

**Peralta Community College District  
Merritt College Academic Senate Meeting Minutes  
SPECIAL MEETING 1-31-19**

Present: Marta Zielke, Tom Renbarger, Mario Rivas, Jennifer Yates, Dan Lawson, Ann Elliott, Mary Ciddio, Anita Black  
 Guests: Ngheim Thai  
 Recorder: Mary Ciddio  
 Absent:

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions
<b>1. Meeting Called to Order</b>			12:40 p.m.
<b>2. Review of Minutes from Previous Meeting</b>	<ul style="list-style-type: none"> <li>• No minutes</li> </ul>		
<b>3. Reports of Officers</b>	<ul style="list-style-type: none"> <li>• No reports</li> </ul>		
<b>4. Reports of Shared Governance</b>	<ul style="list-style-type: none"> <li>• No Reports</li> </ul>		
<b>5. Standing and Special Committees</b>	<ul style="list-style-type: none"> <li>• No Reports</li> </ul>		

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<p><b>6. New Business</b></p>	<p>1. Faculty Prioritization Process 2018-19. The Senate will review criteria for faculty prioritization process in preparation for action in Senate meeting of February 7, 2019. Renbarger/Rivas (10+1 10.10)</p> <p>Senate and CDCPD to discuss. Need allocation based on our improved enrollment. Base on the BAM model</p> <p>We need to be prepared We are assured 5 positions plus one new one. Need the funding for the positions and to discuss support what we need at the district</p> <p>Last year's counseling position was approved but not yet hired – follow up needed</p>	<p>Math 2 positions Biosc/Biotech Nursing Biol A&amp;P Computer CIS Sociology/Political Science Cybersecurity Librarian Sociology Instructor</p>	<p>Need to request approval from the district and get this posted. Need to check with District HR and get status update. Do the epaf needed to be</p>

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	<p>Productivity vs capacity. Look at 17.5 as being 100%. Get clarification.</p> <p>Productivity vs Capacity Criteria 4 not consistent with form completed by departments to make requests. If productivity is impacted by capacity make a note of it.</p> <p>6.2. MCAS Confidence/No Confidence Procedures. The Senate will do a second reading of a draft Confidence/No Confidence Procedure that outlines how the Senate may proceed when it considers challenging or supporting administrative leadership. Rivas (10+1 10.11)</p> <p><b>? Include part timers also. Include 20% of all faculty working that particular semester</b></p>		<p>initiated to get posting.</p> <p>Motion and discussion Agree to change percentage of faculty to 20% of faculty from college or division. Moved by Dan and seconded by Mary. Mario will update the procedures.</p>
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	<p>3. Program Review: The senate will discuss Program Review timelines and how to ensure that Program Review and Annual Program results can best be tied to resource allocation, especially to how can the result can be connected to improved student learning. MCAS EXECUTIVE COMMITTEE (10+1 10.10, 10.11)</p> <p>Connect it to resource allocation. Previously discussed by Executive Senate members. Rubric was developed last year to address this issue. Part of program review addresses these issues. What will we do as a senate to encourage this.</p> <p>Let's look at what program review is currently requesting Sloac, curriculum, IEC, budget committee</p> <p>ACCJC – 2 groups meeting Friday to address their concerns: Finance and Enrollment Management.</p> <p>Discussion: Fund 1 does not cover all that we need to run the college.</p>		<p>NOTE: Find the links to policies and procedures across the campus.</p>
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	<p>Fiscal group coming into assess the college finances. We do have a procedure for the integrated planning and budget from the Accreditation.</p> <p>April 26, summit at the college Program review – to be reviewed by college and then send requests and priorities to the district.</p> <p>Discussion on use of Fund 1 vs special project funds. We need to institutionalize our programs so they can continue when special funds run out.</p>		
7. Adjournment			Time: 2:01 pm
	<ol style="list-style-type: none"> <li>1. Curriculum, including establishing prerequisites.</li> <li>2. Degree and certificate requirements.</li> <li>3. Grading policies.</li> <li>4. Educational program development.</li> <li>5. Standards or policies regarding student preparation and success.</li> <li>6. College governance structures, as related to faculty roles.</li> <li>7. Faculty roles and involvement in accreditation processes.</li> <li>8. Policies for faculty professional development activities.</li> <li>9. Processes for program review.</li> <li>10. Processes for institutional planning and budget development.</li> </ol>		

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	11. Other academic and professional matters		
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