

MERRITT COLLEGE
Minutes of the Academic Senate Meeting
November 04, 2010

- PRESENT:**
- | | | |
|------------------------------------------|-----------------------|-------------------------|
| ✓ Black, Anita (President) | ✓ Dimopoulos, Barbara | ✓ McLean, Carlos |
| ✓ Park, Tae-Soon (Vice President) | ✓ Elliott, Ann | ✓ Mofidi, Fereshteh |
| ✓ Trotter, Audrey (Treasurer) | Greenside, Mark | ✓ Murphy, Jon |
| ✓ Seals, Jason (Corresponding Secretary) | ✓ Holloway, Jason | Santana, Isela Gonzalez |
| ✓ Alexander, Alexis | ✓ Litchfield, Ken | |
- Absent:** Greenside, Santana
Guests: Simon Chan, Grace Marlin, Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. CALL TO ORDER	Meeting was called to order at 12:38 p.m.	
II. READING & APPROVAL OF MINUTES	The Merritt College Academic Senate (MCAS) approved the October 21, 2010 meeting minutes as amended.	
III. NEW BUSINESS		
❖ 3.1 Institutional Effectiveness	Elliott reported that during Merritt College’s Accreditation Committee discussed replacing the name of the College Educational Master Planning Committee (CEMPC) with “Institutional Effectiveness.” However, an opinion was put forth that Merritt College should first review CEMPC and its purpose and reevaluate the college processes, such as program review, before it decides to change CEMPC into Institutional Effectiveness.	The MCAS decided to temporarily remove this item from the agenda until the matter has been decided upon by CEMPC.
❖ 3.2 By-Laws	Trotter reported that the College Council is now in the process of updating the by-laws of the shared governance Committees. This matter will be discussed once the College Council approved the updated shared governance by-laws. A draft of the report that will be submitted to the College Council will be requested from Ms. Stefanie Harding, Recording Secretary of the College Council.	
❖ 3.3 Laney College’s Resolution on Budget Cuts	Regarding Laney College’s resolution on budget cuts, the following were discussed: <ul style="list-style-type: none"> ➤ In principle, MCAS agrees that budget cuts should be as far away from the classrooms as possible. ➤ Because of the response of Dr. Wise Allen, Chancellor of Peralta Community College District (PCCD), to Laney College’s resolution, doubts were raised to the facts indicated in the resolution. 	

❖ 3.4 Chancellor Search Process	Questions surfaced about when site visits will be conducted for the three final candidates for the PCCD Chancellor. Allegedly, a site visit will be conducted for only one of the candidates, and it will occur after the forum with the PCCD Board of Trustees. No action taken.	
❖ 3.5 Production	<p>Mr. Steve Morris, Production Office Staff, is requesting that students be prevented from picking up documents requested by faculty and staff to be copied. It was noted that examinations, once copied, are placed where students, who are asked to pick up other documents, can see them. Several suggestions were made:</p> <ul style="list-style-type: none"> ➤ Copies of examinations can be placed behind a counter. ➤ Copies of examinations can be placed in an envelope. ➤ Mr. Steve Morris should be invited to a MCAS meeting to discuss other ways this matter can be resolved. 	
❖ Kaiser Auditorium		<p>MOTION: MCAS does not support the acquisition of the Kaiser Auditorium for the Peralta Community College District. We demand assessment and maintenance of current facilities, and furthermore, we do not support expending Measure A dollars to evaluate and acquire additional real estate.</p>
❖ Campus Construction Projects	<p>Trotter announced that the Building-L Renovation project will begin sometime in January 2011. The Library will be moved to Building-A Room-120, and will stay there for the whole duration of the construction, which is approximately a year. Several issues were raised:</p> <ul style="list-style-type: none"> ➤ There is only enough space to accommodate 20 students in the Library swing space. Other study spaces and resources for student use should be identified. ➤ There is a lack of communication about these projects. Faculty, staff and students should be properly informed about these constructions. ➤ Alexander noted that the Facilities Committee does not meet regularly. 	<p>Black will communicate with Dr. Robert Adams, Merritt College President, regarding informing the whole campus of the Building-L Renovation.</p> <p>Black will inquire on the current status of the Facilities Committee.</p>

IV. UNFINISHED BUSINESS		
V. REPORTS OF OFFICERS		
VI. REPORTS OF STANDING & SPECIAL COMMITTEES		
VII. OTHER BUSINESS ❖ Jon Drinnon's Resignation	Mr. Jon Drinnon's recent resignation from the MCAS was discussed. Questions were raised about how resignations should be dealt with. The MCAS By-laws does not say anything about resignations.	ACTION: During its next few meetings, the MCAS will discuss protocols or a formal process on how resignations should be dealt with.
VIII. ADJOURNMENT	The meeting 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.