

MERRITT COLLEGE
Minutes of the Academic Senate Meeting
December 1, 2011

- PRESENT:**
- | | | |
|-----------------------------------|----------------------|---------------------------|
| ✓ Black, Anita (President) | Brown, Siri (leave) | ✓ Love, William |
| ✓ Park, Tae-Soon (Vice President) | Ciddio, Mary (leave) | ✓ McLean, Carlos |
| ✓ Trotter, Audrey (Treasurer) | ✓ Elliott, Ann | ✓ Mofidi, Fereshteh |
| Alexander, Alexis | ✓ Holloway, Jason | ✓ Murphy, Jon |
| | ✓ Litchfield, Ken | ✓ Santana, Isela Gonzalez |

Absent: Alexis Alexander

Guests: Ms. Marta Zielke, Ms. Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. CALL TO ORDER	Meeting was called to order at 12:50 p.m.	
II. READING & APPROVAL OF MINUTES	<p>The Merritt College Academic Senate (MCAS) approved the September 15, October 6, November 3, and November 17, 2011 meeting minutes as amended. The following were also discussed:</p> <ul style="list-style-type: none"> ❖ From the November 17, 2011 meeting minutes, the MCAS is unclear on how many full-time (FT) and part-time (PT) faculty members Merritt currently has. Black will verify this number with Mr. David Betts, Ms. Alice Marez and Dr. Linda Berry. 	
III. REPORTS OF OFFICERS PRESIDENT'S REPORT <ul style="list-style-type: none"> ❖ TMC-Aligned Degrees (SB1440) 	<p>According to Black, Mr. Jon Drinnon, Merritt College's Area B Representative, informed her that Merritt has not submitted a Transfer Degree Curriculum to comply with SB1440. When Black followed up, she was informed by Dr. Linda Berry, VP of Instruction, that Merritt is currently working on submitting a Transfer Degree Curriculum. The following were discussed:</p> <ul style="list-style-type: none"> ❖ Love noted that all communications regarding Merritt's curriculum should be directed to Ms. Alexis Alexander, Chair of the Curriculum and Instructional Council (CIC). ❖ Since Mr. Drinnon is an Area B representative, he should be invited to the MCAS every other month to report on any updates in the State level. 	

<p>❖ Student Success TaskForce Town Hall Meeting Follow-up</p>	<p>Several members of the MCAS attended the Student Success Task Force Town Hall Meeting on November 16, 2011. The following were discussed:</p> <ul style="list-style-type: none"> ❖ Trotter reported that she had the impression that the Forum was simply informational and that the recommendations will be approved and implemented. ❖ Black reported that during the Forum, the Student Success Task Force discussed enforcing Matriculation Guidelines. They proposed the following: <ul style="list-style-type: none"> ○ State-wide System to keep Student Educational Plans (SEP) ○ Mandatory Assessment ❖ Zielke reported that the Merritt College Counseling Department is now planning on using Google Docs to keep SEPs. The only problem with this is that Merritt Counselors will not be able to access SEPs created in the other colleges. Zielke also reported that students cannot be forced to go through the Matriculation Process. Zielke clarified the definition of an SEP: a student has to have chosen an educational path to take in order to create an SEP. The student has to have chosen 1 or 2 schools to transfer to and/or 1 or 2 majors. If a student is still undecided on these matters, an SEP cannot be created. Undecided students can go through career counseling while taking General Education Students. ❖ McLean clarified that every time a student sees a counselor, their information is placed into a file. ❖ Black suggested that keeping and maintaining SEPs and student records is an issue that should be raised in the District-level. 	
<p>❖ Student Success Coffee</p>	<p>The MCAS will be hosting a Student Success Coffee on Friday, December 2, 2011 from 10:00 a.m. to 12:00 noon in R-029.</p>	
<p>❖ Academic Academy</p>	<p>This item has been tabled for the next meeting</p>	
<p>❖ DAS Update</p>	<p>Black reported that she created a Program Consolidation Questions Template. The DAS is now focusing on Program Consolidation, which has to be reviewed and discussed.</p>	

<p>❖ Fall Plenary</p>	<p>Mofidi, as the MCAS representative to the Fall Plenary, reported that the following items were discussed during the Fall 2011 Plenary:</p> <ul style="list-style-type: none"> ❖ Eliminating non-credit classes ❖ Transferring English as Second Language (ESL) to Adult Schools <p>Love requested for background materials on these issues. Black will invite Mr. Drinnon to report on these matters.</p>	
<p>❖ Accreditation/SLO and Assessment</p>	<p>Elliott, as the Co-Chair of the Student Learning Outcomes and Assessment Committee (SLOAC) reported the following:</p> <ul style="list-style-type: none"> ❖ 82% of courses in Merritt now have SLOs. ❖ Merritt has to create plans and completing the assessment cycle. ❖ Student, Administrative and Business Services are now included in the SLO and Assessment cycle. ❖ The SLOAC are advocating to use FLEX time to complete assessment work. 	
<p>Treasurer's Report</p>		<p>The MCAS approved to compensate Alejandria Tomas \$350.00 for being the minute taker for Fall 2011.</p>
<p>Corresponding Secretary's Report</p>	<p>Murphy will purchase a card to honor Ms. Helenka Linvingston's retirement.</p>	
<p>IV. REPORTS OF STANDING AND SPECIAL COMMITTEES</p>		
<p>V. UNFINISHED BUSINESS</p> <p>❖ Executive Leadership Team</p>	<p>No follow-up meeting has been held nor scheduled with the Executive Leadership Team. It was noted that Dr. Eric Gravenberg, Vice President of Student Services, has been very good in communicating to the whole campus community regarding any updates on the Student Services Department. Black also noted that the MCAS has to carefully watch program consolidation and budget cuts that might negatively affect Merritt College. The whole college community might have to go to the Board of Trustees to advocate for Merritt.</p>	

<p>VI. NEW BUSINESS</p> <p>❖ ASMC Inter-Club Council</p>	<p>Litchfield expressed his concern regarding the Associated Students of Merritt College’s (ASMC) regulation that all clubs in the college has to send a representative to all of the ASMC meetings. He also expressed concern regarding ASMCS budget. Supposedly, the money ASMC receives is dependent upon how many clubs are active. The following were reported:</p> <ul style="list-style-type: none"> ❖ The ASMC currently has no advisor. VP Gravenberg is their acting advisor. ❖ ASMC’s budget has not been set up; therefore, they are not currently funded. 	<p>The ASMC President will be invited to one of the MCAS meetings.</p>
<p>VIII. ADJOURNMENT</p>	<p>The meeting was adjourned at 2:15 p.m.</p>	

(From Title 5 Section 53200)

Academic Senate means an organization whose primary function is to make recommendations with respect to *academic and professional matters*.

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.