

Meeting Minutes**September 25, 2020****12pm – 1:00pm****ZOOM ID: 930 3669 8675 - PASSWORD: 384950****MEMBERS:**

VOTING – List full name below, identify which constituency group each individual represents			
x	Hilary Altman (Faculty, Communication)	x	Denise Richardson (VP of Instruction)
x	Marie Amboy (Dean, Division III)	x	Margie Rubio (Classified Staff, Student Services)
	Lilia Chavez (VP, Student Services)	x	Denise Woodward (Classified Staff, Division I)
x	Arja McCray (Faculty, Biology)	x	SLO Rep: Heather Casale
	Lilian Pires (Classified Staff, Business Office)	x	Michael Cooper (Student, ASMC President)
NON-VOTING – List full name below, identify which constituency group each individual represents			
x	Dan Lawson (Co-Chair, Institutional Effectiveness)		Chair, Budget
x	Courtney Brown (Chair, Technology)	x	Nathan Pellegrin (Co-Chair, Institutional Effectiveness)
	Chair, Facilities		

GUESTS: Maria Spencer, Stefanie Harding

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:32 p.m.	
II. Adoption of Agenda	Agenda was adopted with changes, without objection.	Chair – Email to Merrittgovdocs@peralta.edu
III. Approval of Minutes	Meeting minutes were approved with/without objection.	Chair – Email to Merrittgovdocs@peralta.edu
IV. Action Items/ Presentations	N/A	
V. Standing Items	<p>Accreditation – November 1 Letter</p> <p>DR: Reported on the November 1st letter. President and VPI are working on completing this letter. The letter responds to 8 areas of concern. Many of these areas of concern are district issues or shared between the district and Merritt. It will go to review for the last Board of Trustees meeting at the end of October.</p> <p>AM: Following up to ask about the role of Business Manager at Merritt. Also, wondering about the district vs. college responsibilities, as to these issues.</p> <p>DR: The district will write to the areas of concern that apply to them, and Merritt will collaboratively write to areas that are integrated.</p> <p>Accreditation Everyday-</p> <p>Each member stated at least one way that they practice accreditation everyday in their specific area.</p>	HA: Get specific quotes to Accreditation Committee Members and ask them to record a short video of themselves with this info.

Communication Issues on Campus-

One of the issues that came up during our breakout groups on Accreditation day was the disconnect between people in different constituent groups at Merritt. One of the issues people brought up was the loss of communication created by the taking away of the FAS email option. We can talk more about this in a future meeting, but one idea is to create a newsletter where each constituent group would contribute information about what's happening in their area, including students, staff, faculty, and administrators.

MS: It's hard to get vital and immediate information out quickly, such as internships, grants, and other announcements. My core group at Merritt is missing out and I hate to go through stages to get messages out. FAS could come back, but with specific rules, so it doesn't overwhelm our mailboxes.

HS: I miss FAS. It was a disservice that it was taken away and it has not decreased the amount of email I get. I find I get more emails with the same information.

AM: I found FAS conversations helpful. We do need to prevent inappropriate use of it. I think there are solutions, tools, and software. We could have subscription choices with communication software. People could opt-in or opt-out of specific threads of conversations.

DL: In contrast to everyone else, I do not miss FAS. It bothers me when people abuse it. Perhaps we could have training or it may be a cultural thing, as it seems Merritt had more of an issue.

DW: We still have the Faculty and Classified listservs. Office 365 allows us to create groups and teams, which could be used for the "opt-in" service. It also allows you to "opt-out" of a group someone else puts you into.

SH: The Classified Senate had a newsletter that was sent out. The College President has one. But there is not a cross-pollination between different areas with one larger newsletter. It's hard for all of us to know what's happening in different meetings and areas. It would be helpful to have a mechanism to highlight the major areas, issues, events, topics and be able capture that, highlight it and send it out.

MR: If we could include the staff assistant when we email things out, we could get information out to different constituencies.

AM: As a faculty member, there has not been a lot of training in a long time on the different groups on campus. It makes people miss out on anything outside of their area. It would be nice to have a communication about the different groups that exist and give everyone a chance to opt-in. We need to provide periodic training on new communication tools.

	<p>DW: When we first got Office 365, we went to a one-hour, one-time training. There are a lot of amazing features and it helps with efficiency. It would be great to have more trainings and a Merritt Webpage with news that's internal. We could request items to be added and at any time we can access it.</p> <p>MR: Last semester, the Academic and Classified Senates met together and it was very powerful and informative. It would be great and we agreed to do this joint meeting once per semester.</p> <p>HA: There seems to be general agreement that as the Accreditation Committee can be a center of collecting information, events, and issues from different areas. Then we could setup a newsletter that would help us to gather information, synthesize it and distribute this to different constituencies, across campus.</p> <p>Assessment – HC: The SLOAC Committee reviewed and updated their bylaws. SLOAC is expanding membership to include counseling, students, staff, and administration. Will finalize bylaws at next meeting and after that – they will go for approval to the Academic Senate.</p> <p>SH: There is still the question of whether SLOAC will report to College Council rather than Academic Senate once the expansion of membership occurs.</p> <p>HC: We will continue to discuss that. For now, my understanding is that we will provide written updates to College Council, but SLOAC will remain a subcommittee off Academic Senate.</p>	
VI. Old Business	HA: Provided a quick debrief on the first part of the Fall Summit.	
VII. New Business	<p>Participatory Governance Issues</p> <p>HA: Not everyone seems to have captured the information we have been sending out with the rush of the new year and all of the emails and activities happening in such quick succession.</p> <p>SH: Part of the issue is the inability for Chairs to use FAS, which is slowing down communication. We need to get these communications out to the full community and also all meetings need to be plugged into the college centralized planner, so everyone is aware. Scheduled meetings are important and we need for everyone involved to understand this, so there are not capricious changes to meeting dates and times.</p> <p>LF: I support the idea of the Accreditation Committee doing PG Committee and Chair training. Even for people who are experienced members and chairs, there has not necessarily been training in the past and this would be helpful.</p> <p>DL: The Brown Act requires that notice is given to the overall internal and external community, so that we give opportunity for public comment. We need to both have better communication via</p>	<p>HA: Plan a workshop to train new committee members and chairs of PG Committees</p> <p>DR: Will take the suggestion to broaden access to the FAS to the managers/administrators.</p>

	<p>email for the campus, but also a way to post this information for the general public.</p> <p>NT: It's already a challenge for committee chairs to get an agenda out 72 hours in advance. It is especially difficult for the Curriculum Committee, because we have lists of courses, proposals, and actions. If there is an additional delay on top of that because chairs don't have access to FAS, this is ineffective. I would hope that administrators advocate for chairs to have access to the FAS with the district. The change made by the chancellor to take away FAS access from all employees is stifling communication.</p> <p>HA: In our next meeting, we can discuss planning workshops for participatory governance training.</p>	
VIII. Announcements	<ul style="list-style-type: none"> ● Fall Planning Summit, Part II is Today – Friday, 9/25 (1pm-4:30pm) ● 9/29 – Listening Session with President Johnson (Hilary Altman will facilitate) – Disconnect among different constituents and across areas at Merritt ● 10/2 – Hilary attending ASMC meeting ● 10/13 – Solution Focused Session – Communication with Students (including enrollment & financial aid) ● 10/27 – Solution Focused Session – Improve Connection & Empathy across campus 	
IX. Adjournment	Meeting adjourned at 12:55 p.m.	