

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
Draft APRIL 18, 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, Monica Ambalal, Stefani de Vito, Jennifer Briffa, Victoria Menzies, VPI David Johnson; Marie Elaine Burns, President.
 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 12:30 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: - see report uploaded • VP: IEC Committee is continuing the work on program review goal validation with the next meeting later this afternoon. • Treasurer: Zielke \$12,000 in bank; • Recording Secretary: Mary Ciddio Update on Elections, Ballots are available in S 434 as well as envelopes. The voting will end on 4/23/19 at 5:00 p.m. • Kudos for SEM report update. • Corresponding Secretary: • Election Committee: Ballots are in S 434 and election ends 4/23/19 		

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.

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
Draft APRIL 18, 2019**

<p>6. New Business</p>	<p>New Business</p> <p>6.1 Process for Measure B budget allocation. Finance officer Menzies will join the Senate to discuss the status of a Senate Resolution passed in November, 2018 calling for the development of a process to ensure Senate consultation regarding Measure B allocation of resources to the college. Rivas/Menzies (10.9; 10.10) Clarification on use of Measure B. Next year there will be a consolidated budget distributed on basis of Program Review. Clean up the process – no change in budget for next year for Fund 1. May use Facilities Master plan for major renovations.</p> <p>For next year:</p> <p>2 processes: Look at distribution for current discretionary funds; all the other grants through shared governance process based on Program Review.</p> <p>6.2 Big Challenges facing Merritt College. President Burns will join the Senate to discuss what are the 5</p>		

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.

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
Draft APRIL 18, 2019**

	<p>major challenges that need immediate attention at Merritt College. Burns/Senate (10.11)</p> <p>We started with the positives:</p> <p>Positives: Full job description for Director of Research and one math position approved. Library Technician got approved also.</p> <p>Counselor position on the way to approval after one year delay.</p> <p>Need for approval for the Dean’s staff assistant Position; need for full time webmaster but no money;</p> <p>Computer Network Tech – no word from district. Need to get support for summer classes.</p> <p>Unacceptable that people do not respond at the District. Discussion.</p> <ul style="list-style-type: none"> ● Broken Hiring Processes ● Succession Planning – needed for continuity ● Need for part time Lab assistant in Physics – lost as a part timer. ● Need support for faculty to get things done 		
--	---	--	--

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.

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
Draft APRIL 18, 2019**

	<p>Counseling position was 3SP now Onboarding.</p> <p>District issues are our biggest challenges. Are we getting what we need from them?</p> <p>ACCJC recommending major changes to realign services to be more efficient and transparent.</p> <ul style="list-style-type: none"> • Need a forum? • Need to streamline things. • Look at what is not working. Discussion on delays in travel expenses and how we need to learn these processes and have computer access to tracking the paperwork. • There are policies and procedures per the business office. <p>6.3 Joint Senate/Administration Committee on Non-Credit. The Senate will initiate discussion on this topic. With input from faculty and administrators, the District has developed a Non-Credit Plan, one part being that each college would have a faculty coordinator of Non-Credit who possibly would co-chair a college Non-Credit Committee. Rivas (10.10)</p>		<p>Motion: There must be a faculty member assigned to Non-Credit with appropriate release time to develop and champion non credit courses with curriculum, VPI and</p>
--	--	--	--

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.

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
Draft APRIL 18, 2019**

	<p>Discussion on non-credit and having someone interface with curriculum committee. Does senate need to oversee this. Faculty should oversee it. Work with administration to offer a faculty release time. Who can champion the Non-Credit program.</p> <p>VPI – viability of programs to reduce swirl of our students. Faculty or admin can request process begin. Discuss in district Flex; consider restructuring Accounting and Economics</p> <p>Consider signature programs – tie our programs to initiatives and to our unique student populations. Integrate</p> <p>6.4 Academic Program viability and productivity. With the advent of possible budget reductions as well as implementation of initiatives such as the Student Equity and Achievement Program (SEA) and Guided Pathways, there is discussion about developing a process to review Academic Program’s productivity and viability. The Senate will discuss how to best address these developments so as to ensure that faculty are consulted regarding any discussions related to possible program restructuring and/or discontinuance. Rivas/Johnson (10.10; 10.11)</p>	<p>To do – follow up on next meeting</p>	<p>Senate Unanimous. Yes.</p> <p>Moved by Anita and seconded by Tae-Soon. Approved by all.</p>
--	--	--	--

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.

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
Draft APRIL 18, 2019**

	<p>April 10 to April 23 Elections Committee 10.1 10-11.</p> <ol style="list-style-type: none">1. 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>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> <ol style="list-style-type: none">2. Department Restructuring Proposal. The Senate will review CDCPD's deliberation on recent requests for department restructuring. Rivas (10.1 4, 10)		
--	--	--	--

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.

**Peralta Community College District
Merritt College Academic Senate Meeting Minutes
Draft APRIL 18, 2019**

7. Adjournment			2:16 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.