Merritt College constituent groups (i.e., faculty, classified staff, administration and students):

Voting (12)

- Three (3) administrative representatives (Vice President of Instruction, Vice President of Student Services and one Instructional Dean selected by the College President)
- Four (4) faculty representatives (the Academic Senate President, one appointed by the Academic Senate, one appointed by the PFT and one selected jointly by the Academic Senate and the PFT),
- Four (4) Classified Senate representatives (the Classified Senate President and three selected by the Classified Senate, including at least one from Local 1021 and one from Local 39)
- Associated Students of Merritt College President (or designee)

Ex-Officio, Voting (4)

- Co-Chair of Institutional Effectiveness Committee
- Co-Chair of Budget Committee
- Co-Chair of Technology Committee
- Co-Chair of Facilities Committee

Ex-Officio, Voting (3)

- Chair of the Accreditation Committee
- College President
- Business and Administrative Services Manager

The representatives to the College Council will be selected through their constituency group senates {i.e., Academic Senate for faculty, ASMC for students and Classified Senate for classified staff}, except as noted above under “administrative representatives”. A constituency group may replace its representatives at any time during the year; however, the replacement must be appointed to serve out the remainder of the annual term.

ARTICLE IV: COMMITTEES

All committees of the College Council shall adhere to the procedural operations of the Constitution.

Goal-Setting and Assessment (per accreditation standards)

At the start of each academic year, committees are to set attainable and measurable goals, which are then reviewed and assessed the end of the academic year. Assessment of these goals are reported to the College Council each year.

Membership

All committees shall consist of representatives from all four constituency groups. Committee memberships should not exceed 12 voting members. Constituency leaders will communicate membership to each committee chair.

Terms of service for committee members is one academic year. Committee members can serve no more than three consecutive terms. Committee chairs can serve no more than two consecutive terms.

Committee members who miss two consecutive meetings automatically vacate their seat on the committee. If a seat becomes vacant during the academic year, the committee chair shall notify the appropriate appointing authority to identify a replacement to serve out the remainder of the term.

It is strongly recommended that committee members be appointed, and chairs be elected at the end of the spring semester to ensure continuity.

Roles and Responsibilities

Committee Chair and Co-Chair

When chairs of College Committees are elected, they become non-voting members of the committee. In the event of a tie, the Chair may vote to break the tie if they wish. Chairs are chosen to guide the agenda. They are expected to be well-versed in parliamentary procedures to maintain order and ensure efficient dialogue.

The responsibilities of the Chair/Co-Chair are as follows:

- Regulate attendance at meetings and track membership
- Understand the committee's charge, membership, and reporting relationships to other governance groups
- Prepare the agenda and facilitate discussion of all items in a timely manner
- Encourage feedback from members
- If the governance group does not have support/resource staff, the Chair is responsible for sending

Committee Member

The responsibilities of members are as follows:

- Arrange one's schedule to accommodate the committee's meeting schedule
- Attend all committee meetings
- Be prepared for meetings: review materials in advance; be ready to discuss and/or provide feedback; take notes to report back to the constituency group
- Advocate for the interests of their respective constituency groups

Expectations and Engagement

- Faculty and staff who participate in governance must fulfill their professional obligations before assuming additional responsibilities as committee chairs (i.e., assessment, performance evaluations, program reviews and annual program updates, etc.)
- Maintain a professional and collegial environment; attack the issue – not the person; communication shall take place without fear of reprisal
- Committee members are expected to share the floor and avoid dominating the discussion
- Stay engaged in meeting discussions and avoid sidebars and distractions

Meetings

See Article V: Meetings

Reporting

All committee meeting agendas and minutes must be posted to the College website in a timely manner. Committee Chairs are required to submit their approved meeting agendas, minutes, reports, presentations, and any other pertinent materials within 72 hours of meetings to merrittgovdocs@peralta.edu.

NOTE: The Participatory Governance Repository is not a means of communication. Therefore, committee chairs are still responsible for disseminating meeting agendas publicly prior to meetings in accordance with the Brown Act.

Reporting committees and senates must provide reports in written form for each College Council meeting.

Creation or Deactivation of Committees

The process for creating or deactivating a committee that reports to College Council follows the Robert's Rules of Order and the philosophy of Merritt College Governance. In order for the creation or adoption of college committees, it must (1) receive a 2/3 affirmative vote of the College Council, (2) be reviewed by all four constituent groups of the College and (3) be approved by at least three of the four constituent groups.

ARTICLE V: MEETINGS

Brown Act

All participatory governance meetings are open to the public in compliance with the Brown Act.

Scheduling

Regular meetings shall be scheduled at least once a month during the fall and spring academic terms. The chair may call emergency as needed to conduct business. An emergency is defined as the need to take action before the next regularly scheduled meeting. The chair may also call extra meetings to continue deliberation on an action item as needed.

A Master Calendar of College meetings is managed through the President's Office. If a governance group wishes to change the time, day, or location of its meetings, the request (including rationale) must be submitted in writing to the President's Office. The request will be reviewed and evaluated, with regard to processes, room availability, and potential impact on other meetings and constituents.

Quorum

A quorum must be present to hold a meeting. A quorum is defined as a majority of all voting members. In the absence of a quorum, Robert's Rules of Order state that the meeting must be adjourned.

Documents

All committees utilize standard templates for meeting agendas and minutes, which include the College Mission statement.

Agenda

The Chair(s) shall determine the agenda for each meeting. The College President, Academic Senate President, Classified Senate President, and ASMC President, as well as any member, may submit agenda items. Agenda items shall be submitted in writing to the Chair five working days prior to the agenda being distributed. Per the

Brown Act, the agenda “must be posted at least 72 hours prior to meeting.” Items not on the agenda may not be discussed or voted on (action items).

Action Items

Any action items brought to the College Council for consideration shall be submitted in written form. Any member of the public may present or speak on behalf of the action item.

After review of any substantiating materials and discussion, the College Council will take action in one of the following ways:

1. To concur by consensus or majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by consensus or majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert’s Rules of Order such as to table or postpone an item.

The President shall accept, reject or make alternative recommendations to those of the College Council. Within twenty (20) working days of receipt of written recommendations from the College Council, the College President shall communicate with the Council his/her decision in writing. If the President’s decision is affirmative, the recommendation becomes College policy. If the President does not support the recommendation, the President shall provide a written justification to the College Council within the twenty (20) working days.

Those items not accepted by the College President will be on the next College Council agenda for the College Council’s consideration of the President’s written justification or alternate proposal. The Council may consider making a new recommendation to the College President. In all instances, the College President retains the right and duty to make final decisions on items after Council consideration.

Minutes

All meetings must be documented with official minutes, which include the following:

- Meeting Information (i.e., date, time, location, type of meeting)
- Attendance, quorum, name of each motion maker
- Exact wording and action of motions, amendments (e.g., adopted, defeated, postponed, referred, laid, etc.)
- How every member voted (depending on bylaws)

Minutes shall be approved as part of a consent calendar or the regular agenda.

Parliamentary Procedure

Unless otherwise specified by this Constitution, all meetings shall adhere to Robert’s Rules of Order.

ARTICLE VI: BYLAWS

Bylaws shall adhere to the Constitution and consist of the following sections

- Purpose of the committee within the participatory governance structure.
- Charges are the specific responsibilities that the committee must fulfill.
- Membership must include equitable representation of all constituency groups.

- Procedures for Appointments, Vacancies, and Elections of Chairpersons
- Duties of Chairpersons (see roles and responsibilities)
- Ratification of amendments to bylaws

Review and Revision of Committee Bylaws

Bylaws must be reviewed annually at the first meeting of the academic year to ensure that they align to institutional processes and procedures.

Any revisions to participatory or operational by-laws should be submitted to the College Council and will be reviewed and voted upon. Once approved, changes will be reflected in the Participatory Governance Handbook.

ARTICLE VII: RATIFICATION AND AMENDMENT

Ratification of and amendments to the Constitution may be proposed by any member of the College Council. In order to be adopted, proposed amendments must (1) receive a 2/3 affirmative vote (9 members) of the College Council, (2) be reviewed by all four constituent groups of the College and (3) be approved by at least three of the four constituent groups.

SENATE CONSTITUTIONS

ASSOCIATED STUDENTS OF MERRITT COLLEGE INCORPORATED CONSTITUTION

PREAMBLE

We, the students of Merritt College, in order to promote the general welfare of the students and the community this college serves, have created the Associated Students of Merritt College Incorporated to guarantee the equality of opportunity among students; to offer experience in moral, aesthetic, social and economic values under an atmosphere of intellectual freedom; to encourage students in community participation, and in the planning and direction of student and community activities, as permitted under the rules, regulation and policies of the State of California, the Peralta Community College District Board of Trustees, the President of Merritt College and their representatives, do ordain and establish this constitution.

NAME

This organization is incorporated with the State of California as a non-profit organization. The name of the organization shall be known as the Associated Students of Merritt College Incorporated, also known as AMSC Inc. The official governing bodies of Associated Students of Merritt College Incorporated are known as ASMC Inc. Council and Inter-Club Council.

PURPOSE

The purpose of the Associated Students of Merritt College Inc. is to empower the students by encouraging student participation, embodying our rich history of inclusivity and diversity, being proactive pillars of equitable change, and the overall representation of the student body at Merritt College through shared governances, policies, and processes.

DUTIES AND POWER

The power of the Associated Students of Merritt College Incorporated (ASMC Inc.) is derived from California Education Code, Title 5, and implemented through participatory governance processes.

ARTICLE I. DEFINITIONS

The following terms are to be understood in the restrictive and technical sense herein defined. Students:

- A. Student Body: Students registered at Merritt College and has this as their home college.
- B. Eligibility: Any student that wishes to join the ASMC Inc. Council needs to meet the requirements of the Title 5, California Education Code §76061.
- C. Executive Council Members: President, Vice President, Vice President of Finance, Vice President of Communications, Vice President of Participatory Governance and Vice President of Inter-Club Council.
- D. Senator Council Members: 12 Senators, who participating in participatory governance meetings.
- E. Council Members: Official Members of the ASMC Inc. Council, also defined in Article I.C. and I.D. of these bylaws.
- F. Inter-Club Council: Any clubs that are chartered by the ASMC Inc. Council for the academic or fiscal year.
- G. Term: The terms is defined as a fiscal year, which is July 1 - June 30.

ARTICLE II. MEMBERSHIP

Section 1. Student Body

Each student is entitled to share any comments, concerns, or questions with the council regardless of being an official member or not. Each student that has Merritt College as their home college and meets the Article I. B. requirements are able to join the ASMC Inc. Council as an official member, if they wish.

Section 2. Council Membership

The ASMC Inc. Council Members will be the official membership of this organization. Council Members are defined in Article I. C., I. D., and I. E. of these bylaws.

Section 3. Eligibility

An ASMC Inc. Council Member shall cease to be a Council Member upon any finding by the Merritt College Director of Student Activities and Campus Life and/or Staff Assistant to the Activities and Campus Life that they no longer meet the requirements for said status as defined in Article I. B. these bylaws."

ARTICLE III. TELECONFERENCING

As long as this article is in effect the Associated Students of Merritt College Incorporated will be complying with Brown Act (Gov't Code § 54953). The official governing bodies of ASMC Inc.; ASMC Inc. Council and Inter-Club Council, will be prescribed by these bylaws to meet via teleconference; by any means that deems itself necessary. The ASMC Inc. Council shall establish management policies for when it is reasonable to have teleconference meetings.

ARTICLE IV. ASMC INC. COUNCIL

Section 1. Duties

Subject to the provisions of these bylaws, the activities and affairs of this corporation and all of its powers are exercised by or under the direction of the ASMC Inc. Council. Additionally, the Council shall serve as the legislative authority on behalf of the student body and shall be responsible for the following:

- A. Serving as the collective voice of the students.
- B. Collecting and promoting best practices among the students.
- C. Promoting cooperation among the students.
- D. Representing the positions and views of students before the Peralta Community College
- E. Board of Trustees and Chancellor's Office.
- F. Representing the positions and views of students before the Merritt College Administration, Academic Senate, Classified Senate, and other local agencies within the Council's jurisdiction.
- G. Nominating and/or appointing student representatives to all entities of participatory governance committees at the college or district levels.
- H. Soliciting/disseminating information from/to the student body regarding activities of the ASMC Inc. Council.
- I. Approving the annual budget of the ASMC Inc. Council and any amendments pertaining thereto.
- J. Following any other policies that are prescribed by the Peralta Community College District, Merritt College, and written policies approved by the ASMC Inc. Council.

Section 2. Vacancies

Any vacancies on the ASMC Inc. Council Members shall be filled by having at least 50 signatures from the student body at Merritt College.

Section 3. Attendance

Any voting member of the ASMC Inc. Council who accumulates two unexcused absences within any fiscal year shall be placed on the next meeting agenda for consideration of removal.

Subsection 1. Unexcused Absences

Unexcused absences may be either consecutive or nonconsecutive to qualify for consideration of removal.

Subsection 2. Excused Absences

Excused absences shall be defined as any absences reported 4 days in advance of a meeting for verifiable academics, employment, familial, health related, or other reasons determined by the Director of Student Activities

and Campus Life.

Section 4. Removal of Council Members

Any Council Member may be removed from office as follows:

- A. By vote of the students that elected the Council Member to office, in accordance with said ASMC Inc. policies, procedures, and these bylaws.
- B. If a Council Member has missed two Council meetings during any fiscal year, unless excused by the Director of Student Activities and Campus Life. Said removal shall occur upon action by the ASMC Inc. Council.
- C. If any members violate any policies written by the Peralta Community College District and Merritt College shall be removed. Said removal shall occur upon action by the ASMC Inc. Council.
- D. Automatically if a Council Member is not eligible per the provisions of Title 5, California Education Code §76061.
- E. Automatically for “cause” as set forth in Section 5221 of the California Corporations Code.
- F. By a court of law

Section 5. Executive Council Members

The Merritt College student body shall elect from its membership, evaluate, and/or remove in manners prescribed by these bylaws the following Executive Council Members who shall serve as the membership of the Executive Committee in order of succession:

- A. President
- B. Vice President
- C. Vice President of Finance
- D. Vice President of Communications
- E. Vice President of Participatory Governance
- F. Vice President of Inter-Club Council

The ASMC Inc. Council shall establish management policies for Executive Council Members Job descriptions.

Section 6. Senators Council Members

The Merritt College student body shall elect from its membership, evaluate, and/or remove in manners prescribed by these bylaws the following Senators Council Members who shall serve as part of the membership of the Legislative Committee:

- A. 12 Senators, who participating in participatory governance meetings

The ASMC Inc. Council shall establish management policies for Senator Council Members Job Descriptions.

Section 7. Past Presidential Advisory Officer

The ASMC Inc. Council may elect a past Executive Council Members from the immediate past year to assist with the transition of the new ASMC Inc. Council Members and Inter-Club Council. The Past Presidential Advisory Officer shall serve for a minimum of six months but no more than a maximum of one year.

The ASMC Inc. Council shall establish management policies for Past Presidential Advisory Officer Job Description.

Section 8. Meetings

Subsection 1. Frequency

ASMC Inc. Council shall meet at least biweekly from August – May each year. The President, Vice President of Participatory Governance, and Vice President

Subsection 2. Quorum

A quorum of the ASMC Inc. Council shall be defined as a half plus 1 of its members, not including any vacant positions.

Subsection 3. Parliamentary Authority

All meetings of the ASMC Inc. Council shall be conducted according to the most recent edition of Robert's Rules of Order. Parliamentary authority shall only govern in the absence of any provision of the bylaws and written policies of the Associated Students of Merritt College Incorporated.

Section 9. Regular Elections

The Merritt College Student Body shall hold regular elections for its ASMC Inc. Council Members during the annual elections as defined in the Peralta Community College District Board and Administrative Policies (BP & AP 5410)

The ASMC Inc. Council shall establish management policies on how to joining the ASMC Inc. when outside of Regular Elections.

Section 10. Council Members Resignations and Max Terms

Subsection 1. Resignations

A resignation from a Council Member shall be effective immediately upon submission of a written resignation to any party defined as the Director of Student Activities and Campus Life, Staff Assistant to the Director of Student Activities and Campus Life, and/or the President of ASMC Inc.

Subsection 2. Max Terms

Each student that joins the ASMC Inc. and becomes an official ASMC Inc. Council Member as defined in Article I. C., I. D., and I. E. can serve a max term of six semesters or three years consecutively or inconsecutively. Any Council Member that serves a partial term is subject under the ASMC Inc. Council to approve whether it's counted as a semester, year, or invalid term.

The ASMC Inc. Council shall establish management policies around what is determined to be a partial term for semester, year, or invalid terms.

ARTICLE V. INTER-CLUB COUNCIL

Section 1. Duties

Inter-Club Council shall serve as the events authority on behalf of the ASMC Inc. and works under the jurisdiction of the ASMC Inc. Council and shall be responsible for the following:

- A. Facilitation of major and/or minor student lead events
- B. Clubs having direct engagement with students on campus regarding events
- C. Can and/or May attend ASMC Inc. Council Meetings
- D. Soliciting/disseminating information from/to the ASMC Inc. Council regarding activities of
- E. the Inter-Club Council.
- F. Work in cooperation with Merritt College departments on creating events.
- G. Following any other policies that are prescribed by the Peralta Community College District, Merritt College, and ASMC Inc. Policies.

Section 2. Attendance

Any voting member of the Inter-Club Council Club that accumulates two unexcused absences within any fiscal year shall be placed on the next meeting agenda for consideration of deactivation.

Subsection 1. Unexcused Absences

Unexcused absences may be either consecutive or nonconsecutive to qualify for consideration of removal.

Subsection 2. Excused Absences

Excused absences shall be defined as any absences reported 4 days in advance of a meeting for verifiable academics, employment, familial, health related, or other reasons determined by the Director of Student Activities and Campus Life.

Section 3. Meetings

Subsection 1. Frequency

Inter-Club Council shall meet at least biweekly from August – May each fiscal year.

Subsection 2. Quorum

A quorum of the Inter-Club Council shall be defined as a half plus 1 of its club representative members, not including any vacant clubs.

Subsection 3. Parliamentary Authority

All meetings of the Inter-Club Council shall be conducted according to the most recent edition of Robert's Rules of Order. Parliamentary authority shall only govern in the absence of any provision of the bylaws and written policies of the Associated Students of Merritt College Incorporated.

Section 4. Club Chartering

Clubs must charter/re-charter every Fall and Spring semester. Any register student body member may create and charter a club. Said student and cabinet members of the club must meet the requirements of Article I. B.

The ASMC Inc. Council shall establish management policies regarding club charter, if any are needed.

Section 5. Inter-Club Council Creation Policies

The Vice President of Inter-Club Council may write management policies for Inter-Club Council. These policies must be approved by the ASMC Inc. Council and then assigned a management policy number at the next regularly scheduled meeting before implementation by the Vice President Inter-Club Council.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee is a subcommittee of, and accountable to, the ASMC Inc. Council, and shall act on behalf of the ASMC Inc. Council between council meetings. All actions taken by the Executive Committee shall be reported to the ASMC Inc. Council during its next meeting, or upon the request of any Council Member and/or Students from the Student Body, whichever comes first. The membership of the Executive Committee shall be the President, Vice President, Vice President of Finance, Vice President of Communications, Vice President of Shared Governance and Vice President of Inter-Club Council and the Director of Student Activities and Campus Life (ex officio, without the right to vote).

Section 2. Legislative Committee

The Legislative Committee is a subcommittee of, and accountable to, the Associated Students of Merritt College Incorporated Council and shall act on legislative research, legislative stances of support or denial, and shared governance appointments. All actions taken by the Legislative Committee shall be reported to the Council during its next meeting, or upon the request of any Council Member, whichever comes first. The membership of the Legislative Committee shall be Vice President of Participatory Governance (as chair), Vice President (as vice chair), 12 Senators, who participating in participatory governance meetings and the Staff Assistant to the Director of Student Activities and Campus Life (ex officio, without the right to vote).

Section 3. Committee Formation, Rules and Accountability

The ASMC Inc. Council may establish committees and work groups (ad hoc committees) as it deems appropriate,

and shall determine in writing the purposes, composition, funding, procedures, rules and other matters related to each of said committees. All committees shall be subject to the supervision of and accountable to the ASMC Inc. Council.

The ASMC Inc. Council shall establish management policies for committee formation, including the Executive Committee and Legislative Committee.

ARTICLE VII. BYLAWS

Section 1. Amendment

These Bylaws may be amended by $\frac{2}{3}$ vote of the Merritt College student body provided that certain amendments to the bylaws specified in the California Nonprofit Corporation Law, including those that materially and adversely affect the rights of any student apart of the student body, or that changes the authorized number of ASMC Inc. Council Members, must be approved by a $\frac{2}{3}$ vote of the Merritt College student body that are present and voting.

Section 2. Notice for Amendments

Written notice of the general nature of all proposed amendments to the bylaws shall be notified at least one month in advance at which the proposed bylaws amendment is to be considered; unless the general nature of the proposed amendment is included in the notice of the meeting, no vote may be taken during the meeting concerning the proposed amendment. Any voting member of the registered Merritt College Student may propose an amendment to the bylaws.

The ASMC Inc. Council shall establish management policies for how to submit bylaw amendments.

ARTICLE VIII. DISSOLUTION

It shall require a two-thirds of those present and voting in the Merritt College student body to order the dissolution of the ASMC Inc. Upon dissolution of the ASMC Inc. and subsequent to the payment of all debts, obligations, and liabilities of the ASMC Inc., remaining assets shall be distributed to a non-profit fund, foundation, or corporation established to serve the needs and interests of the students of Merritt College which are members of the ASMC Inc. and which is organized and operated exclusively for charitable or educational purposes. Such non-profit fund, foundation, or corporation shall qualify for tax-exempt status under §501(c)(3) of the United States Internal Revenue Code.

MERRITT COLLEGE FACULTY AND ITS ACADEMIC SENATE

PART I: ORGANIZATION OF THE FACULTY

ARTICLE I: NAME

The organization in Part I shall be known as the Merritt College Faculty and its governing body in Part II shall be known as the Merritt College Academic Senate.

ARTICLE II: MEMBERSHIP

Membership shall include all faculty who are employed by the Peralta Community College District at Merritt College and are paid on the faculty salary schedule. Membership shall exclude those positions, as determined through Board of Trustees action, that are management.

ARTICLE III: POWERS

Section 1:

Subject to the laws of the State of California and the regulations of the Trustees of the Peralta Community College District and relevant collective bargaining agreements, the Merritt College Faculty and its elected Academic Senate, composed of faculty members as defined in this Constitution, shall be the sole bodies at the College with powers to perform the duties enumerated in this Article. The faculty may delegate all or part of its power to the Academic Senate.

Section 2:

To the fullest extent permitted by law and collective bargaining agreements, the Faculty through its Academic Senate shall participate with the Board of Trustees or its agent in the formulation of policy in educational areas including but not limited to:

- A. Board Policy 2.23 Role of the District Academic Senate and the College Faculty Senates in District Governance.
- B. Exercise the rights and responsibilities of Academic Senates as stated in the Ed. Code and title V.
- C. Professional rights and responsibilities (academic freedom, ethical standards).

Section 3:

The Faculty through its Academic Senate shall also perform an advisory function in the application of policies and procedures related to the general welfare of the district, colleges and its students.

ARTICLE IV: ORGANIZATION

Section 1

Meetings of the faculty:

- A. May be called by the President of the Academic Senate.
- B. May be called by the Collective Bargaining Representative.
- C. May be called by one-third of the members of the Academic Senate.
- D. May be called by a petition signed by at least twenty members of the Faculty.
- E. Shall be presided over by the President of the Academic Senate or his/her representative, if called under provisions of A, C, or D above.

Section 2:

- A. Any calls for a meeting of the faculty under the provisions of parts C and D of Section 1 must be made to the President of the Academic Senate. The date and time of any meeting of the faculty shall be set by the

Academic Senate President, not less than three (3) nor more than seven (7) instructional days after the call.

- B. The agenda must include any items requested in writing by those calling the meeting under the provision of Parts C and D of Section 1.
- C. The date, time, and agenda for any faculty meeting shall be publicized by the Academic Senate President at least three (3) instructional days prior to the meeting.

Section 3:

Any meeting of the faculty called under A, C, or D shall be open unless a majority of those present vote to close all or parts of the meeting to visitors.

Section 4:

A quorum at any meeting of the faculty called for under A, C, or D above shall be one-fourth (1/4) of the Contract/Regular/Probationary faculty. That meeting can act only on those items publicized in an agenda at least three (3) days prior to the meeting.

A quorum must be present for the faculty to conduct its business on all academic and professional matters.

Section 5:

Resolutions which indicate the positions of a faculty meeting may be passed by a majority vote of those present and sent to the Academic Senate and/or Collective Bargaining Agent, as appropriate for consideration.

Section 6:

An action which was initiated by the faculty at any meeting called under C or D shall become binding on the faculty and Academic Senate if a favorable vote on the action is cast by a majority in a faculty meeting and favorable votes are cast by a majority of the entire faculty in a secret ballot conducted not later than one (1) week after this faculty meeting.

Section 7:

An action determined upon or taken by the Academic Senate shall be prevented from going into effect or shall be rescinded when: (1) negative votes on the action are cast by a majority in a faculty meeting and (2) a majority of the entire faculty casts negative votes in a secret ballot conducted not later than one week after this faculty meeting.

Section 8:

Delegated powers exercised by the Academic Senate shall prevail unless the faculty as provided in Section 6 and 7 above votes contrariwise.

Section 9:

Robert's Rules of Order shall prevail in all meetings except when otherwise provided.

PART II: ORGANIZATION OF THE MERRITT COLLEGE ACADEMIC SENATE

ARTICLE I: NAME

The governing body of the Merritt College Faculty shall be known as the Merritt College Academic Senate.

ARTICLE II: MEMBERSHIP

Section 1:

Those eligible for election to the Academic Senate shall be members of the faculty, as specified in Part I, Article II.

Section 2:

The Academic Senate shall consist of:

- A. At-large members nominated by and elected from the Contract/Regular/Probationary Faculty.
- B. Two members nominated by and elected from the Part-Time/Temporary Faculty.
- C. Total Senate membership shall be between 15% and 20% of the number of Contract/Regular/Probationary members of the Merritt College Faculty. The percentage will be determined by the Academic Senate in effect for the next academic year. The number of Contract/Regular/Probationary members of the Merritt College Faculty shall be determined by the Office of Instruction on the March 1st preceding the election.

Section 3:

The terms of office of Contract members of the Academic Senate shall be two years; the terms of office of Part-Time/Temporary Faculty members of the Academic Senate shall be one year; both Contract and Part-Time/Temporary Faculty terms beginning on the last Academic Senate meeting prior to final examination week of the Spring Term except as provided for in Part II, Article V, Section 1. The newly elected academic senate members will assume their powers and responsibilities as of July 1st.

ARTICLE III: ELECTIONS

Section 1:

The members-at-large of the Academic Senate shall be nominated by petition signed by one member of the faculty and the nominee or a self-nominated faculty member. The nomination period will be up to two weeks prior to the elections. The nomination period will start on a Wednesday and end on a Tuesday. There will be a one week break between the end of the nominations and the start of the voting period. Nominations shall be held in the month of March. Voting shall be open for up to two consecutive weeks that will be determined by the Academic Senate before the start of the election. The voting period will start on a Wednesday and end on a Tuesday and shall be by secret ballot. The candidates, equal in number to the vacancies, who receive the highest number of votes shall be elected. Voting shall take place during the month of April.

Section 2:

- A. If more than one-half of the Contract/Regular/Probationary Academic Senate positions are vacant at the time of the election, the appropriate number of elected candidates receiving the lowest number, shall serve one-year terms, so that one-half the Contract/Regular/Probationary Academic Senate positions will expire the following year.
- B. In the event of a tie vote for an Academic Senate position, there shall be a run-off election or elections until one candidate receives a plurality.

Section 3:

- A. A vacancy may be declared when a senator is absent for three Academic Senate meetings within one semester.
- B. A vacancy in an at-large position shall be filled for the unexpired term by a special election in accordance with Section 1 of this article.
- C. There shall be a good faith effort to fill Academic Senate vacancies within a month.
- D. Replacements for academic senators on leave will be for the period of his/her leave. A special election will be held in accordance with Section 1 or Section 2 of this article, as appropriate.

ARTICLE IV: POWERS

Section 1:

The Academic Senate shall speak for and exercise the powers of the faculty in all matters, and its actions shall be binding on the faculty and the Academic Senate except as provided in PART I, ARTICLE IV, Section 6 and 7.

Section 2:

If the direct ramifications of the point at issue extend beyond Merritt College, or the Peralta Community College District (whichever is pertinent), no Academic Senate action taken under Section 1 above shall be considered final nor put into effect nor released for publication until two instructional days after the faculty has been directly notified.

Section 3:

Before a matter is reported by the Academic Senate to the Board of Trustees, the President of the College and the Chancellor of the District shall be appraised of its nature.

Section 4:

The Academic Senate may adopt its Standing Rules and may amend them. Such Standing Rules shall continue in effect until changed.

ARTICLE V: ORGANIZATION OF THE ACADEMIC SENATE

Section 1:

- A. All members of the executive committee will be elected from the senate.
- B. The Academic Senate shall elect a senator for a two-year term the following officer: President of the Senate. If at any time 51% of the Contract/Regular/Probationary faculty or 51% of the elected members of the academic senate vote to recall the president then he/she will relinquish the position and the vice-president will act as interim president until a new senate presidential election can take place. If, during the two-year presidency, the president is not re-elected to the senate then he/she cannot remain as President. The Academic Senate shall elect senators for one-year terms to the following officers: Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. Part-Time/Temporary Senators shall not be eligible for the offices of President and Vice-President. The Past President is automatically a member of the Senate Executive Council, for one year, and his/her term as senator can be extended for one year, if necessary.
- C. The Academic Senate shall have a good faith effort to hold elections for the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer during the month of April. Terms of office shall start July 1st.

Section 2:

If, during his/her term of office, the President is temporarily unable to carry out the duties of the office, the Vice-President shall assume these duties. In the event of a President's resignation, death, or inability to serve during the academic year, the Vice-President shall succeed to the Presidency for the unexpired part of the term of office, and the Academic Senate shall then elect another Vice-President for the same unexpired part of the term. The Senate will re-elect a president at their next election.

Section 3:

If, during the term of office of any other Academic Senate officer, such officer is temporarily unable to carry out the duties of his/her office, the President, with the consent of a majority of the entire Academic Senate, shall appoint another Senator to serve temporarily in that office. In the event of an officer's resignation, death, or of his/her inability to carry out his/her duties for a period exceeding twelve consecutive weeks during the academic year, the Academic Senate shall then elect another Academic Senator to that office for the unexpired part of the term.

Section 4:

The membership of the Executive Council shall consist of the elected officers of the Academic Senate as listed in Article V, Section 1. The Executive Council shall determine the agendas for Academic Senate meetings.

Section 5:

- A. There shall be at least one meeting a month of the Academic Senate scheduled during an academic year. Additional meetings as needed may be called by the President or by petition of 51% of the Academic Senate.
- B. Academic Senate meetings shall be open to all Faculty members unless the Academic Senate goes into executive session as provided for in the Standing Rules of the Academic Senate. The same meetings shall be open to non-Faculty guests unless the Academic Senate goes into executive session as provided for in the Standing Rules of the Academic Senate.
- C. A quorum shall be forty percent (40%) of the elected members in the Academic Senate. A quorum must be present in order for the Academic Senate to conduct business.
- D. Robert's Rules of Order shall prevail in all Academic Senate meetings except when otherwise provided.

PART III: AMENDMENTS TO THIS CONSTITUTION

ARTICLE I: AMENDMENTS

Amendments to this Constitution may be initiated in the same way that any other motions are initiated by the Academic Senate or may be initiated by members of the faculty calling for a general meeting of the faculty as provided in PART 1, Section 1 of the Constitution. Proposed Amendments adopted by the Academic Senate following its usual rules for the passage of motions or adopted by the faculty in a general meeting following its rules for the adoption of motions shall be in written form to the faculty and shall be adopted when the favorable vote cast equals or exceeds a majority of the contract faculty.

Standing Rules Merritt College Academic Senate

- 1. The agenda shall be distributed to the faculty at least two days prior to a session of the Academic Senate.
- 2. The Order of Business in sessions of the Academic Senate shall be:
 - A. Approval of Minutes of previous sessions.
 - B. Announcements.
 - C. Reports of Meetings: Board of Trustees, District Committees, College Council, etc.
 - D. Reports of Senate Committees.
 - E. Unfinished Business.
 - F. New Business.
 - G. Adjournment.
- 3. A Quorum shall consist of 40% of the elected members of the Academic Senate.
- 4. Minutes of a session must be in the hand of Senators at least one day prior to a session at which they are approved.
- 5. Written reports of meetings of the Board of Trustees, the Strategic Planning Council, and the Merritt College Council, prepared by the President, the Vice-President, and the Past-President, shall be available to the Senators at least one day prior to a regular session of the Academic Senate.
- 6. Committee reports shall be available to Senators at least two days prior to a session at which recommendations are voted upon.
- 7. Committee reports shall be presented with a motion that the Academic Senate receive the report (the report, or parts of it, may later be referred back to the committee for further consideration). Specific recommendations made in connection with the committee report may be acted upon with a motion that the Academic Senate adopt the proposal.
- 8. Resolutions shall be in the hands of Senators at least two days prior to a session at which they are voted upon.
- 9. On the agenda, "Items from the floor" shall appear only under "New Business."
- 10. Faculty members may speak once to a motion, in addition to answering questions from Senators, providing a senator yields his/her turn.
- 11. Guests may attend sessions upon the invitation of Senators who will introduce their guests and inform

them of their speaking privileges.

12. A guest may speak once to a motion before the Academic Senate, in addition to answering questions from Senators, providing a Senator yield his/her turn.
13. The order of precedence in privilege to speak shall be: Senators who have not spoken on the matter: other Senators: Faculty: Invited Guests.
14. Executive session may be held when approved by a majority of Senators present.
15. Standing Rules may be suspended by a two-thirds majority of Senators present.
16. Standing Rules may be amended by a two-thirds majority vote of Senators present acting on an amendment proposed at the preceding meeting.
17. The President (with approval of the Academic Senate) shall appoint individuals for the committees listed below:
 - a. Representatives to the College Council as outlined in the College Council by-laws.
 - b. Representatives to the District Council of Instruction (CIPD) as outlined in their by-laws.
 - c. Three representatives to the District Academic Senate, to include the President and Vice President or the Past President of the Senate.
 - d. One or more representatives as outlined in their by-laws to committees set up by the Academic Senate and/or the IDistrict Academic Senate, such as:
 - 1) Curriculum and Instructional Council
 - 2) Staff Development Committee
 - 3) College Budget Committee
 - 4) College Facilities Committee
 - 5) Accreditation Committee
 - 6) Merritt Technology Committee
 - 7) Financial Aid Petition Committee
 - 8) Graduation Committee
 - 9) Health and Safety Committee
 - 10) Scholarship and Awards Committee
 - 11) Shared Governance Committee
 - 12) Student Due Process Committee
 - 13) Student Grievance Committee
 - 14) Student Outreach Committee
 - 15) Office Assignment Committee
 - 16) Library Advisory Committee
 - 17) Professional Standards & Ethics Committee
 - 18) Matriculation Committee
 - 19) Tenure Review Committee
 - 20) Faculty/Manager Hiring & Evaluation Committees
 - 21) Other Ad Hoc Committees

MERRITT COLLEGE CLASSIFIED SENATE CONSTITUTION

ARTICLE I. ORGANIZATION

Section 1. Name

This organization shall be known as the Merritt College Classified Senate, hereafter referred to as the M CCS.

Section 2. Charter

The charter of the M CCS shall be to:

- 2.1. Represent all non-management classified staff of Merritt College on all non-collective bargaining issues.
- 2.2. Provide classified staff with formal representation and voting rights in the formulation and application of policy and practice related, but not limited to the following:
 - 2.2.1. Processes for institutional/district planning and budget development.
 - 2.2.2. Processes for policies and operations of administrative, instructional, and student services.
 - 2.2.3. Standards or policies regarding student preparation and success.
 - 2.2.4. College governance structures as related to classified roles.
 - 2.2.5. Classified roles and involvement in accreditation processes, including self-study and annual reports.
 - 2.2.6. Policies for classified professional development activities.
 - 2.2.7. Selection and evaluation of administrators.
 - 2.2.8. Policies and operations relating to facilities development, maintenance, and security.
 - 2.2.9. Planning and implementation of technology in operational and instructional programs.
 - 2.2.10. Other support services and operational matters as mutually agreed upon between the President, College Council, and the M CCS.
- 2.3. Provide a means through which the classified staff will coordinate with administration, faculty, and students to assure opportunities for input from classified staff regarding M CCS business and classified staff representation on M CCS committees, thus assisting in the shared governance process.
- 2.4. Communicate to the President and the College Council the needs, concerns, viewpoints, and recommendations developed by the M CCS.
- 2.5. Select representatives from its membership to serve on appropriate standing committees, and all other committees, task forces, or groups deemed necessary by the M CCS and its membership.
- 2.6. Promote and facilitate the sharing of ideas, techniques, and experiences of its members by publishing and distributing newsletters, minutes, and other appropriate materials as needed.
- 2.7. Strengthen the unity of the Merritt College Classified Staff through networking activities and other informational forums.
- 2.8. Promote and support activities that develop or increase the skills, productivity, and professionalism of the classified staff, including education and leadership opportunities.

ARTICLE II. MEMBERSHIP

Section 1.

The constituent body of the M CCS shall consist of all (non-management) permanent, full-time, and hourly classified employees assigned to and employed by Merritt College and its outreach centers.

- 1.1. These employees are eligible voters in elections and are beneficiaries of the Classified Senate.

Section 2.

The following powers, privileges, and rights shall be accorded the membership.

- 2.1. The right to candidacy in M CCS elections, to hold any appointive position or to be a committee member within the M CCS governance structure (per eligibility requirements in the M CCS By-Laws).
- 2.2. The right to speak before the M CCS.
- 2.3. The right to create initiatives submitted to the M CCS.

Section 3. Assessments

Dues shall be recommended at the first general meeting after regular elections annually.

ARTICLE III. GOVERNANCE

Section 1.

The government of the MCCS shall consist of two branches, the Executive and Legislative.

- 1.1. The Executive Branch shall consist of the President, Vice President, Secretary, Treasurer, and Public Information Officer.
- 1.2. The order of succession shall be as follows for the Presidency: (1) Vice President, (2) Secretary, and (3) Treasurer.
- 1.3. The Legislative Branch shall consist of the remaining four (4) members and shall be called the Merritt College Classified Senate.

Section 2.

The MCCS will follow the policies and procedures as described in its By-Laws. The members of the MCCS shall review the By-Laws annually.

ARTICLE IV. ADOPTION AND AMENDMENTS

Section 1.

This Constitution was ratified by the Merritt College Classified Staff in June 1992 and approved by the Peralta Community College District Board of Trustees on July 28, 1992.

Section 2.

Amendments to this Constitution may be proposed by two-thirds vote of the MCCS prior to adoption and must be ratified by a simple majority of the classified body, voting during normal elections or by special referendum.

APPENDICES

APPENDIX A: CALIFORNIA STATUTES AND REGULATIONS

California Education Code, § 70901-70902

AB 1725, Vasconcellos. California Community Colleges. (1988)

Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in areas of curriculum and academic standards. (EDC § 70901(b)(1)(E))

Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. (EDC § 70902(b)(7))

SB 235, Vasconcellos. Community colleges: classified staff representatives. (2001)

Notwithstanding any other provision of law, when a classified staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining. These organizations shall not receive release time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees. (EDC § 70901.2 (a))

Title 5, California Code of Regulations, § 51023, 53200-53206

The governing board of a community college district shall adopt procedures which are consistent with the provisions of sections 53200-53206, regarding the role of academic senates and faculty councils. (5 CCR § 51023(b))

The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. (5 CCR § 51023.5(a))

The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. (5 CCR § 51023.7(a))

The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. (5 CCR § 53203(a))

APPENDIX B: PCCD BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

BOARD POLICY 2510 PARTICIPATION IN LOCAL DECISION MAKING

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, by relying primarily upon the advice and recommendations of the senate*, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff as defined by law. The opinions and recommendations of the staff will be given every reasonable consideration.

Students (Title 5 Section 51023.7) The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Participation in decision making will not necessarily be limited to the named groups above.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

References:

Education Code Sections 70902(b)(7), 87360, 87458, 87610, 87663;
Title 5 Sections 53200 et. seq.(Academic Senate), 51023.5 (Staff), and 51023.73 (Students);
ACCJC Accreditation Standards IV.A and IV.D.7
Administrative Procedure 2410, 2511

Replaces:

Board Policy 2.23 Role of the Academic Senates in District and College Governance adopted June 24, 2010.
Board Policy 2.25 Faculty Participation in College Governance adopted June 20, 1966

Approved the Board of Trustees: January 22, 2013

Revised by the Board of Trustees: February 25, 2014

Revised by the Board of Trustees: April 14, 2015

BOARD POLICY 3250 INSTITUTIONAL PLANNING

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to a long range comprehensive Strategic Plan integrated with the following plans:

- Educational Master Plan
- Facilities Plan
- Human Resources Plan
- Information Technology Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- EOPS Plan
- Enrollment Management Plan
- Environmental Sustainability Plan

The Institutional Plans listed shall be integrated into the annual budget preparation process.

The Chancellor shall submit the plans to the Board when Board approval is required by Title 5.

Plans will contain goals, objectives, and long-range measurable outcomes.

Reference:

Accreditation Standard I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,
55250, 55510, 56270 et seq.

Approved by the Board of Trustees: February 28, 2012

Revised and approved by the Board of Trustees: March 11, 2014

Revised and approved by the Board of Trustees: February 27, 2018

BOARD POLICY 5400 ASSOCIATED STUDENTS ORGANIZATION

The Associated Students Organization at each college and the District are recognized by the District as an integral part of a community college's governance and total program.

The District recognizes the importance of student input in the decision-making processes of the District, and of allowing students to expand their college learning experiences through actively participating in the democratic process of student government.

The President of each college, and the Chancellor of the District are authorized to provide adequate facilities, to allow time for individuals and groups to participate in such activities and to provide assistance for planning and supervision of these activities.

Reference:

Education Code Section 76060
Administrative Procedure 5400

Replaces:

Board Policy 4.45 Student Activities (and Student Election Code) first approved March 1, 1976 and last revised May 12, 2009.

Approved by the Board of Trustees: January 22, 2013

ADMINISTRATIVE PROCEDURE 2511
ROLE OF ACADEMIC SENATES IN DISTRICT AND COLLEGE GOVERNANCE

The Governing Board of the Peralta Community College District, through its Chancellor, affirms the recognition of the District Academic Senate (DAS) and the Academic Senates of Berkeley City College, the College of Alameda, Laney College, and Merritt College (College Academic Senates) under Title 5 of the California Administrative Code and as provided for in law (specifically AB 1725).

- A. The District Academic Senate, representing the four College Academic Senates, is recognized to make recommendations to the District Chancellor, and to the Board of Trustees with respect to “academic and professional matters.”
- B. Each College Academic Senate shall be recognized to make recommendations with respect to “academic and professional matters” to their respective College President and the Management Team; and may consult collegially with the Board of Trustees about College matters. The administrative leadership of each college shall consult collegially on these and any other procedures established to carry out this policy.
- C. The definition of “academic and professional matters” as stated in Title 5 regulations means the following policy development and implementation matters:
 - 1. Curriculum, including establishing prerequisites and placing courses within disciplines
 - 2. Degree and certificate requirements
 - 3. Grading policies
 - 4. Educational program development
 - 5. Standards or policies regarding student preparation and success
 - 6. District and college governance structures, as related to faculty roles
 - 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
 - 8. Policies for faculty professional development activities
 - 9. Processes for program review
 - 10. Processes for institutional planning and budget development
 - 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate (Title 5 §53200)
- D. The DAS may assume additional responsibilities and perform such functions as may be delegated to them in writing by the Board or designee pursuant to Title 5. Additional academic and professional matters may be added through formal resolution of the Board.
- E. The Board, Chancellor, and College Presidents and their Management Teams shall “consult collegially” and “rely primarily” on the DAS and the College Academic Senates in the above cited “academic and professional matters” areas. The requirement to consult collegially shall not limit other rights and responsibilities of the DAS and the College Academic Senates which are specifically provided for in statute, regulations, or other Board policies.
- F. The Board shall receive and consider advice from the DAS on the above cited “academic and professional matters” and the Board shall accept the DAS recommendation unless there are exceptional circumstances or compelling reasons not to. Should the Board not accept a DAS recommendation, the Board shall communicate promptly the reasons in writing (which may include Board minutes).
- G. The DAS and/or College Academic Senates shall present a report to the Board at least at its first regularly scheduled monthly Board meeting and shall be extended an opportunity to meet with or appear before the Board with respect to their respective views, recommendations, and proposals.
- H. As directed by the Board, the DAS President shall serve an active role and represent the DAS at all Board meetings and throughout the District’s service areas as necessary.
- I. Further, per California Education Code, the governing board will “consult collegially” by “relying primarily

on the advice and judgment” of the District Academic Senate in the following areas:

1. Procedures for the waiver of minimum qualifications/ equivalency [§70902 (b) (7)];
 2. Hiring criteria, policies, and procedures for hiring new faculty [§87360 (b); and
 3. Process and procedures for administrative retreat rights [§87458 (a)].
- J. The Peralta Federation of Teachers, prior to engaging in collective bargaining, will consult with the District Academic Senate in the following areas:
1. Tenure evaluation procedures [§87610.1 (a)];
 2. Faculty evaluation procedures [§87663 (f)]; and
 3. Faculty service areas [§87743.2].
- K. Nothing in this administrative procedure shall be construed to neither impinge upon the due process rights of faculty, the negotiation rights of the faculty collective bargaining representative (the Peralta Federation of Teachers), nor detract from any negotiated agreements between the collective bargaining representative, and the Board.
- L. In alignment with section “K” above, please refer to Board Policy 2510 which addresses participation in local decision-making (shared governance) for faculty, staff, and students.

Reference:

Title 5: California Administrative Code

California AB 1725

California Education Code §53200; 70902; 87360; 87458; 87610; 87663; 87743.

Renumbers: BP 2.23, Role of Academics Senates in District and College Governance; Board approved, October 10, 2011.

Approved by the Chancellor: January 21, 2014

ADMINISTRATIVE PROCEDURE 3250 INSTITUTIONAL PLANNING

Introduction

This administrative procedure describes the central principles and features of Peralta's Planning and Budgeting Integration Model (PBIM). The objective of the PBIM is to establish an effective district-wide committee structure and to streamline and clarify the district-wide process for developing recommendations leading to decision-making. The institutional planning process also fulfills the Strategic Plan vision of enhanced coordination and collaboration.

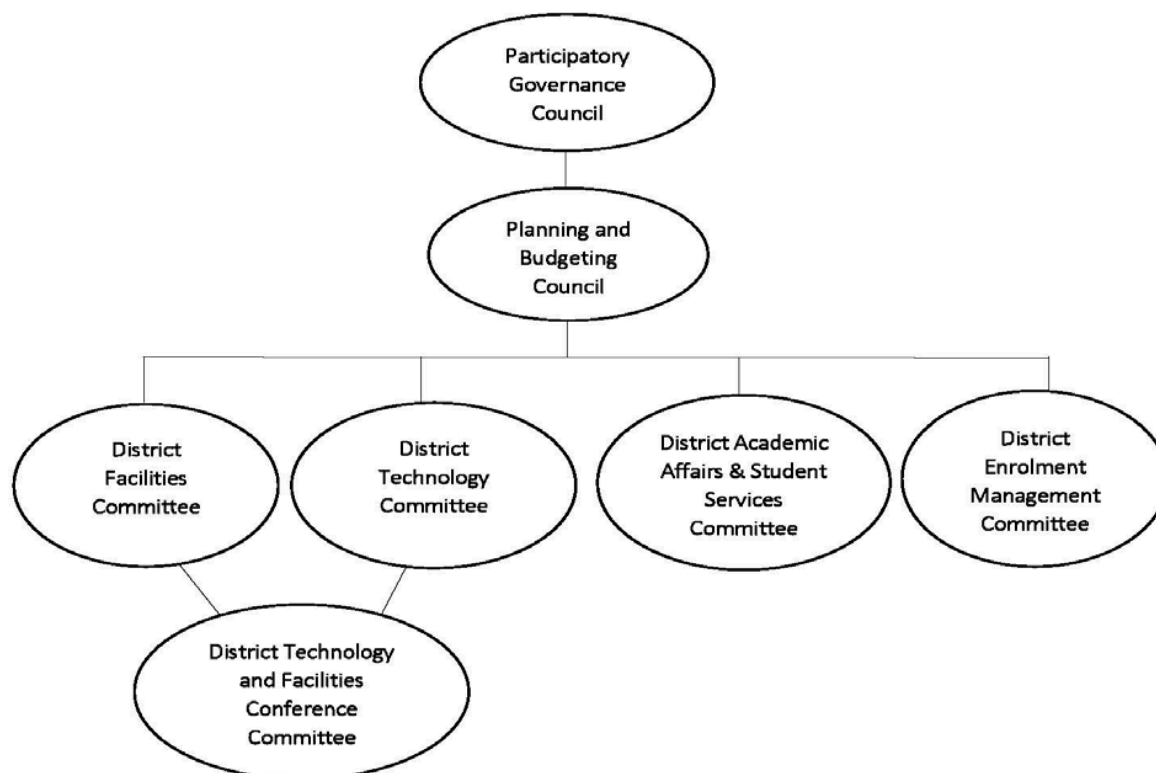
Goals

The PBIM has these key goals:

- Integrate planning and budgeting across the four Colleges and District Service Centers
- Bring the expertise of the four Colleges together to focus on trends, best practices, and student learning and success
- Support a culture of collaboration
- Streamline decision making among the Colleges and District Service Centers by providing a transparent process of collaboration leading to effective decisions and recommendations
- The PBIM is the core response to the Accreditation recommendation that the Colleges and District collectively establish a coordinated planning and budgeting system, which delineates functional responsibilities and provides a clear process for planning and decision-making.

District-Wide Advisory Committees and Councils

The PBIM is an integrated district-wide planning and budget advisory system comprised of four committees and two Councils that receive planning inputs from the Colleges and make final recommendations to the Chancellor.



Subject Matter Committees: District Facilities Committee (DFC), District Technology Committee (DTC), Academic Affairs and Student Services Committee (DAASSC), and District Enrollment Management Committee (DEMC)

The role of the four district subject matter committees is to recommend decisions that build on College Program Reviews and annual institutional plans and goals. Specifically, the Committees will:

- A. Stress the use of Program Reviews and unit plans in making decisions
- B. Seek collaborative solutions that utilize resources on a district-wide basis
- C. Assist in developing district-wide strategies that are acceptable to all Colleges
- D. Provide feedback to the Colleges
- E. Provide technical reviews of College priorities
- E. Ensure consistency between College requests and existing approved projects. Identify opportunities for college-to-College collaboration where resource sharing could be useful.

Planning and Budgeting Council

The Planning and Budgeting Council (PBC) makes recommendations to the Participatory Governance Council, which is chaired by the Chancellor. The Chancellor provides a response. The PBC shall also receive draft policy initiatives, review considerations from the Chancellor and make recommendations on those before any significant action is taken by the Chancellor.

The PBC recommends educational and resource priorities to the Chancellor and the Participatory Governance Council. The PBC makes recommendations on Board policies and administrative procedures and decisions initiated by the Chancellor. For unresolved issues, the PBC recommends resolutions when there is not agreement and forwards them to the Participatory Governance Council for final review.

For shared agreement items, the PBC performs the following functions in collaboration with subject matter committees (DTC, DFC, DAASSC, DEMC): (1) Affirms consistency with strategic and educational plans; (2) recommends a coordinated, district-wide planning approach (3) recommends a prioritization of plans across subject areas and Colleges; (4) identifies funding approaches to support priorities.

The PBC is responsible for providing oversight on the development and implementation of the District Strategic Plan. The PBC monitors recommendations and determines whether the recommendations are implemented to include any modifications, and/or to provide explanations as to why recommendations are not implemented. The PBC also ensures accountability on process steps and determines whether constituencies, Colleges, District Service Centers, committees, etc., adhere to the agreed upon steps in the process. The PBC refers all recommendations and actions to the District Participatory Governance Council.

Participatory Governance Council

The Participatory Governance Council (PGC) is the primary PBI advisory body focused on major participatory governance issues/topics and integrated planning. The Participatory Governance Council makes recommendations to the Chancellor and the Chancellor will review the recommendations and takes appropriate action.

A key function of the Participatory Governance Council is to monitor the ongoing implementation of, and ongoing assessment of, the District's Strategic Goals and annual Institutional Objectives, as well as district-wide operational targets and goals in an effort to achieve the District's Strategic Goals and annual Institutional Objectives. Further, the Participatory Governance Council makes recommendations regarding the district's integrated improvement plans and monitors the progress and effectiveness of the integrated improvement plans.

The Participatory Governance Council identifies district-wide issues for discussion and follow-up and makes

referrals to other PBIM Committees; to include the ongoing evaluation of delineation of functions among the Colleges in addressing and maintaining ACCJC Accreditation Standards.

The Participatory Governance Council advises the Chancellor on matters referred by the Colleges and/or other PBIM Committees and the PBC and advises the Chancellor on matters related to the development and revision of Board Policies and District Administrative Procedures.

The Participatory Governance Council aims to monitor and evaluate the overall effectiveness of the Planning and Budgeting Integration Model and recommends any needed changes that might enhance effectiveness.

Operating Principles

- A. ***Use a District-Wide Perspective:*** The committees will focus on student success using a district-wide perspective to coordinate the strengths of the Colleges.
- B. ***Use Shared Agreement to Create Collaborative Solutions:*** The “shared agreement” decision model will support and coordinate the success of each College based on a district-wide perspective.
- C. ***Ensure Consistent Committee Engagement:*** Committee members are expected to attend all meetings. If a member misses three meetings, the Committee Chair will request a replacement.
- D. ***Commit to adhering to the PBIM Bylaws and Common Goals:*** The PBI Committee meetings will start and end on time; use well-designed agendas; and balance deliberation with decision-making.
- E. ***Adhere to the Annual Integrated Planning-Budgeting Calendar:*** Each Committee/Council will perform its responsibilities according to the timelines set in the annual PCCD Integrated Planning- Budgeting Calendar.
- F. ***Provide Ongoing Two-Way Communication:*** The process is structured around two-way communication between the Colleges and the PBIM subject-matter Committees; the subject matter committees and the Planning and Budgeting Council; and between the Chancellor and the Participatory Governance Council.
- G. ***Maintain a Transparent Process:*** PBI meetings are open to all, with opportunities for comment provided. Adopted minutes will be published and posted on the web on a timely manner. Committees can use a variety of methods to broaden dialogue and enhance communication, for example, inviting guest presenters, making site visits, scheduling listening sessions, holding meetings at the Colleges, etc.
- H. ***Ensure the Official Advisory Capacity of the PBIM:*** Only formally appointed Committee members can participate in official Committee deliberations and decisions. Agendas will include time for non-member comments.

Reference:

Title 5 Section 55007

Peralta Planning and Budgeting Integration Model Manual

Approved by the Chancellor: March 13, 2012

Revised and approved by the Chancellor: December 12, 2017

ADMINISTRATIVE PROCEDURE 5400 ASSOCIATED STUDENTS ORGANIZATIONS

Each college in the District shall have an Associated Students Organization. Each College shall be governed by the following:

- A. **Associated Students Organization.** An official organization of the student body shall be established at each College subject to the regulations of the Board of Trustees. Such organization shall be known as the Associated Students of [name of college] College. This student association shall develop a governance mechanism and operational procedures necessary to conduct its business. The Associated students shall keep an account of its meetings, expenditures, authorizations, and policies established.
- B. **Associated Students of the Peralta Community College District.** An official organization may be established at the district level to represent the collective interest of the students of the Peralta Community College District in District-wide and multi-college decision-making, and to provide a platform for dialog to guide the Student Trustees of the District.
- C. **Student Activities.** All student activities conducted by College groups shall comply with State statutes, District and College regulations. Use of College or District facilities and resources for such activities shall be subject to the approval of the College or District administration. College regulations shall provide for faculty or staff sponsorship and supervision of student activities.
- D. **Student Association Membership.** Neither the College administration nor the Student Association shall require the purchase of student association membership as a condition of enrollment in the institution. The colleges may, however, encourage the sale of such membership.
- E. **Off-Campus Activities.** The District, College or the Student Association will assume no responsibility for off-campus activities that do not have official College approval.
- F. **Auxiliary Enterprises.** Auxiliary enterprises operated by the Student Association shall comply with Items 1 through 4 above, as well as any other applicable policies or regulations, and shall be subject to the approval of the College President, the Chancellor and the Board of Trustees.
- G. **Student Representation.** To the extent possible, each College and the District shall provide for student representation on appropriate College-wide and District-wide committees.

Reference:

Education Code Section 76060

Replaces:

Board Policy 4.45 **Student Activities (and Student Election Code)** first approved March 1, 1976 and last revised May 12, 2009.

Reference:

Education Code Section 76060

Approved by the Chancellor: January 13, 2013

APPENDIX C: MERRITT COLLEGE ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE PROCEDURE EDUCATIONAL MASTER PLANNING

EXPECTED OUTCOME: College-Wide Integrated Planning

A subcommittee of the College's Institutional Effectiveness Committee (IEC) is tasked with drafting a plan that ensures continuous improvement for institutional effectiveness throughout the College, informed by data and participation by College constituents. Evidence that is both quantitative and qualitative is analyzed in support of the College's mission.

RATIONALE:

The comprehensive plan for the College provides strategic direction for the fulfillment of the College's mission. It includes specific direction and parameters for the implementation of programs and activities related to educational, support service, and facility development of the college.

College Mission: The mission of the 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 global economy.

Vision: Merritt inspires students to create meaningful lives including fulfilling careers, community participation, self-expression, and a love of learning.

Core Values: *Student Success:* We provide challenging and rigorous learning experiences that support the academic and personal success of our students. *Caring Spirit:* We genuinely care about every member of our campus community. *Teamwork and Inclusion:* We encourage everyone to participate in College governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences. *Campus Climate:* We strive to create a student-centered learning environment that leads to student retention, persistence, and success. *Diversity:* We honor and respect the rich and varied backgrounds, experiences, languages, values, and cultures of everyone at the College.

Analysis of the institutions Strengths, Weaknesses, Opportunities and Threats (SWOT) will allow for a more comprehensive plan to meet the objectives and expected outcomes.

INTENDED PARTICIPANTS:

Various stakeholders from the College and service area community are invited to participate with the updating and revising of the plan.

CALENDAR:

Begin: September

Formation and first meeting of Task Force: October – November

First Town Hall (mission, vision, core values): December

Second Town Hall (data portfolio, external environmental scan): Early February

First Draft: Late February

Third Town Hall: (final review and feedback of draft): Early April

Final Draft: Late April

Governance Vetting: May

Board Approval: Early June

Task Force:

Administrators: President, Vice President of Instruction, Director of Research, Vice President of

Student Services, Division III Dean

Faculty: Academic Senate (AS) President or Designee, IEC Chair, Guided Pathways Lead or AS Designee

Classified: Classified Senate President or Designee

Student Representative: Associated Student Body President or Designee

Subcommittees – will provide information and input to Task Force

Student Equity Committee (SEA)

Distance Education (DE) Committee

Career Education (CE) Committee

College Facilities Committee (CFC)

Merritt Technology Committee (MTC)

College Budget Committee (CBC)

Curriculum Committee (CC)

Transfer Center/Counselor

DESCRIPTION OF PROCESS:

1. Schedule meeting of EMP Task Force
2. Analyze data from Areas of Focus, ie. Institutional Set Standards, external scan
3. Review Mission, Vision, Goals and Values (both District and College)
4. Review current EMP to identify necessary updates
5. Receive input from subcommittees
6. Finalize EMP and present to IEC and College Council as an informational item
7. Disseminate updated EMP to campus community and publish on College website

Areas of Focus

- Peralta District Strategic Plan, Vision, Values, Principles, Goals
- Integrated Planning and Budgeting Model
- District External Scan and Data Portfolio
- Current Programs
- Student Demographics
- External Scan for Merritt College
- Internal Scan for Merritt College
- Annual EMP Milestone Progress Reviews (Vision for Success Goals...)
- Enrollment Status Trends (First time cohort, Continuing, Dual Enrollment)
- Enrollment Trends (FTES, head count, productivity)
- Program Data (State mandated metrics: eg. Vision for Success goals as stated in last EMP)
- Enrollment Management Profile (WSCH/FTE)
- Enrollment Growth Forecast
- Future Space Needs
- Instructional Program Plan Updates
- Enrollment Growth Forecast
- Future Space Utilization (5-year capital plan: facilities needs, capacity)
- Instructional Program Plans
- Strategic Enrollment Management Plan
- Outcomes Assessment (ILO, PLO, SLO, AUO, SAO)

- Guided Pathways: Program Maps/Areas of Interest
- Resource Allocation
- Challenges and Opportunities

REFERENCE:

- Board Policy: BP 2410 –Board Policy and Administrative Procedure
- Board Policy: BP 3225 - Institutional Effectiveness
- Board Policy: BP 3250 - Institutional Planning
- Board Policy: BP 4210 - Student Learning Outcomes
- Administrative Procedure: AP 3225 - Institutional Effectiveness
- Administrative Procedure: AP 3250 -Institutional Planning
- Administrative Procedure: AP 4210 - Student Learning Outcomes
- 2014 ACCJC Eligibility Requirements: ER19: Institutional Planning and Evaluation
- 2014 ACCJC Standard: 1.B.9 and I.C.3
- Merritt College Governance and Decision-Making Handbook
- Peralta Strategic Annual Goals and Institutional Objectives
- Peralta Program Review Handbooks

**Updated 9/2020*

ADMINISTRATIVE PROCEDURE - INTEGRATED PLANNING AND BUDGETING (IPB) MODEL

EXPECTED OUTCOME:

Institutional excellence is the primary expected outcome of Merritt College's Integrated Planning and Budgeting (IPB) Model. Driven by data and rooted in collaboration across the College's shared governance committees, the IPB Model serves as a blueprint for continuous institutional improvement, guiding the College constituencies along an annual timeline of mission-based planning and budgeting activities designed to meet the educational needs of Merritt students.

Every phase of our Integrated Planning and Budgeting model will incorporate equity as collective goal. It will drive how we create institutional policies, make operational decisions, hire personnel, allocate resources, develop curriculum, and assess outcomes. Our participatory governance committees work to uphold the integrity of these processes by advancing the strategic goals of the College and ensuring the broad inclusion of a diverse group of faculty, classified staff, students and administrators.

The College's IPB Model is designed to provide solid and steady linkages between program and fiscal planning, budgeting and decision-making at both the College and District level. These connected processes are guided by the College's Educational Master Plan (EMP), a living document which articulates the institution's long-range strategic goals and serves as an educational road map for annual institutional planning. Together, the EMP and the IPB Model chart a clear future direction for the College in alignment with the State Chancellors' Vision for Success and the District's strategic goals.

RATIONALE:

The Merritt College Integrated Planning and Budgeting (IPB) Model and the District Wide Educational Master Plan were developed collaboratively to create an integrated planning framework linking program review, educational planning, facilities improvement and resource allocation. This integrated planning approach achieves one of the major goals of the District Wide Strategic Plan, which is to develop and manage resources to advance our mission.

INTENDED PARTICIPANTS:

- College President
- Merritt Executive Cabinet
- College Council
- College Budget Committee (CBC)
- College Facilities Committee (CFC)
- Institutional Effectiveness Committee (IEC)
- Merritt Technology Committee (MTC)
- Merritt College Academic Senate (MCAS)
- Merritt College Classified Senate (MCCS)
- Accreditation Committee
- Curriculum Committee (CC)
- Council of Department Chairs and Program Directors (CDCPD)
- Non CDCPD designees assigned to complete Program Reviews and APUs
- Student Learning Outcomes and Assessment Committee (SLOAC)
- Student Equity and Achievement (SEA) Committee

DESCRIPTION OF PROCESS:

Merritt College's long-range goals are captured in its Educational Master Plan, which guides the College in its annual institutional planning efforts. Merritt's annual planning and budgeting (IPB) cycle takes place within the larger framework of the District's planning and budgeting cycle. The College's IPB cycle takes place on a fiscal year calendar (July-June) and is intricately aligned with the District's calendar of planning and budgeting activities.

At the college level, Merritt's IPB cycle is divided into three distinct but interrelated phases: Phase I – Planning (July – February), Phase II – Budgeting (January – April) and Budget Adjustment and Finalization (April – June). All three phases include ongoing budget and planning activities related to the implementation of the College's current year budget and a full schedule of IPB activities related to planning and budgeting for the next fiscal year.

Categorical funds and grants are designated for particular purposes and have specific eligibility requirements and guidelines set by the Grantor/Funder. However, they are considered within the overall budget planning of the College and inform resource allocation decisions.

A brief summary of the activities for each phase is provided below:

Phase I-Planning (July-February)

Resource Request Allocations

July

- College receives, distributes, reviews and aligns the tentative approved budget from the District

August

- Key planning events are scheduled along with institutional assessment initiatives, such as Program Review or Annual Program Updates (APU)
- Representatives from College's key constituency groups (faculty, staff, administrators and students) attend the District Planning Summit in August to learn about the District's strategic priorities and goals for the year
- Merritt staff and faculty members also attend both the District and College Flex Days to support professional development

September

- College launches an intensive, six-week campaign for training and completion of Program Review (every three years) or Annual Program Updates (APUs) college wide. Through the Program Review/APU process, the College systematically assesses its institutional performance in the following areas: administrative units, instruction, student services
- The Bi-Annual College Planning Summit launches the intensive planning phase of the College's IPB cycle. This event is attended by Merritt faculty, classified staff, administrators and student representatives. Participants review the college mission and the milestones outlined in the Educational Master Plan. They assess the institution's performance over the last year, review longitudinal data on student educational outcomes, and set strategic goals for the upcoming year.

October

- Program Reviews or APUs are completed by the established deadline.

November

- Validation of Program Reviews/APUs
- Cost center managers summarize and prioritize resource request generated by the Program

Review or APU process using a specified rubric

December

- CDCPD, IEC, CFC and MTC review the prioritized lists of requested resources

January

- CBC and College Council hold a joint meeting to review and recommend the prioritized resource list which is then sent to the President for final review and approval

February

- The College finalizes the list of proposed faculty and classified hires, based on replacement vacancies and the faculty and classified prioritization lists prepared by Merritt's Academic and Classified Senates. The President synthesizes and summarizes the College recommendations, and then submits these and all other final prioritized resource requests to the District by February 28
- The final approved prioritized lists are shared with the following participatory governance committees as an informational item: MCAS, MCCC, CDCPD and the College Council

Phase II-Budgeting (January-April):

Budget Preparation and Development

January

- The District communicates to the College about the Governor's January Budget Proposal. The Chancellor also provides guidance on annual priorities for planning and budgeting for the next fiscal year, including guidelines on new faculty hires.

February

- College provides the Budget Template and Staffing Worksheets to all cost center managers along with the prioritized list from the Program Reviews/APUs

March

- Cost center manager presentations to CBC
- The College's Director of Business and Administrative Services summarizes all budget requests and presents the preliminary budget to the College Budget Committee (CBC) and the College Council for review and approval.
- The College Council recommends the approved budget to the College President for final approval

Phase III – Budget Adjustment & Finalization (April-June)

Note: The fourth quarter of the fiscal year focuses on budget revision and finalization, in preparation for the adoption of the approved Tentative Budget by the District's Board of Trustees no later than June 30.

April

- Merritt's president submits the final approved budget worksheets to the District Finance Office.

May

- After the Governor's revision of the state budget is announced in May ("May revise"), the College is informed by the District if further budget revisions are required.
- The revised College budget is ultimately approved through the District budgeting process as outlined in the District's Planning and Budgeting Integration Model (PBIM).
- The approved budget, which is developed directly out of the integrated planning and budgeting process, provides the foundation for the College's programs and operations for the next fiscal

year, beginning in July

- At the end of the IPB cycle the College holds its final IPB activity for the fiscal year, the President's Year-End Planning Summit. At this meeting, faculty, staff, administrators, and student representatives engage in institutional assessment, discuss any challenges faced by the College in reaching its strategic goals for the year, and celebrate the institution's achievements. The insights and priorities that emanate from this event inform the following year's IPB activities in an ongoing cycle of institutional assessment and improvement.

CALENDAR:

Attached please find a one-page graphic, Overview of Annual IPB Cycle, which gives a snapshot of the College's IPB activities over the course of the academic year.

REFERENCE:

- **BOARD POLICY:** BP6200 Q Budget Preparation and BP6300 Q Fiscal Management & Accounting
- **ADMINISTRATIVE PROCEDURES:** AP6200 Q Budget Management and AP6300 Q General Accounting
- **TITLE 5:** 58300 et seq
- **CALIFORNIA EDUCATION CODE:** Section 70902(b) (5)
- **ACCJC ELIGIBILITY REQUIREMENTS:** N/A
- **ACCJC Standard:** III.D

OTHER:

- California Code of Regulations, Title 5 Section 58311
- Planning and Budgeting Council meeting agendas/minutes: <http://web.peralta.edu/pbi/>

**Updated 10/2020*

ADMINISTRATIVE PROCEDURE - DATA, PLANNING AND DECISION MAKING

EXPECTED OUTCOME:

Use and analysis of data to improve student learning and achievement, particularly of disproportionately impacted populations, in support of the College mission.

RATIONALE:

Build a strong culture of data-based decision making and evaluation. Ensure integrated processes for using data in planning, resource allocation, and evaluation.

INTENDED PARTICIPANTS:

College wide; including participatory governance representatives.

CALENDAR:

Based upon program review, assessment, and planning and budgeting processes.

DESCRIPTION OF PROCESS:

Planning activities serve as a vehicle for data-driven discussions and decision making. The Educational Master Plan (EMP) incorporates analysis of longitudinal institutional data in order to determine and assess strategic goals and objectives. Progress towards EMP goals and objectives is reviewed annually as part of the planning cycle to inform any necessary adjustments in strategy. The EMP includes student demographic data, institution-set standards, student learning outcomes, service area outcomes data, program review summaries, California Community College Chancellor's Office Vision for Success, and internal and external environmental scans. The EMP captures activities outlined in grant-funded planning documents and program and service area reviews. Every five years the Institutional Effectiveness Committee (IEC) establishes a task force, composed of faculty, administrators, staff and student representatives, to lead the Educational Master Plan update.

Introductory Transfer Level Math and English, and ESOL: The plan analyzes success rates in English, Math and ESOL courses, and measures the rate at which these students are completing their transfer level requirements.

Student Equity and Achievement: The plan analyzes disaggregated enrollment, course success, degree and certificate completion, and transfer data. The plan outlines activities for improvement based upon this data and the findings related to disproportionately impacted (DI) groups.

These plans foster college-wide dialogue and activities intended to enhance and improve student learning and opportunities for success.

Planning within the programs and service areas occurs every three years in Program Review Reports and in Annual Program Updates (APUs) in the non-program review years. These planning activities rely on institutional data, including enrollment, class size, productivity, retention, course success, certificate and degree awards, labor market information, as well as student learning and service area outcomes assessment.

The College utilizes participatory governance for both planning and decision making. Participatory governance committees provide input for the plans outlined above and review and approve final drafts before they are recommended to College Council and submitted to the College President for approval. The College Budget Committee along with the IEC, reviews funding requests to verify alignment

with the EMP, the College strategic goals, Program Reviews and APUs.

REFERENCE:

- BOARD POLICY: BP 3250 Institutional Planning and BP 5300 Student Equity
- ADMINISTRATIVE PROCEDURES: AP 3250 Institutional Planning and AP 5300 Student Equity
- ACCJC ELIGIBILITY REQUIREMENTS
- ACCJC STANDARDS

OTHER:

- 2018 Education Master Plan Outline
- SEA Integrated Plan
- 2019 Equity Plan
- 2019 Vision for Success
- 2018 Program Review template and example
- 2020 Annual Program Update template and example

**Updated 8/2020*

ADMINISTRATIVE PROCEDURE - LEARNING OUTCOMES AND ASSESSMENT

EXPECTED OUTCOME:

Campus wide learning outcomes assessment that improves student success by promoting equitable practices that enrich student learning through effective instruction and student services support.

RATIONALE:

To advance student success through an ongoing cycle of assessment, dialogue and improvement.

INTENDED PARTICIPANTS:

All college constituencies, including faculty, administrators, staff and students.

CALENDAR:

Overview:

There are four types of learning outcomes:

- Course Student Learning Outcomes (SLOs): what students will be able to do once they successfully complete a course
- Program Learning Outcomes (PLOs): what students will be able to do upon completion of the requirements of a particular degree or certificate.
- Service Area Outcomes (SAOs): what students are expected to achieve and are able to demonstrate in terms of knowledge and skills after receiving a service, attending a workshop, or participating in a program.
- Institutional Learning Outcomes (ILOs): what all Merritt College students will be able to demonstrate upon completion of a degree or certificate or upon transferring to a four-year university.
- Administrative Unit Outcome (AUO):

Merritt College is on a three-year, rolling assessment cycle for all learning outcomes. All outcomes should be assessed at least once within any three-year period.

The Student Learning Outcomes and Assessment Committee (SLOAC) is charged with keeping track of assessment work, organizing professional development activities, reviewing data, educating the college, and determining the ILOs.

Course Assessment: Each semester at least one Student Learning Outcome (SLO) from each offered course is assessed per the discipline assessment plan. Courses are assessed fall, spring and summer terms.

Service Area Outcomes (SAO)/Student Services/Administrative Unit Assessment: Each department/program assesses at least one Service Area Outcome (SAO) every fall and spring term so that each SAO is assessed at least once every three years.

Program Assessment (PLO): At least one PLO is assessed each fall and spring semester.

Institutional Learning Outcomes (ILOs) Assessment: Merritt College has six Institution Learning Outcomes (ILOs). One ILO is assessed every fall and spring term so that each ILO is assessed once every three years.

Administrative Unit Outcomes (AUOs): An Administrative Unit Outcome states what the administrative unit

intends to accomplish in the next one to two years. Administrators are responsible for ensuring that at least one AUO is assessed each term.

College Wide Dialogue: Dialogue regarding ILO assessment occurs annually in college wide settings, including flex days, participatory governance, division, and department meetings.

Program Review and Annual Program Updates (APUs)/SLO Assessment Integration: Program Review occurs on a three-year cycle* and includes assessment results and advancements that have taken place over the last three years. This evaluative process includes recommendations for continued program improvement and prioritization of requisite resources. The APUs are developed each fall semester as a condensed report that includes updated resource requests since the last program review.

Assessment Integration with Budget Cycle: Budget development commences every January after program reviews and annual program updates are complete. Funding requests are tied to baseline instruction, assessment, student services, and administrative department costs.

Assessment Calendar and Process Review: The SLOAC consistently assesses and adjusts the assessment process to refine for ease and flow in support of faculty and staff.

Timeline:

Fall: August/September; Spring: January/February

- The curriculum and student learning outcomes assessment specialist/SLOAC chair compiles and distributes assessment completion data for the assessment cycle and distributes to chairs, administrators, and key staff members.
- Department chairs review assessment completion, create a department course and program assessment schedule, and plan for the term.
- Faculty, department chairs, student services and administrators develop their respective outcomes assessment plans.
- SLOAC, with the assistance of department chairs, determine which ILO will be assessed in a given semester.

Fall: October/November; Spring: March/April

- Updated assessment completion data is electronically disseminated to the Council of Department Chairs and Program Directors (CDCPD).
- The SLOAC website is continually updated with the latest assessment completion data.
- Faculty, staff and administrators begin submitting completed assessments.

Fall: December; Spring: May

- The SLOAC website is continually updated with the latest assessment completion data.
- Faculty participating in the term's ILO assessment meet to share/aggregate results and discuss recommendations and action plans.
- Faculty, staff and administrators submit completed assessments.

DESCRIPTION OF PROCESS:

I. Instruction:

- a. Course assessment occurs fall, spring, and summer terms and is conducted by full-time and part-time faculty to ensure quality instruction.
- b. Program Assessment is conducted in the fall and spring by department faculty led by the department chair or designated assessment lead.
- c. Data/analysis/ program improvements are all documented and made available to the campus community

and the public.

- d. Dialogue occurs in Division and department meetings formally as well as informally among faculty within departments.
- e. Assessment results and improvements are aggregated and reported in program review reports as well as APUs. Assessment results are tied to budget requests and allocations for each instructional unit.

II. Student Services

- a. All student services departments assess one Service Area Outcome (SAO) each fall and spring semester.
- b. Data/analysis/ program improvements are all documented and available to the campus community and the public.
- c. Dialogue occurs with faculty and staff in Division and department meetings formally as well as informally.
- d. Assessment results and improvements are aggregated and reported in program review reports and APUSs. Assessment results are tied to budget requests and allocations for each student services unit

III. Administrative Services

- a. All student services departments assess one Administrative Unit Outcome (AUO) each fall and spring semester.
- b. Data/analysis/ program improvements are all documented and available for the campus community and the public.
- c. Dialogue occurs in management meetings as well as in a fall planning sessions dedicated to administrative outcomes assessment across the college.
- d. Assessment results and improvements are aggregated and reported in program review reports and APUs. Assessment results are tied to budget requests and allocations for each administrative unit.

REFERENCE:

- **BOARD POLICY:** BP 4210 (January 2013)
- **ADMINISTRATIVE PROCEDURES:** 4210
- **TITLE 5:** N/A
- **CALIFORNIA EDUCATION CODE:** N/A
- **ACCJC ELIGIBILITY REQUIREMENT:** N/A
- **ACCJC STANDARD:** IB, II.A.1, II.A.6, II.B, II.C, III.B, III.C, III.D, IV.A.2.b, IV.B.1.b, IV.B.2.b, IV.B.2.b, IV.B.3.b, IV.B.3.c

OTHER:

*Note: Program Review for all CE Programs occurs on a 2-year cycle, and includes additional data points specific to CE, such as Labor Market Information (LMI), Perkins Core Indicator report, Strong Workforce metrics, and guidance from the program's Advisory Committee.

**Updated 8/2020*

APPENDIX D: BROWN ACT AND ROBERT'S RULES OF ORDER

THE BROWN ACT

The Brown Act of 1953 (California Government Code, Sections 54950-54962) governs public access to meetings of legislative (governing and advisory) bodies, boards, commissions, committees, task forces, whether temporary or permanent. Ad hoc committees are not governed by the Brown Act.

The Brown Act requires that:

- Notices and agendas be posted at least 72 hours in advance of regular meetings.
- Meetings be held free or charge in places accessible to all.
- The public be allowed to address the body on any item in its jurisdiction.
- Votes be conducted publicly.
- Documents be distributed to at least the majority of the members before or at the meeting.

There are many exceptions and nuances. Consult the Attorney General Office's pamphlet for more information oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf.

ROBERT'S RULES OF ORDER

Although most committees do not follow Robert's Rules of Order for the sake of informality, the Senates do. All senators should be familiar with the basics.

As generally accepted parliamentary procedure, Robert's Rules of Order serve the following purposes:

- Ensure majority rule.
- Protect the rights of the minority, the absentees, and individual members.
- Provide order, fairness, and decorum.
- Facilitate the transaction of business and expedite meetings.

The basic principles are:

- All members have equal rights, privileges, and obligations.
- A quorum must be present for the group to act.
- Full and free discussion of every motion is a basic right.
- Only one question at a time may be considered, and only one person may have the floor at any one time.
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
- No person can speak until recognized by the chair.
- Personal remarks are always out of order.
- A majority decides a question except when basic rights of members are involved.
- A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate).
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The chair should always remain impartial.

APPENDIX E.1: PARTICIPATORY COMMITTEES

COLLEGE BUDGET COMMITTEE (CBC)

FUNCTION

The College Budget Committee (CBC) is an advisory body to the President via the College Council in matters relating to budget development processes, procedures and the allocation of funds. All major budget issues are discussed collegially through the governance process before a decision is made by the College President.

CHARGE OF THE COMMITTEE

1. To advise on the development of budgetary policies, processes and timelines
2. To receive and review budget proposals from departments and/or program areas and to recommend funding priorities for overall college budget
3. To review and recommend the overall College Budget with respect to:
 - a. Unrestricted General Funds
 - b. Instructional Equipment and Supplies
 - c. Restricted Categorical Funds
 - d. Facilities Revenues and other cash receipts
4. To review as “Information Item Only” Classified, Faculty, and Administrative Hiring Prioritization Lists (standing agenda item) as it relates to budget, potential salary savings, and position control.
5. To review as “Information Item Only” all Categorical Funding and grants (including new and ongoing), as well as Student Use Fee, Measures E, Measure G, and CARES (standing agenda item)
6. To support members of our College community in better understanding our budget process
7. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor’s Office
8. To review FTES (Full Time Equivalent Students)/FTEF (Full Time Equivalent Faculty) as it relates to budget (standing agenda item)

MEMBERSHIP

1. The three (3) members of the Merritt College Administration will be the Vice President of Instruction, Vice President of Student Services and Business/Administrative Services Manager. In case of vacancies, the President of the College shall appoint another administrator.
2. Four (4) faculty representatives appointed by the Merritt College Academic Senate. Reappointments are allowed.
3. One (1) student representative appointed by the Associated Students of Merritt College (ASMC).
4. Four (4) Classified Employees appointed by the Merritt College Classified Senate. Reappointments are allowed.
5. The College President will be ex-officio, non-voting member.

APPOINTMENT, VACANCIES & ELECTION OF CHAIRPERSONS

1. During March of each year, the CBC CO-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) senate presidents will make appointments to fill those vacancies and forward them to the CBC Co-Chairpersons by the last regular CBC meeting of the academic year.
2. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall

semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.

3. The CBC will be co-chaired by the Director of Business and Administrative Services and an elected faculty member.
4. At the last regular CBC meeting of the academic year, the CBC will elect the faculty co-chair for the following academic year.

DUTIES OF CO-CHAIRPERSONS

The role of the co-chairpersons is to work collegially to do the following:

1. Perform all duties listed in the College Council constitution, Article IV
2. Set the calendar of committee meetings
3. Keep informed of State, Local and District issues impacting the Merritt College budget
4. Serve as a resource for departments in the budget development process

MEETINGS

1. The actions and deliberations of the CBC are to be consistent with Board Policy 2510 & Administrative Procedures 2511 (attached) implementing Title 5 of State regulations. The CBC will make every effort possible to reach agreement regarding proposals to recommend to the College Council.
2. Individuals with business before the CBC are encouraged to be present or send a knowledgeable representative when that business is on the agenda.
3. When considering a proposal, the CBC may vote to approve, to disapprove, may refer to another College Committee or may refer the proposal back to the originator with instructions to revise.
4. At the meeting of the College Council following each CBC meeting, one of the CBC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
5. The administrative CBC Co-Chair will be responsible for the recording and distribution of minutes and other pertinent materials.
6. Emergency meetings of the CBC may be recommended by the College President, the College Council or a CBC Co-Chair.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the CBC or by the College President or College Council. Proposed amendments to these by-laws should be circulated and reviewed for comments by all constituent groups. Comments should be received at least one month before the next CBC meeting. Amendments will be considered adopted by the CBC when approved by two-thirds of the voting membership and then forwarded to the College President.

**Reviewed by the CBC 10/21/20*

**Approved 10/28/2020*

COLLEGE FACILITIES COMMITTEE (CFC)

PURPOSE

The College Facilities Committee (CFC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus facilities (including renovations, remodels, and use of Bond funds designated for facilities and the physical environment). The College President shall consult with the College Council on all major facilities issues before a decision is made by the College President.

CHARGE

1. To advise on the development of facilities planning processes and timelines.
2. To recommend funding priorities for Building Funds.
3. To receive and review facilities proposals from departments, program areas and/or the District Physical Plant Office.
4. To recommend representatives to serve on District facilities committees that impact Merritt facilities.
5. To routinely review and monitor campus compliance with ADA and 504 and make recommendations to ensure compliance.
6. To recommend procedures and policies affecting facilities and physical environment of the campus.
7. To review the State's Specialization Report and the Five-year Master Plan for campus compliance and make recommendations to ensure compliance.
8. Establish Subcommittees to assist with the planning for building renovations and remodels. Ensure that (a) Facilities Subcommittees include faculty, staff, student and administrative representatives from the areas impacted by renovations and remodels, and (b) the Subcommittee Chair/Co-chairs are consulted on all major issues impacting the renovation or remodel of the facility/project under the purview of said Subcommittee.
9. Sponsor facilities orientation workshops for the College community.

MEMBERSHIP

1. One (1) member of the Merritt College Administration selected by the President.
2. Three (3) faculty representatives appointed by the Merritt College Academic Senate. The term of office will be two years. Starting in the 2005-06 academic year, one (1) faculty member will be appointed on the odd year and two will be appointed on even year. Reappointments are allowed.
3. Two (2) student representatives appointed by the Associated Students of Merritt College (ASMC) for a term of one year.
4. Two (2) Classified Employees appointed by the Merritt College Classified Senate/ with representation from at least two of the following: Local 1021/ Local 39/ Classified Confidential employees. The term of office will be two years/ with one classified representative chosen each year. Reappointments are allowed.
5. Campus ADA Coordinator (designated by the College President)
6. Chairs of the various Facilities Subcommittees (ex-officio; non-voting)
7. The College President/ Vice President of Student Services/ Vice President of Instruction/ Merritt governance committee chairs/co-chairs (i.e./CDCPD/ CIC/ Budget Committee and Technology Committee) and District Director of Physical Plant will be ex-officio/ non-voting members. (Note: Vice Presidents of Student Services and Instruction will be ex-officio UNLESS either is appointed as a voting member pursuant to #1 under "Membership".)

APPOINTMENT, VACANCIES & ELECTION OF CHAIRPERSONS

1. During March of each year, the CFC Co-Chairpersons will inform the Merri. College Academic Senate

President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) Senate presidents will make appointments to fill those vacancies and forward them to the CFC Co-Chairpersons by March 30.

2. Appointed members who miss two consecutive meetings without notifying the CFC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CFC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The CFC will have co-chairpersons, at least one of whom must be a faculty member.
6. Each May the CFC will elect the faculty co-chair(s), subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive year terms as Co-Chair unless authorized by the Merritt Academic Senate.
7. The second co-chairperson (if not a faculty member) will be selected by majority vote of the CFC.

DUTIES OF CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare agendas
2. Conduct the committee meetings
3. Edit minutes
4. Set the calendar of committee meetings
5. Keep informed of State, Local and District issues impacting Merritt facilities
6. Supervise the orientation of new members and on-going training of continuing members
7. Recommend Chairs for the Facilities Subcommittees (must be approved by the CFC)
8. Serve as a resource for departments in the facilities process
9. Record and distribute minutes and other pertinent materials
10. Report regularly to the College Council

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CFC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CFC to conduct business. All actions by the CFC shall require a simple majority.
3. The CFC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
 - CFC Members
 - College President, Vice Presidents and Deans
 - Merritt Academic Senate President Merritt Classified Senate President ASMC President
 - Merritt Library
 - Merritt Website (posted)
 - Other campus communication systems

5. Individuals with business before the CFC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
6. When considering a proposal, the CFC may vote to approve, to disapprove, to refer to another College committee/department/office, or to refer the proposal back to the originator with instructions to revise.
7. At the first meeting of the College Council following each CFC meeting, one of the CFC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
8. CFC recommendations adopted by the College Council will be forwarded to the College President for action. Any concerns or observations made by the College President to the College Council about the CFC report will be forwarded to the CFC in an attempt to address those concerns.
9. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the CFC, the College Council, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the College Council.

**Approved by the College Council 11/17/10*

INSTITUTIONAL EFFECTIVENESS COMMITTEE (IEC)

PURPOSE

The Institutional Effectiveness Committee (IEC) is a shared governance committee of the College Council. It is based on college data and input from shared governance constituencies; IEC recommends annual institutional priorities to strengthen program practices to maintain quality instruction and services and improve student achievement and learning.

CHARGE

1. Review and update the mission statement, in conjunction with the program review cycle (every 3 years), with college-wide participation.
2. Annually reviews District Strategic Goals and Institutional Objectives by completing the following:
 - Create/align college goals/objectives with District Goals.
 - Establish annual committee goals during the month of September.
 - Annually create and recommend institutional priorities based on the College Educational Master Plan and the District strategic educational goals.
3. Work with administration for creation of the Planning Summit agendas that align with institutional goals.
4. Evaluate and validate annual program updates and program reviews, using an established rubric (November/December).
5. Review proposals and reports from shared governance entities and internal and external constituencies, make recommendations to the College Council with alignment to the College's Educational Master Plan and priorities.
6. At the first meeting of each academic year establish committee goals. Periodically assess the progress towards the goals and create a summary report at the end of the year for submission to College Council.
7. Provide leadership for the Annual review and update of the College Educational Master Plan.

COMMITTEE TASKS

1. Election of co-chair (College President appoints one co-chair), 1st meeting in September
2. Create yearly calendar for IEC, last meeting in May and review at the 1st meeting in September
3. Review By-Laws, 1st meeting in September and modify as needed.
4. Set IEC annual goals in September
5. Create working sub-committees to fulfill charge duties, as needed.

IEC WORKING GROUPS

1. First meeting duties of Working Groups: Assess their responsibilities, develop a workplan to present to the
2. Working Groups create and recommend institutional priorities annually based on the College's Educational Master Plan and the District Strategic Goals.

MEMBERSHIP

1. Two (2) Administrators appointed by the College President: one from Instruction and one from Student Services.
2. Five (5) Faculty appointed by the Merritt College Academic Senate at least one of whom should be non-instructional faculty.
3. Three (3) Classified shall be appointed by the Merritt College Classified Senate.

4. One (1) or two (2) Students appointed by the ASMC, with the allowance of a proxy vote.
5. Ex-officio, voting members include: College Research and Planning Director and Vice President of Instruction.

MEETING SCHEDULE

1. IEC will meet once a month, generally on the 2nd Wednesday of each month from 3:00 to 5:00 pm. As an important, high level, working college committee, every effort will be made to schedule ALL the meetings for the full 2-hour time period.
2. Working Groups will set the times for their meetings that correspond to their members' schedules.

APPOINTMENT, VACANCIES & ELECTION OF CHAIRPERSONS

1. One of the Co-chairs will be the College Research and Planning Director
2. The faculty or classified Co-chair will be elected each year at the 1st meeting in September.
3. If the faculty or classified Co-chair cannot continue in his or her position, a replacement will be elected by a majority vote of the committee. If the president's appointed Co-chair cannot continue, then the president will appoint a replacement.

DUTIES OF CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare and distribute agendas.
2. Conduct the committee meetings.
3. Edit meeting notes/minutes.
4. Set the calendar of the committee meeting in accordance with the college's governance calendar.
5. Keep informed of State, local and District issues impacting Merritt College, including and not limited to the Planning and Evaluation of programs.
6. Supervise the orientation of new members and on-going training of continuing members.
7. Serve as a resource for departments in the planning process.
8. Disseminate minutes.
9. Facilitate the functioning of the committee.
10. Report regularly to the Academic Senate, Classified Senate and the ASMC and the College Council.

PROCEDURES

1. Regular meeting will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The Co-Chairs may call extra meetings if special needs require them.
2. A quorum will be 51% of the active voting members. A quorum must be present in order for IEC to conduct business. All actions by the committee shall require a simple majority.
3. The Co-Chairs will determine the agenda for each meeting. Materials for the agenda must be submitted to the co-chairs at least five working days preceding a scheduled meeting, unless it is an emergency meeting. The College President, Academic Senate President, Classified Senate President, ASMC President as well as any member of the IEC may submit agenda items (as standing items, new business.)
4. The actions and deliberations of IEC are to be consistent with Board Policy 2510 & Administrative procedures 2511 implementing Title 5 of State regulations.

AMENDMENTS

1. Amendments to these by-laws may be proposed by any member of the committee or the College President.
2. Proposed changes will be circulated and reviewed for comments by Classified Senate, Academic Senate, and

Associated Students of Merritt College.

3. Amendments will be considered adopted by IEC when approved by two-thirds of the voting membership and then forwarded to the College Council for final approval.

**Reviewed by IEC 9/6/2020*

**Approved by College Council 10/28/20*

MERRITT TECHNOLOGY COMMITTEE (MTC)

PURPOSE

The Merritt Technology Committee (MTC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus Information Technology.

CHARGE

1. To assess how effectively current technology is being utilized at the College.
2. To identify, prioritize and recommend areas for expansion of technology utilization for the enhancement of instructional programs, student services and the management of the College.
3. To identify, prioritize and recommend areas for equipment purchases to maintain, enhance and improve technology.
4. To identify, prioritize and recommend both on-going and specialized training needs for maximum utilization of technological resources.
5. To identify, prioritize and recommend staffing for technology.
6. To develop an on-going comprehensive College Technology Plan for consideration by College Council.
7. To recommend funding strategies and priorities for major technology spending.
8. To advise the District Technology Committee about the information technology needs and concerns of Merritt College.
9. To receive regular reports from the District Information Technology Committee, and review and respond as appropriate.
10. To establish (as needed) technology subcommittees.

MEMBERSHIP

1. One (1) member of the Merritt College Administration selected by the President.
2. Four (4) faculty representatives appointed by the Merritt College Academic Senate, preferably one from Division I, one from Division II and one from Student Services. The term of office will be two years, with faculty representatives chosen each year (i.e., staggered terms). Reappointments are allowed.
3. Merritt College Library Chair or faculty designee.
4. One (1) student representative appointed by the Associated Students of Merritt College (ASMC) for a term of one year. Reappointments are allowed.
5. Three (3) Classified Employees appointed by the Merritt College Classified Senate. The term of office will be two years, with one classified representative chosen each year (i.e., staggered terms). Reappointments are allowed.
6. Campus ADA Coordinator (designated by the College President) or designee.
7. Campus Network Coordinator.
8. Chairs of the various Technology Subcommittees (ex-officio; non-voting)
9. The College President, Vice President of Student Services, Vice President of Instruction and District Chief Information Officer will be ex-officio, non-voting members. (*Unless one of the Vice Presidents is a voting member pursuant to #1 above).

APPOINTMENT, VACANCIES & ELECTION OF CHAIRPERSONS

1. During March of each year, the MTC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) Senate presidents will make appointments to fill those

vacancies and forward them to the MTC Co-Chairpersons by March 30.

2. Appointed members who miss two consecutive meetings without notifying the MTC Co- Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the MTC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The MTC will have co-chairpersons, at least one of whom must be a faculty member.
6. Each May the MTC will elect the faculty co-chair(s), subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive 1-year terms as Co-Chair unless authorized by the Merritt Academic Senate.
7. The second co-chairperson (if not a faculty member) will be selected by majority vote of the MTC.

DUTIES OF THE CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare agendas
2. Conduct the committee meetings
3. Edit minutes
4. Set the calendar of committee meetings
5. Keep informed of State, Local, District and College issues impacting Merritt Technology
6. Supervise the orientation of new members and on-going training of continuing members
7. Recommend Chairs for the Technology Subcommittees (must be approved by the MTC)
8. Serve as a resource for departments, programs and services
9. Record and distribute minutes and other pertinent materials
10. Report regularly to the College Council

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The MTC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 51% of the active voting members. A quorum must be present in order for the MTC to conduct business. All actions by the MTC shall require a simple majority.
3. The MTC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
 - MTC Members
 - College President, Vice Presidents and Deans
 - Merritt Academic Senate President Merritt Classified Senate President ASMC President
 - Merritt Library
 - Merritt Website (posted)
 - Other campus communication systems, when appropriate
5. Individuals with business before the MTC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.

6. When considering a proposal, the MTC may vote to approve, to disapprove, to refer to another College committee/department/ office, or to refer the proposal back to the originator with instructions to revise.
7. At the first meeting of the College Council following each MTC meeting, one of the MTC Co- Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
8. MTC recommendations adopted by the College Council will be forwarded to the College President for action.
9. Faculty co-chair and administrative representative will be the MTC representatives to the District Technology Council, unless otherwise designated by the College president.
10. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

Amendments

Amendments to these by-laws may be proposed by any member of the MTC, the College Council, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the College Council.

**Approved by the College Council 10/28/20*

APPENDIX E.2: OPERATIONAL COMMITTEES

ACCREDITATION COMMITTEE

PURPOSE

The Accreditation Committee is designated to work with the Accreditation Steering Committee and Accreditation Liaison Officer (ALO) toward ensuring the college is in compliance with all accreditation standards.

CHARGE

1. To review updates and changes to accreditation standards, eligibility requirements, and commission policies with the ALO (as documented by the ACCJC), and facilitate that the college is adhering to these standards.
2. To discuss and recommend ways of tracking and capturing evidence that the college is in compliance with all standards.
3. To communicate the college's progress, strengths, and needs to the college and local community.
4. To report on the college's progress at the end of each semester to the College Council.
5. Work with ALO appointee to ensure compliance with the required accreditation information (by the ACCJC) is published and accurate on the Merritt College website.

MEMBERSHIP

Voting

1. Two (2) faculty representatives, appointed by the Merritt Academic Senate. Terms of office for all committee members should be 2 years, with members being able to succeed themselves if so, appointed by the Academic Senate and staggered to develop and retain experienced members.
2. One (1) faculty representative from the SLOAC (Student Learning Outcomes and Assessment) Committee.
3. Three (3) classified staff representatives, appointed by Classified Senate.
4. Two (2) administrators, appointed by the College President.
5. One (1) student representative appointed by the Associated Students of Merritt College (ASMC). The term of office will be one year. Reappointments will be allowed.
6. The Accreditation Liaison Officer (ALO)

Non-Voting

1. Any Accreditation Report Lead is invited as a non-voting, ex-officio member and will attend Accreditation Committee meetings, as needed, to facilitate completion of, or supplements to the ISER.
2. Chairs of Participatory Governance Committees (including College Council, Budget, Facilities, Institutional Effectiveness, and Technology) are non-voting members and will attend Accreditation Committee meetings, as needed to share information from and with their committees.

APPOINTMENTS, VACANCIES, AND ELECTION OF CHAIRPERSON

1. During March/April of each year, the Accreditation Committee Chairperson will inform the Merritt Academic, Classified, and Student Senate Presidents of any vacancies for the following fall semester. Appointments to fill those vacancies will be forwarded to the Accreditation Committee Chairperson by May 30th.
2. A vacancy may be declared when a member is absent for three Accreditation Committee meetings within one semester. The Accreditation Committee chair will then inform the appropriate Senate President(s) of the vacancy, who will appoint a replacement within two weeks.

3. At the first meeting of this committee, the Accreditation Committee will elect a Chair from among its faculty members. No person may serve more than two (2) consecutive terms as Chairperson unless authorized by the Academic Senate.
4. In the absence of the Chairperson, the ALO can lead or appoint a member to lead the meeting.

CHAIRPERSON DUTIES

The role of the faculty Chair includes the following:

1. Prepare and post the agendas.
2. Facilitate regular meetings.
3. Responsible for ensuring minutes are taken and posted.
4. Keep informed of accreditation standards.
5. Report to Accreditation Steering Committee, within an ongoing accreditation process.

PROCEDURES

1. Regular meetings will normally be held twice a month, but shall meet at least once a month, during the regular academic year. The Accreditation Committee Chairperson may call extra meetings if special needs require them.
2. A quorum will be 5 of the active voting members. A quorum must be present in order for the Accreditation Committee to vote.
3. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least 72 hours preceding a scheduled meeting:
 - Posted for public viewing
 - Accreditation Committee Members
 - Campus Website (posted)
 - Other campus communication systems reaching all faculty and staff

AMENDMENTS

Amendments to the bylaws of the Accreditation Committee are made by written and adopted resolution of the College Council after consultation with the Accreditation Committee.

**Reviewed by the Accreditation Committee 8/2020*

**Approved by the College Council 10/28/20*

GRADUATION COMMITTEE

CHARGE

Plan and coordinate all aspects of the College's annual graduation,

MEMBERSHIP

1. Dean of Student Support Services, Co-Chair
2. Student Activities Coordinator, Co-Chair
3. Representative from the President's Office
4. Representative from Business & Administrative Services
5. At least two (2) faculty members
6. Two (2) classified staff
7. Vice President of Student Services

MEETING FREQUENCY

January-May, First and Third Thursdays of each month, 1:30 p.m. – 2:30 p.m. or more frequently, as needed.

**Approved by the College Council 11/17/10*

HEALTH AND SAFETY COMMITTEE

CHARGE

1. In coordination with District Risk Management, develop a disaster preparedness plan for Merritt
2. Facilitate disaster preparedness training
3. Identify health and safety issues for the campus and recommend solutions
4. Recommend health and safety policies, programs and protocols for the campus
5. Develop preventive health programs and training for the campus
6. The Health and Safety Committee makes recommendations to the College Council

MEMBERSHIP

1. Business and Administrative Services Manager (Co-chair) *
2. Dean of Student Services
3. One Instructional Dean
4. College Nurse
5. One (1) student selected by ASMC
6. Three (3) faculty members: one selected by the Merritt Academic Senate, one selected by the Merritt PFT Chairs and one selected by mutual agreement between the Merritt Academic Senate and the Merritt PFT
7. Three (3) classified/confidential selected by the Merritt Classified Senate: at least one from Local 1021 and one from Local 39.
8. District Risk Manager (ex-officio)

*The Health and Safety Committee will have co-chairs. One Co-Chair will be the Business and Administrative Services Manager. The other Co-Chair will be selected by the Committee membership and may be a faculty member, student, classified staff or administrator.

MEETING FREQUENCY

Second Monday of each month, 2:00 p.m. – 3:30 p.m.

**Approved by the College Council 11/17/10*

PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)

CHARGE

1. Plan, develop, coordinate, review and evaluate all of the professional development
2. activities that take place at the College.
3. Responsible for planning Flex Day activities for the scheduled District-wide days as well
4. as local, college-wide, on-going Professional Development activities.
5. Establish priorities and procedures and make advisory recommendations in each of the
6. following areas: collaborative/special projects, institutional subscriptions and
7. memberships, individual travel and conferences, tuition reimbursement, and unique staff
8. development needs of counselors and librarians**
9. Supervise the Sabbatical Leave Process for faculty**: conduct workshops, evaluate and
10. approve applications with recommendations to the College President and the Chancellor
11. Oversee the Retraining Leave Process for faculty**
12. Issue twice yearly report to the College Community and the District Officer of Staff
13. Development: on expenditures, funding priorities, procedures, deadlines, activities,
14. schedules of meetings, attainment of goals, needs assessments, etc.

NOTES

* Refer to the PFT Contract article concerning “Professional Development Funds” for additional information.

**Per the PFT Contract, only the faculty and administrators on the Committee can vote on sabbatical leaves, retraining leaves and the expenditure of PFT funds.

MEMBERSHIP

1. Three (3) administrators selected by the College President
2. Three (3) faculty members: one selected by the Merritt Academic Senate, one selected by the Merritt PFT Chairs and one selected by mutual agreement between the Merritt Academic Senate and the Merritt PFT
3. Three (3) classified/confidential staff selected by the Merritt Classified Senate
4. The Committee Chair of the Professional Development Committee (who must be a faculty member) shall be appointed by the Professional Development Committee

MEETING FREQUENCY

1st and 3rd Thursdays of the month,
9:00 am. to 10:00 am

STUDENT SUCCESS AND EQUITY COMMITTEE (SSEC)

PURPOSE

The purpose of the Student Success and Equity Committee is to oversee and coordinate the review, implementation, and evaluation of the College's Student Success and Equity Integrated Plan (SSEIP) comprising the efforts of SSSP, SEP, and Basic Skills. In addition, this committee serves as a resource to promote student success through the collaborative efforts of instruction and student services.

CHARGE

The Student Success and Equity Committee will make recommendations to the College Council regarding SSE Integrated Plan, to include:

- Processes for requesting SSE Integrated Plan resources
- Reviewing budget and expenditure of funds from the SSE Integrated Plan initiatives
- Assessment of the College's progress toward achieving SSE Integrated Plan goals
- Providing input information for reporting on SSSP/SEP/and BSI
- Raise awareness of the intent and purpose of SSE Integrated Plan goals and funding guidelines
- Identify ways of leveraging resources to meet the Student Success goals

MEMBERSHIP

- Three (3) faculty representatives, from different instructional areas; to include BS/ESL, Career education, and D.E., appointed by the Merritt Academic Senate.
- SSSP coordinator and one representative from SAS, appointed by the Merritt Academic Senate.
- Two (2) classified representatives from areas such as A&R, Assessment, Orientation, Outreach, and the
- Transfer Center appointed by the Classified Senate.
- One (1) student selected by the Associated Students of Merritt College

As explained, due to their position should be voting members, Ex-Officio: Vice President of Instruction and Vice President of Student Services, or designee(s), in addition to the Campus Researcher, as voting members.

ELECTION OF CHAIR

One administrative co-chair appointed by the College President and one faculty co-chair elected by the committee.

MEETING FREQUENCY

Second Thursday of each month, 3:00 p.m. – 4:30 p.m. (date subject to change)

APPOINTMENTS

1. During March of each year, the SSEC chairperson will inform the President of the appropriate college constituency of any vacancies for the following semester within their respective areas. Appointments to fill those vacancies will be forwarded to the SSEC chair by March 30.
2. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive (missing more than three meetings in one semester), the SSEC chairperson will notify the appropriate college constituency President within two weeks who will appoint a replacement to serve the remainder of the term of the original appointee and will notify the chairpersons within one week of appointment.
3. The terms of all regularly appointed members will begin with the first regular meeting of the fall semester. The terms for members appointed to fill vacancies during the year will begin with the next regular meeting.

APPENDIX E.3: SENATE COMMITTEES

CAREER EDUCATION ADVISORY COMMITTEE (CEAC)

FUNCTION

The Merritt College Career Education Advisory Committee (CEAC), a committee of the Merritt College Academic Senate, makes recommendations pertaining to Merritt's CE programs to the Academic Senate, the College Budget Committee, and the Peralta Board of Trustees.

CHARGE

As a standing committee of the Merritt Academic Senate, the CEAC represents all four constituency groups (students, classified staff, faculty, and administration). The committee oversees the CE program's efforts to prepare students for living wage jobs, to continue their education, and to become self-sufficient and competent members of the workforce and society.

SPECIFIC OBJECTIVES:

1. To make recommendations to ensure that CE programs have the necessary funding to achieve their stated goals.
2. To keep abreast of funding opportunities at the local, state, and federal level to ensure that CE programs are financially viable.
3. To review and understand changes to local, state, and national level policies affecting CE programs.
4. To evaluate the compliance of CE programs with college curricular and assessment obligations in the prioritization of grant funding.
5. To generally recommend policies and procedures affecting CE programs.

MEMBERSHIP

Voting:

1. One Program Director/Faculty Chair or faculty designee from each of the following Career Education Programs:
 - Administration of Justice
 - Biosciences
 - Business
 - Child Development
 - Computer Information Systems
 - Community Social Services/Substance Abuse
 - EMT/Fire Science
 - Landscape Horticulture
 - Medical Assisting/Health Occupations
 - Natural History and Sustainability
 - Nursing
 - Nutrition
 - Paralegal Studies
 - Radiological Science
 - Real Estate
2. Classified representative (1), preferably from the Business Office, designated by the Classified Senate

3. Counseling Faculty (1), designated by the Academic Senate.
4. Student Representative (1), designated by the ASMC.
5. Representative from the Curriculum Committee (1), designated by the Academic Senate.

19 Voting Members; 10 is quorum

Non-Voting:

1. CE Coordinator, *ex officio*
2. Division Deans (3), *ex officio*
3. Division III Staff Assistant, *ex officio*
4. Vice President of Instruction, *ex officio*
5. CE Liaison, co-chair of CEAC, *ex officio*
6. Career Counselor, *ex officio*

APPOINTMENTS, VACANCIES, AND ELECTION OF CO-CHAIRS

1. Terms for all positions on the CEAC are for one year, beginning with the first meeting of the Fall semester.
2. During the April meeting of the CEAC each year, the co-chairs will inform the ASMC, Classified, and Academic Senates of any vacancies for the following fall semester. Recommendations for those vacancies will be made prior to the May meeting for confirmation at that meeting.
3. If a member misses three CEAC meetings within one semester, the CEAC can vote to remove that member from the committee. The co-chairs will inform the appropriate Senate leadership and ask for a replacement member within two weeks.
4. If a position becomes vacant during the regular school year, the same process articulated in #3 above will be used to appoint a replacement within two weeks.
5. The CEAC will be co-chaired by a Division Dean and the CE liaison.

CO-CHAIR DUTIES

The co-chairs (Division Dean and CE Liaison) will perform the following duties:

1. Prepare the agendas with the help of the CE Coordinator.
2. Conduct meetings.
3. Set the calendar for meetings.
4. Develop and assess completion of annual goals.
5. Keep informed of policies and procedures relating to Career Education and the local, state, and federal levels.
6. Ensure that accurate meeting minutes are maintained, communicated to the college constituency groups, and posted online.
7. Provide a report at each Academic Senate meeting.
8. Participate in college and district-level planning meetings as appropriate.
9. Communicate all recommendations and resolutions to the Academic Senate and when pertaining to financial matters, to the College Budget Committee.

PROCEDURES

1. Regular meetings will be held once per month during the Fall and Spring semesters, on the third Thursday of every month when possible. There will be 4 meetings in the Fall (September, October, November, December) and 5 meetings in the Spring (January, February, March, April, May).
2. Emergency or special meetings may be called by the co-chairs.
3. Meetings will follow Robert's Rules of Order, with majority votes deciding any motions or resolutions. In the event of a tie, the co-chairs may vote.
4. Meetings will be held in-person or synchronously online.
5. A quorum will be 10 of the voting members. A quorum must be present in order for the CEAC to vote.

6. Materials for the agenda of a regular meeting must be submitted to the co-chairs at least one week prior to the scheduled meeting.
7. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the college constituency groups at least 72 hours before a scheduled meeting and will be posted online.
8. The Division III staff assistant will take meeting minutes. When this position is vacant, the co-chairs will appoint a member of the CEAC to take minutes for a given meeting.
9. At or before the March meeting each year, the CEAC will vote on a proposed tentative budget for CE-related funding for the following fiscal year; these recommendations will be sent to both the Academic Senate and the Budget Committee. Recommendations for funding that involves the hiring of personnel will also be sent to the President of the college.
10. CE Liaison is a 1-year term; Nomination and approval of CE Liaison recommendation to occur in May CEAC meeting for the following Academic Year term. Recommendation is then made to the Academic Senate for formal approval.

AMENDMENTS

Amendments to the bylaws are made by written and adopted resolution of the CEAC with final approval from the Academic Senate.

**Adopted by CEAS 9.17.20*

COUNCIL OF DEPARTMENT CHAIRS AND PROGRAM DIRECTORS (CDCPD)

PURPOSE

The Council of Department Chairs & Program Directors (CDCPD) is an advisory body to both the Merritt Academic Senate and the Vice President of Instruction on all matters relating to instruction.

CHARGE

1. To review and make recommendations on all instructional matters, (including but not limited to faculty positions and priorities, scheduling, departmental and budget allocations).
2. To periodically review assessment and placement criteria and make recommendations (in consultation with the Assessment Coordinator).
3. To review and recommend changes in general education and graduation requirements.
4. To recommend procedures and policies affecting instruction.

MEMBERSHIP

1. All Instructional Department Chairs
2. Counseling Dept. Chair (elected by the Counselors)
3. Assessment Coordinator (ex-officio; non-voting)
4. Library Chair (elected by the Librarians)
5. A.D. Nursing Program Director
6. RAD TECH Program Director
7. Nutrition & Dietetics Program Director
8. Bioscience Program Director
9. Medical Assisting Program Director
10. Health Services Coordinator/Director
11. Instructional and Student Services Deans, Vice President of Instruction and Academic Senate President are non-voting, ex-officio members.

APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSON

1. In accordance with the PFT Contract, Department Chairs and Program Directors are selected annually. The term of office shall be from July 1 through June 30.
2. If a voting member has to be absent for a particular meeting, he/she shall appoint a duly authorized faculty alternate from his/her department to attend that meeting. The faculty alternate shall have voting privileges for that meeting only. The authorization must be in writing and must be presented to the CDCPD Chairperson at the beginning of the meeting. No Department may appoint an alternate for more than two (2) meetings per academic year.
3. Each year the CDCPD will elect a Chair and Vice Chair from among its faculty members. No person may serve more than three consecutive terms as Chairperson unless authorized by the Merritt Academic Senate.

CHAIRPERSON DUTIES

The role of the faculty chair includes the following:

1. Prepare agendas.
2. Conduct the Council meetings.
3. Edit minutes.
4. Set the calendar of Council meetings (in consultation with the VP of Instruction).

5. Keep informed of instructional standards and procedures.
6. Assist VP of Instruction with the orientation of new CDCPD members at the beginning of the academic year and with on-going training of continuing CDCPD members.
7. Ensure that Council functions take place smoothly and appoint (as needed) ad hoc committees to further the work of the Council.

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CDCPD Chairperson or the VP of Instruction may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CDCPD to conduct business.
3. The CDCPD Chairperson, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least four (4) working days prior to the meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
 - CDCPD Members
 - College President
 - Vice President of Student Services
 - Merritt Library
 - Merritt Website
 - Other campus communication system
5. Individuals with business before the CDCPD are expected to first present issues to their departments for their consideration and recommendations as agenda items to the CDCPD.
6. Individuals having business before the CDCPD also are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
7. When considering a recommendation, the CDCPD may vote to approve, to table, or to refer the recommendation back to the originator with instructions to revise.
8. At the first meeting of the Merritt Academic Senate following each CDCPD meeting, the CDCPD Chairperson (or his/her designee) will present to the Senate, in person and in writing, a report of all official actions taken by the CDCPD.
9. Absent notification by the Academic Senate President of any CDCPD actions withheld by the Senate, the CDCPD Chairperson will forward to the Vice President of Instruction all recommendations that require approval of the Office of Instruction.
10. Actions withheld by the Senate will not be forwarded to the Vice President of Instruction. They may be disposed of by the Senate, or referred back to the CDCPD.
11. Actions not approved by the Vice President of Instruction will be returned, prior to the next CDCPD meeting, to the CDCPD Chairperson and the Academic Senate President with a written rationale in an effort to reach a compromise.
12. Actions adopted by the CDCPD that are not withheld by the Senate and are approved by the Vice President of Instruction will be forwarded to the College President.
13. The CDCPD will receive on a regular basis a progress report from the Vice President of Instruction on the strengths and weaknesses of the Merritt instructional program. The report shall include the disposition of all matters recently approved by the CDCPD.
14. A secretary will be provided by the Office of Instruction to record and distribute minutes and other pertinent materials.

AMENDMENTS

Amendments to these by-laws may be made upon mutual agreement between the College President and the Merritt Academic Senate.

** Approved by the College Council 11/17/10*

** Approved by CDCPD 11/04/20*

** Approved by Academic Senate 10/05/20*

MERRITT COLLEGE CURRICULUM COMMITTEE (MCCC)

PURPOSE

The Merritt College Curriculum Committee, a committee of the Merritt College Academic Senate, makes recommendations on matters pertaining to curriculum and instruction to the Vice President of Instruction, the Academic Senate, and the Board of Trustees.

CHARGE

1. To review and make recommendations on all curricular matters, including approval of new programs and courses, course modifications or deactivations, prerequisites and corequisites, and placement of courses within disciplines.
2. To review and evaluate courses and programs periodically and make recommendations.
3. To review and recommend changes in general education and graduation requirements.
4. To recommend procedures and policies affecting curriculum.
5. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.

MEMBERSHIP

Voting

1. Six (6) faculty representatives, preferably two (2) from each instructional division, appointed by the Academic Senate. Terms of office for all committee members should be 2 years, with members being able to succeed themselves if so appointed by the Academic Senate, and staggered to develop and retain experienced curriculum committee members.
2. One (1) faculty counselor
3. One (1) faculty librarian
4. One (1) classified professional staff from Student Services appointed by the Vice President of Instruction
5. One (1) student representative appointed by the Associated Students of Merritt College (ASMC). The term of office will be one year, with voting privileges conferred starting the second semester. Reappointments will be allowed, in which case the student representative will have voting privileges for the full term of the reappointment.
6. Articulation Officer (ex officio)
7. Curriculum Specialist (ex officio)
8. Distance Education Coordinator or designee from DE Committee (ex officio)

Non-Voting

9. The Vice Presidents and Instructional Deans are ex-officio, non-voting members and will regularly attend Curriculum Committee meetings to participate in discussion on matters that affect their areas.

APPOINTMENTS, VACANCIES, AND ELECTION OF CHAIRPERSON

1. During March of each year, the Curriculum Committee Chairperson will inform the Merritt Academic Senate President of any vacancies for the following fall semester. Appointments to fill those vacancies will be forwarded to the Curriculum Committee Chairperson by March 30.
2. A vacancy may be declared when a member is absent for three Curriculum Committee meetings within one semester. The Curriculum Committee Chairperson will then inform the Academic Senate President of the

vacancy, who will appoint a replacement within two weeks.

3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the Curriculum Committee Chairperson will notify the officer (i.e., the College President, Academic Senate President, or ASMC President) who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee and will notify the Chairperson within one week of the appointment. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting. If the Chair resigns or is unable to complete his or her term, the Vice Chair will fill out the term.
4. Every even year, in May, the Curriculum Committee will elect a Chair and a Vice Chair from among its faculty members, subject to the advice and consent of the Academic Senate. No person may serve more than two (2) consecutive terms as Chairperson unless authorized by the Academic Senate.

CHAIRPERSON DUTIES

(Taken directly from California Community College Academic Senate publication, "The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice," adopted Fall 1996.)

The role of the faculty Chair includes the following:

1. Prepare the agendas with the help of the Curriculum Specialist
2. Conduct the council meetings.
3. Set the calendar of council meetings.
4. Keep informed of curriculum standards (including Title 5, the CCCCCO Program and Course Approval Handbook, the Peralta Program and Course Approval Handbook, intersegmental and accreditation standards).
5. Supervise the orientation of new members and on-going training of continuing members.
6. Assist discipline faculty in the curriculum development process
7. Assure that committee functions take place smoothly: Technical review, prerequisite review, distance education review, library sign-off, and program review reports to the committee.
8. Report regularly to the Academic Senate.
9. Present final version of curriculum recommendations to the Council on Instruction, Planning, and Development (CIPD).
10. Review catalog drafts for concurrence with approved changes.

PROCEDURES

1. Regular meetings will normally be held twice a month, but shall meet at least once a month, during the regular academic year. The Curriculum Committee Chairperson may call extra meetings if special needs require them.
2. A quorum will be six (6) of the active voting members. A quorum must be present in order for the Curriculum Committee to vote.
3. The Curriculum Committee Chairperson and the Curriculum Specialist, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least two (2) weeks prior to the scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least 72 hours preceding a scheduled meeting:
 - Physically posted for public viewing
 - Curriculum Committee Members
 - College President
 - Vice Presidents

- Deans
 - Department Chairs
 - Academic Senate President
 - Merritt Library
 - Campus Website (posted)
 - Other campus communication systems reaching all faculty and staff
5. Individuals with business before the Curriculum Committee are required to be present, or to send a knowledgeable representative, when that business is on the agenda. Items for which there is no appropriate representation present may be postponed to a later meeting at the discretion of the Chairperson.
 6. When considering a proposal, the Curriculum Committee may vote to approve, to disapprove, or to refer the proposal back to the originator with instructions to revise.
 7. At least once a month the Curriculum Chairperson (or his/her designee) will present to the Academic Senate, in person or in writing, a report of all official actions taken by the Curriculum Committee.
 8. Only actions that are approved by the Curriculum Committee and reported to the Academic Senate, reviewed by the Vice President of Instruction/President will be forwarded to the District Council on Instruction, Planning and Development (CIPD), and the District Chancellor and Board of Trustees for final approval.
 9. On a regular basis the Vice President of Instruction will report to the Curriculum Committee any matters considered by the Institutional Effectiveness Committee that pertain to procedures or policies related to curriculum.
 10. The Curriculum Specialist will record and distribute minutes and other pertinent materials.

AMENDMENTS

Amendments to the bylaws of the Curriculum Committee are made by written and adopted resolution of the Academic Senate after consultation with the Curriculum Committee and the Vice President of Instruction, provided that such amendments do not conflict with the policies of the CIPD.

** Approved by Curriculum Committee, May 14, 2020*

** Ratified by Academic Senate, May 21, 2020*

DISTANCE EDUCATION COMMITTEE

STUDENT LEARNING OUTCOMES ASSESSMENT COMMITTEE (SLOAC)

PURPOSE

The Student Learning Outcomes and Assessment Committee (SLOAC) is a subcommittee of the Academic Senate and thus makes recommendations to the Senate as well as to the VP of Instruction on matters relating to student learning outcomes and their assessment.

CHARGE

1. To train faculty, staff, and administration on the use of the current assessment platform to document assessment.
2. To organize staff development activities aimed at increasing incorporation of learning assessment into the strengthening of teaching.
3. To coordinate, support and review the assessment process: Student Learning Outcomes (SLO's), Program Learning Outcomes (PLO's), Institutional Learning Outcomes (ILO's), Service Area Outcome (SAO's), Administrative Unit Outcomes (AUO's).
4. To engage the college in a wide-spread dialogue about assessment, its relevance to accreditation and how it affects teaching and learning, informed decision making and institutional improvements.
5. To participate in the accreditation process, including but not limited to the preparation of reports.
6. To provide faculty leadership and administration with reports on the proficiency of the college with respect to outcomes assessment.

MEMBERSHIP

1. Five (5) faculty representatives, from different instructional areas to include CE, appointed by the Merritt Academic Senate. The term of office will be two years, with two faculty representatives chosen each year. Reappointments will be allowed.
2. One (1) counselor (faculty).
3. Two (2) staff representatives, from different instructional areas, appointed by the Merritt Classified Senate.
4. One (1) Dean representative. Dean representative are non-voting, ex-officio members.
5. Other administrative areas are non-voting, ex-officio members, and are expected to attend SLOAC meetings to participate in discussion and debate on matters that affect their areas.

Appointments

1. During March of each year, the SLOAC chairperson will inform the Merritt Academic Senate President of any vacancies for the following semester within their respective areas. Appointments to fill those vacancies will be forwarded to the SLOAC chair by March 30.
2. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive (missing more than three meetings in one semester), the SLOAC chairperson will notify the Academic Senate President within two weeks. The Academic Senate President will appoint a replacement to serve the remainder of the term of the original appointee and will notify the chairperson within one week of appointment.
3. The terms of all regularly appointed members will begin with the first regular meeting of the fall semester. The terms for members appointed to fill vacancies during the year will begin with the next regular meeting.

ELECTION OF A CHAIRPERSON

1. Each May the SLOAC will elect a chair and vice chair from among its faculty members, subject to the advice and consent of the Academic Senate. No person may serve more than three consecutive terms as chairperson unless authorized by the Academic Senate.

2. The term of the Chairperson is two years.
3. If the chair resigns or is unable to complete his or her term, the Vice Chair will fill out the team.

Chairperson Duties

1. Prepare meeting agendas.
2. Conduct SLOAC meetings.
3. Ensure minutes are being taken.
4. Set the calendar of SLOAC meetings.
5. Keep informed of reporting technology information.
6. Keep informed of accreditation standards for student learning outcomes and their assessment.
7. Ensure that faculty, staff, and administration are trained on technology and requirements.
8. Report regularly to CIC, CDCPD, and Academic Senate.
9. Review SLO's for new and updated courses.
10. Prepare reports for department chairs, program directors, and administrators regarding the proficiency of the college with respect to student learning outcomes and their assessment.

Procedures

1. Regular meetings will be held at least once a month during the regular academic year. The SLOAC chair may call extra meetings as needed.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for SLOAC to conduct business.
3. The meeting agenda, previous meeting minutes, and any pertinent materials will be provided to the committee at least three (3) days prior to a scheduled meeting.
4. Individuals with business before the SLOAC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
5. When considering a proposal, the SLOAC may vote to approve, to disapprove, to refer to another College committee/department/office, or to refer the proposal back to the originator with instructions to revise.
6. After each SLOAC meeting, the Chairperson (a designee) will present a summary to the Academic Senate, in person or in writing, a report of all official actions taken by the SLOAC.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the SLOAC, the Academic Senate, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the Academic Senate.

APPENDIX F: FORMS AND TEMPLATES



MERRITT COLLEGE

Membership

Voting

List Full Name

Non-Voting

List Full Name

Quorum

Voting Members

Committee Name

Meeting Agenda

[Date]

[Time]

[Room Location or Zoom ID]

- I. Call to Order
- II. Agenda Review, Changes and Adoption – 2 min.
- III. Approval of Minutes – 5 min.
- IV. Action Items/Presentations:
 - List if any - # min.
- V. Standing Items - # min.
 - Assessment/Goals (to be discussed once per semester)
 - Accreditation (to be discussed once per semester)
 - Equity (to be discussed once per semester)
- VI. New Business
 - List if any - # min.
- VII. Old Business
 - List if any - # min.
- VIII. Announcements – 3 min.
- IX. Adjournment

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.

Meeting Minutes

[Month XX, Year]

[Time of Meeting]

[Room Location or Zoom ID]

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			

NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at XX:XX a.m./p.m.	
II. Adoption of Agenda	Agenda was adopted with/without objection. (Identify number in favor, opposed, abstained)	Chair – Email to merrittgovdocs@peralta.edu
III. Approval of Minutes	Meeting minutes were approved with/without objection. (Identify number in favor, opposed, abstained)	Chair – Email to merrittgovdocs@peralta.edu
IV. Action Items/ Presentations	Identify Topic of Discussion • List highlights	
V. Standing Items	Assessment/Goals • Accreditation • Equity •	
VI. New Business	Identify Topic of Discussion • List highlights	
VII. Old Business	Identify Topic of Discussion • List highlights	
VIII. Announcements	• List announcements	
IX. Adjournment	Meeting adjourned at XX:XX a.m/p.m.	

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.



College Council Written Report

Date:

Committee Providing Report:

Committee Meeting Date:

Submitted by:

Committee Summary of Meeting:

-
-
-
-
-

Recommendation:

Sample Template:

That the College Council recommend to the President....

College Council Action Taken: 1. 2. 3. 4. **Explanation if necessary:**

1. To concur by majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by majority opinion.
Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as the table or postpone an item.



College Council Action Item

Date:

Submitted by:

Action Item:

Sample Template:

That the College Council recommend to the President....

College Council Action Taken: 1. 2. 3. 4. **Explanation if necessary:**

1. To concur by majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by majority opinion.
Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as the table or postpone an item.

APPENDIX G: MASTER CALENDAR

August 2020

August 2020							September 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 District Flex Day	21 College Flex Day	22
23	24	25	26	27 12:00 PM Curricul 1:30 PM Student	28 9:00 AM Planning 12:00 PM Accredi	29
30	31	1	2 12:00 PM Health 1:00 PM College 3:00 PM Council	3 9:00 AM Professio 12:30 PM Merritt	4 1:00 PM Associate	5

September 2020

September 2020							October 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 12:00 PM Health 1:00 PM College 3:00 PM Council	3 9:00 AM Professio 12:30 PM Merritt	4 1:00 PM Associate	5
6	7 Labor Day; United	8	9 1:00 PM Leadershi 3:00 PM Insitution	10 10:30 AM Merritt 12:00 PM Curricul 1:30 PM Student 3:00 PM Student	11 9:00 AM District 11:30 AM District 12:00 PM Accredi 3:00 PM District	12
13	14	15	16 3:00 PM College	17 9:00 AM Professio 12:30 PM Merritt	18 9:00 AM Planning 1:00 PM Associate	19
20	21	22	23 3:00 PM College	24 12:00 PM Curricul 1:30 PM Student	25 9:00 AM Participa 12:00 PM Accredi	26
27	28	29	30 3:00 PM Council	1 9:00 AM Professio 12:30 PM Merritt	2 9:00 AM District 11:30 AM District 1:00 PM Associate	3

October 2020

October 2020							November 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	1	2	3	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30 3:00 PM Council	1 9:00 AM Professio 12:30 PM Merritt	2 9:00 AM District 11:30 AM District 1:00 PM Associate	3
4	5	6 12:30 PM Associat 3:00 PM College	7 12:00 PM Health 3:00 PM College	8 10:30 AM Merritt 12:00 PM Curricul 1:30 PM Student 3:00 PM Student	9 12:00 PM Accredit	10
11	12 Columbus Day;	13	14 1:00 PM Leadershi 3:00 PM Insitution	15 9:00 AM Professio 12:30 PM Merritt	16 9:00 AM Planning 1:00 PM Associate	17
18	19	20 College Flex Day	21 3:00 PM College	22 12:00 PM Curricul 1:30 PM Student	23 9:00 AM Participa 12:00 PM Accredit	24
25	26	27	28 3:00 PM College	29	30	31 Halloween; United

November 2020

November 2020							December 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Election Day; 3:00 PM College	4 12:00 PM Health 3:00 PM Council	5 9:00 AM Professio 12:30 PM Merritt	6 1:00 PM Associate	7
8	9 3:00 PM Insitution	10	11 Legal Holiday Veteran's Day;	12 10:30 AM Merritt 12:00 PM Curricul 1:30 PM Student 3:00 PM Student	13 9:00 AM District 11:30 AM District 12:00 PM Accredit	14
15	16	17 1:30 PM Classified	18 1:00 PM Leadershi 3:00 PM College	19 9:00 AM Professio 12:30 PM Merritt	20 9:00 AM Planning 1:00 PM Associate 1:30 PM Participat	21
22	23	24	25 3:00 PM College	26 Legal Holiday Thanksgiving Day;	27 Day After	28 Holiday Closure
29 Holiday Closure	30	1 3:00 PM College	2 12:00 PM Health 3:00 PM Council	3 9:00 AM Professio 12:30 PM Merritt	4 9:00 AM District 11:30 AM District 1:00 PM Associate	5

December 2020

December 2020							January 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Holiday Closure	30	1 3:00 PM College	2 12:00 PM Health 3:00 PM Council	3 9:00 AM Professio 12:30 PM Merritt	4 9:00 AM District 11:30 AM District 1:00 PM Associate	5
6	7	8	9 1:00 PM Leadershi 3:00 PM Insitution	10 10:30 AM Merritt 12:00 PM Curricul 1:30 PM Student 3:00 PM Student	11 9:00 AM Planning 12:00 PM Accredi 3:00 PM District	12
13	14	15 1:30 PM Classified	16 3:00 PM College	17 9:00 AM Professio 12:30 PM Merritt	18 9:00 AM Participa 1:00 PM Associate	19
20	21	22	23	24 Legal Holiday Christmas Eve;	25 Christmas Day;	26 Holiday Closure
27	28 Holiday Closure	29	30	31 Legal Holiday New Year's Eve;	1 New Year's Day;	2

January 2021

January 2021							February 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	31	1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	1	2	3	4	5	6
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
Holiday Closure				Legal Holiday		
				New Year's Eve;	New Year's Day;	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	Legal Holiday	1:30 PM Classified		District Flex Day	College Flex Day	
	Martin Luther King			9:00 AM Professio		
				12:30 PM Merritt		
24	25	26	27	28	29	30
			3:00 PM College	12:00 PM Curricul	9:00 AM Participa	
				1:30 PM Student	12:00 PM Accredi	
31	1	2	3	4	5	6
		Groundhog Day;	12:00 PM Health	9:00 AM Professio	9:00 AM District	
		3:00 PM College	3:00 PM Council	12:30 PM Merritt	11:30 AM District	
					1:00 PM Associate	
					3:00 PM District	

February 2021

February 2021							March 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
31	1	2	3	4	5	6	1	2	3	4	5	6	
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28							28	29	30	31	1	2	3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 Groundhog Day; 3:00 PM College	3 12:00 PM Health 3:00 PM Council	4 9:00 AM Professio 12:30 PM Merritt	5 9:00 AM District 11:30 AM District 1:00 PM Associate 3:00 PM District	6
7	8	9	10 1:00 PM Leadershi 3:00 PM Insitution	11 10:30 AM Merritt 12:00 PM Curricul 1:30 PM Student 3:00 PM Student	12 Legal Holiday	13 Holiday Closure
14 Holiday Closure Valentine's Day;	15 Legal Holiday Presidents' Day;	16 1:30 PM Classified	17 3:00 PM College	18 9:00 AM Professio 12:30 PM Merritt	19 9:00 AM Planning 12:00 PM Accredit 1:00 PM Associate	20
21	22	23	24 3:00 PM College	25 12:00 PM Curricul 1:30 PM Student	26 9:00 AM Participa 12:00 PM Accredit	27
28	1	2 3:00 PM College	3 12:00 PM Health 3:00 PM Council	4 9:00 AM Professio 12:30 PM Merritt	5 9:00 AM District 11:30 AM District 1:00 PM Associate	6

March 2021

March 2021							April 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1	2 3:00 PM College	3 12:00 PM Health 3:00 PM Council	4 9:00 AM Professio 12:30 PM Merritt	5 9:00 AM District 11:30 AM District 1:00 PM Associate	6
7	8	9	10 1:00 PM Leadershi 3:00 PM Insitution	11 10:30 AM Merritt 12:00 PM Curricul 1:30 PM Student 3:00 PM Student	12 12:00 PM Accredit	13
14	15	16 1:30 PM Classified	17 St. Patrick's Day; 3:00 PM College	18 College Flex Day 9:00 AM Professio 12:30 PM Merritt	19 9:00 AM Planning 1:00 PM Associate	20
21	22	23	24 3:00 PM College	25 12:00 PM Curricul 1:30 PM Student	26 9:00 AM Participa	27
28	29 Spring Recess	30	31 Legal Holiday	1	2 Spring Recess	3

April 2021

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31	1	2	3	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
	Spring Recess		Legal Holiday	Spring Recess		
4	5	6	7	8	9	10
Easter Day; United Spring Recess		3:00 PM College	12:00 PM Health 3:00 PM Council	10:30 AM Merritt 12:00 PM Curricul 1:30 PM Student 3:00 PM Student	9:00 AM District 11:30 AM District 12:00 PM Accredit	
11	12	13	14	15	16	17
			1:00 PM Leadershi 3:00 PM Insitution	Tax Day; United 9:00 AM Professio 12:30 PM Merritt	1:00 PM Associate	
18	19	20	21	22	23	24
		1:30 PM Classified	Administrative 3:00 PM College	12:00 PM Curricul 1:30 PM Student	9:00 AM Participa 9:00 AM Planning 12:00 PM Accredit	
25	26	27	28	29	30	1
			3:00 PM College			

May 2021

May 2021							June 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
25	26	27	28	29	30	1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28 3:00 PM College	29	30	1
2	3	4 3:00 PM College	5 12:00 PM Health 3:00 PM Council	6 9:00 AM Professio 12:30 PM Merritt	7 9:00 AM District 11:30 AM District 1:00 PM Associate 3:00 PM District	8
9 Mother's Day;	10	11	12 1:00 PM Leadershi 3:00 PM Insitution	13 10:30 AM Merritt 12:00 PM Curricul 1:30 PM Student 3:00 PM Student	14 9:00 AM Planning 12:00 PM Accredi	15 Peace Officers
16	17	18 1:30 PM Classified	19 Legal Holiday 3:00 PM College	20 9:00 AM Professio 12:30 PM Merritt	21 9:00 AM Participa 1:00 PM Associate	22
23	24	25	26 3:00 PM College	27 12:00 PM Curricul	28 9:00 AM Planning	29
30	31 Legal Holiday Memorial Day;	1	2	3	4	5