

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
DRAFT September 6, 2018**

Present: Marta Zielke, Heather Casale, Tae-Soon Park, Tom Renbarger, Mario Rivas, Jennifer Yates, Dan Lawson, Sheila Metcalf-Tobin, Simon Chan, Alejandro Garcia, Ann Elliott, Marta Zielke, Jason Seals
 Guests: Timothy Hackett, Jennifer Briffa, Nghiem Thai, Anahid Hassanabadi, Monica Ambalal,
 Recorder: Mary Ciddio
 Absent: Terry Wilbert, Dan Lawson, Sheila Metcalf Tobin, Mia Kelly

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions
1. Meeting Called to Order	<ul style="list-style-type: none"> • 		12:34
2. Review of Minutes from Previous Meeting	<ul style="list-style-type: none"> • n/a 		
3. Reports of Officers	<ul style="list-style-type: none"> • President: Report attached • VP: Report Attached • Treasurer: Report Provided \$9,152.50 • Recording Secretary: Report Provided 		
4. Reports of Shared Governance, 5. Standing and Special Committees	<ul style="list-style-type: none"> • CDCPD: Metcalf-Tobin - compensation for the Chair • CIEC Institutional Effectiveness Committee: Rivas – rewrite over summer by Nghiem Thai Review the goals – how to implement • CIC: Curriculum Committee: Thai – report – uploaded – approved revision from CIC to Curriculum Committee!!! Named officers for the year and student appointee upcoming • CBC: Lawson (College Budget Committee) 	To be put on next agenda	

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	<ul style="list-style-type: none"> • Merritt Technology Committee: Tim Hackett Monica Ambalal recommended as faculty member • DE: Ambalal reported full transition to Canvas by providing support for regular start classes first then on to late start class instructors who need help. Issues of validity of online offerings. Issues of online courses where 50% of a program is online. • Career Education: Briffa – brief report district meetings 2:00 p.m. in boardroom Need to institutionalize that one dean will be in charge of overseeing the CE programs. • SLOAC: Casale. Taskstream gone. Look at Program level assessments. • OER: Grant-Hackett Open Education Resources, Meeting this week – flex session for district flex day. District wide approach/practice • Guided Pathways Planning – de Vito – brief explanation of program and request for support 	<p>Further discussion needed on institutionalizing having one dean for CE</p>	<p>Motion and second to appoint Monica Ambalal to Merritt Technology Committee approved unanimously</p>
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<p>6. New Business</p>	<p>6.1 Update and status on Measure B Funds at Merritt College for 2018-19. President Burns will share with the Senate the plans for spending Measure B funds, including the allocation and monitoring of funds consistent Measure B criteria. Burns/Rivas (10+1 10 Processes for institutional planning and budget development).</p> <p>6.2 MCAS Goals for 2018-19. The Senate will establish goals for 2018-19. Rivas goals reviewed</p> <p>----- Discussion on Professional Development funds, carry over and appropriate use of funds</p> <p>6.3 Update of Merritt College Enrollment Management Plan 2017-20. The Senate will discuss the an updated draft of the SEM Committee’s Enrollment Management Plan for Merritt College, including SEM goals, objectives, and plan for implementation that was further developed during the summer of 2018. Rivas/Renbarger/Hussain (10+1 1, 4, 5, 8, 10)</p>	<p>President notes funds for Transfer Counselor; Recommend also a Career Counselor</p> <p>Motion to adopt the goals identified. Seconded and approved.</p> <p>Motion by Tom: senate asserts that past practices of roll over of unspent funds from past years to present year be continued</p> <p>Discussion on name and approach of the organization to be brought up next time</p>	<p>Put on next agenda</p> <p>Approved by all.</p> <p>Follow up next time</p>
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	<p>6.4 Distance Education Committee update. The Senate will hear about developments regarding the status of ensuring a successful transition to CANVAS and the development of a college DE Plan to support faculty and student success. Ambalal (10.1 10 Processes for Institutional Planning and budget development)</p> <p>6.5 Alejandro be appointed as DAS Part Time rep.</p>	<p>Syed Hussain appointed to be DE</p> <p>Administrative</p> <p>Motion, second, approved</p>	
7. Adjournment			Time: 204
Adjournment:			

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