

**MERRITT COLLEGE**  
**Minutes of the Academic Senate Meeting**  
**December 15, 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:**

**Guests:** Mr. Jon Drinnon, Ms. Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I. CALL TO ORDER</b>	Meeting was called to order at 12:40 p.m.	
<b>II. READING &amp; APPROVAL OF MINUTES</b>	The Merritt College Academic Senate (MCAS) approved the December 1, 2011 meeting minutes as amended.	
<b>III. REPORTS OF OFFICERS</b>		
<b>PRESIDENT'S REPORT</b> ❖ <b>Student Success-Education Committee Recommendation</b>	<p>Black reported that on Friday, December 9, 2011, the Peralta Community College District (PCCD) Education Committee approved a resolution which states, "That we form a Peralta Student Success Task Force with the charge of drafting some core principles of how we address basic student educational needs and to compile a list of faculty and programs with best practices which will bring forth further recommendations of how we will improve our student success rate. The college academic senates will be asked to help select faculty to serve in this Peralta Student Success Task Force." The following were discussed by the MCAS:</p> <ul style="list-style-type: none"> <li>❖ Certain aspects of the data that the State of California-Student Success Task Force used as a basis of their recommendations such as the transfer rate can be deceiving and have to be reviewed.</li> <li>❖ Drinnon suggested that the Peralta Student Success Task Force change the name of their committee so as not to be confused with the State Student Success Task Force.</li> </ul>	

❖ <b>Student Success – Coffee Hour</b>	<p>Black encouraged everyone to review the minutes/notes from the December 2, 2011 Student Success Coffee Hour. She also suggested holding another workshop on Student Success during the January 2012 Professional Development Days.</p> <ul style="list-style-type: none"> <li>❖ McLean reminded everyone that most counselors cannot usually participate on Professional Development Day activities as they are scheduled to see students.</li> <li>❖ Trotter recommended that the Coffee Hour not be scheduled during the lunch period to give all faculty, staff and administrators to mingle and get to know each other. She suggested using the College Hour for this event.</li> <li>❖ There is a need for a College Master Calendar for faculty, staff, administrators and students. Dr. Stacy Thompson, as the Chair of the College Council, and Ms. Stefanie Harding, as the College Council Secretary for the College Council, keeps a master calendar for the college, but it is not electronic. The MCAS suggested having an electronic master calendar.</li> </ul>	
❖ <b>Academic Academy</b>	<p>Mofidi will be the MCAS representative to the Academic Academy which will take place in Anaheim, California on February 24 and 25, 2012.</p>	
❖ <b>Program Consolidation</b>	<p>Black will forward a draft of the Program Consolidation Template. The District Academic Senate (DAS) has been actively discussing Program Consolidation to prepare for the budget cuts that might be implemented by the State of California.</p>	
❖ <b>Smart Classroom Update</b>	<p>The implementation of the key cards for the Smart Classrooms will be postponed until Spring 2012</p>	
❖ <b>SLO &amp; Assessment</b>	<p>Elliott, as the Co-chair of the Student Learning Outcomes and Assessment Committee (SLOAC), reported that 80% of courses offered in Merritt College now has SLOs. However, the assessment cycle has to be completed, which means having assessment plans and results in place. Elliott encouraged all senators to fully participate and complete the assessment cycle for their own class(es). She also reminded everyone that proficiency does not simply mean having SLOs and Assessments. Proficiency means using the results of assessments are used by the college in their planning processes.</p>	

<b>Vice President's Report</b>	Park announced that she can no longer chair the MCAS Scholarship Committee, so a new chair has to be elected. She said that she can handle the scholarships that come from the Peralta Foundation, but she could not handle the MCAS scholarships. She also presented the draft of the Scholarship Application.	
<b>Treasurer's Report</b>	The current balance of the MCAS account is <u>\$ 9,482.45</u> after the \$ 350.00 was withdrawn from the account to compensate the MCAS Minute Taker, Alejandria Tomas.	
<b>IV. REPORTS OF STANDING AND SPECIAL COMMITTEES</b>		
<b>V. UNFINISHED BUSINESS</b>		
<b>VI. NEW BUSINESS</b> ❖ <b>Area B Representative's Report</b>	Mr. Jon Drinnon, Area B Representative for the Academic Senate for California Community Colleges (ASCCC), reported the following: <ul style="list-style-type: none"> <li>❖ During the last Plenary, majority of the discussions focused on Repeatability, Student Success Task Force recommendations.</li> <li>❖ There were strong oppositions on the ASCCC level regarding the recommendations of the Student Success Task Force.</li> <li>❖ Several colleges in California have been providing their students with an online application process to transfer. The State Chancellor's Office is offering \$500,000 to help colleges implement this process. Drinnon was concerned that students who apply online might be given priority over students who submit paper application. He recommended that the PCCD use the online application process for transfer students.</li> <li>❖ There are also discussions regarding de-funding the Adult School System in California. The State Government proposes to transfer the student population of Adult Schools to community colleges. However, they do not intend to provide community colleges with additional funding to support this influx of a new student population. The ASCCC discussed supporting this proposal only if funding will come with the new student population.</li> </ul>	
<b>VIII. ADJOURNMENT</b>	The meeting was adjourned at 2:15 p.m.	

(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.