

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
Draft March 7 2019**

Present: Marta Zielke, Heather Casale, Tae-Soon Park, Tom Renbarger, Mario Rivas, Jennifer Yates, Dan Lawson, Ann Elliott, Mary Ciddio, Anita Black, Jason Seals, Anita Black, Sheila Metcalf-Tobin, Simon Chan, Marty Zielke,
 Guests: Timothy Hackett, Nghiem Thai, Monica Ambalal, Syed Hussein, Stefani de Vito, Jennifer Briffa, Bill Love, Ron Moss
 Recorder: Mary Ciddio
 Absent:

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions
1. Meeting Called to Order 2. Review of Agenda	<ul style="list-style-type: none"> • Called to order at 12:35 p.m. • 		Agenda accepted
2. Review of Minutes from Previous Meeting 2/7/19	<ul style="list-style-type: none"> • Review of minutes, accepted with corrections. 		All accepted the minutes as amended.
3. Reports of Officers	<ul style="list-style-type: none"> • President: • Enrollment Management SLOAC, DE Budget Committee SEA Plan and other issues. Need to work together regardless of our differences • VP: IEC Institutional Effectiveness Committee Program Reviews need to be checked for completeness – for non-fund 1 requests on a timeline that gets it to the District by March 29. Need feedback from deans, SLOAC, curriculum. 	Mario to send email to president	

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	<p>SLOAC start review so they can provide feedback and corrections that need to be made.</p> <p>Discussion on timeliness of a viable program review for next year should be done soon. Use APU template if new program not available. Coordinate with VPI for review. Policy and Procedures meeting 1-3 on Mondays.</p> <ul style="list-style-type: none"> • Treasurer: Zielke • Recording Secretary: Mary Ciddio - • Corresponding Secretary: Clarified that she was elected Spring 2018. <p>Election Committee: On next agenda</p>		
<p>4. Reports of Shared Governance, 5. Standing and Special Committees</p>	<ul style="list-style-type: none"> • CDCPD: Metcalf-Tobin – Met in closed session yesterday. Funds 10, 3, 7 should be written off by district not the college per Victoria Menzies – Dept. Restructure Financial Aid out of compliance • CIEC Institutional Effectiveness Committee: Tom Renbarger submitted report. Validation of Program review to be done by Department • CIC: Curriculum Committee: Not going to do validation of Program review. • CBC: Lawson (College Budget Committee) Has not met - Discussion on Policies and Procedures. 	<p>Invite Ms. Mendies to come to Senate</p> <p>Need FA director – President</p> <p>Needs further discussion</p>	

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	<ul style="list-style-type: none"> Merritt Technology Committee: Tim Hackett and Jennifer Yates Tony will be here for 60 more working days. District Tech Committee also met. COA merged tech and facilities committee. Minh Lam – making a proposal for One Peralta program. Concern noted regarding training. Discussed pre, during and post modules. <p>Brandon at District doing some updates. Need to update it for Financial</p>	<p>Need to redraft the position description so we can hire someone.</p> <p>Public Information Officer doing web update at BCC. We need a Public Info Officer to update Ask President to come to next meeting to discuss need for Public Information and web update.</p> <p>Need reps for the One-Peralta Advisory Committee from Student services Mario to send out an email</p> <p>March 21 – Flex Day – Motion by Dan recommend we have our</p>	<p>Passed 6 agree; 2 abstain.</p>
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	<p>Discussion on needed filling of positions to replace ICC's.</p> <ul style="list-style-type: none"> • DE: Ambalal • Career Education: Briffa – lots happening need consultation with sister colleges in developing new courses. New building coming – faculty not consulted initially • SLOAC: Casale. Awaiting Program Reviews from Deans • OER: Grant-Hackett Open Education Resources - workshop on OER on 4/26/19. Webinars each week - canvas shell. OER resources url provided. • Guided Pathways Planning – de Vito – cccMypath will/can be customized for each college. Webinar next Wednesday at the district. Should be available via archives at chancellors office. • Program Review. Validation process. SLOAC will look at resource requests and make recommendations for prioritization. Goals need to be consistent with college and district goals and that they are realistic. Joint meeting to review Managers prioritization for non-fund one. Fund One to be reviewed next month. 	<p>meeting and invite people to Join</p> <p>Identify 5 top gaps to fill</p> <p>Mario will take it to DAS – we could have a motion to ensure that programs at one college not be duplicated</p> <p>Report out on progress during the Planning Summit</p>	<p>Motion by Mary, Second by Tom. Passed unanimously</p>
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	<p>We should use 10+1 to present our recommendations.</p>		
<p>6. New Business</p>	<ol style="list-style-type: none"> 1. Review Planning Budget Integration Model (PBIM) process for completing Peralta Community College District Integrated Financial Plan 2019-2024. This plan is a response to ACCJC’s challenge to the Peralta Colleges to develop a 5-year plan to improve the fiscal viability of the 4 PCCD colleges. The Senate will discuss the status and effectiveness of this process, especially with respect to faculty involvement in the process. Rivas (10+1 4-11) 2. MCAS Elections for 2019-20. The Senate will review procedures to carry out Senate elections. President and VP decide how many Senators for the Senate – 12 full time 2 part time. Nomination period should start March 13 and end March 26 <p>Election- we need 7 Senators (one for just one term) and 2 part time</p>	<p>Mary updated the Flyers which were sent electronically to Tae-Soon and Mario on Sunday 3 10.19</p> <p>Mario is to craft the email to seek candidates to run.</p>	<p>Motion to accept and reaffirm the updated SEM report Moved by Dan Lawson, seconded by Jennifer Yates</p>

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	<p>Jennifer Briffa self-nominated. Tom declines to run for President. Need to recruit senators. Discussion on Pin for senators</p> <p>April 10 to April 23 Elections Committee 10.1 10-11.</p> <p>3. Contract faculty and teaching on-line. The Senate will discuss principles that should guide the amount of teaching on-line done by contract faculty. Ambalal/Rivas (10.1 5)</p> <p>Give instructors time to learn before they teach. Need recent experience and training for online teaching. Contract faculty teaching too much online. Black and Hispanic students do best in face to face classes. Should there be a base requirement of face to face classes for Contract Faculty? Yes!</p> <p>4. Department Restructuring Proposal. The Senate will review CDCPD's deliberation on</p>	<p>Need to advertise and advise of the requirements for senate president.</p> <p>Pin with Faculty Leader on the bottom</p>	
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	<p>recent requests for department restructuring. Rivas (10.1 4, 10)</p>	<p>April 10, CDCPD Meeting</p> <p>Constitution Revision. See handout and see MCAS Group emails for the Constitution File.</p>	
7. Adjournment			2:17 p.m.

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