

**MERRITT COLLEGE**  
**Minutes of the Academic Senate Meeting**  
**October 21, 2010**

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

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I. CALL TO ORDER</b>	Meeting was called to order at 12:38 p.m.	
<b>II. READING &amp; APPROVAL OF MINUTES</b>	The Merritt College Academic Senate (MCAS) approved the October 07, 2010 meeting minutes as amended.	
<b>III. UNFINISHED BUSINESS</b> ❖ <b>3.1. Professional Relations Committee (Ethics)</b>  ❖ <b>Distance Education</b>	<p>Park (as was previously expressed), Mofidi, Seals, Dimopoulos, Santana, Trotter, Holloway and Greenside volunteered to review the Professional Ethics document created by Mr. Norbert Bischof and to make recommendations as to whether the MCAS should accept the document in its totality or propose revisions. Greenside requested that the electronic copy of the document be sent to him, so that he can have the Peralta Federation of Teacher’s (PFT) attorney review the document. Also, he noted that the individuals in the newly formed Ethics Ad Hoc Committee will not be the members of the Professional Ethics Committee. Their only charge is to review the Professional Ethics document. Mofidi will be in charge of convening the ad hoc committee.</p> <p>Alexander, as Merritt College’s Distance Education (DE) Coordinator, expressed her desire to achieve standardized online course deliveries. However, she is unclear on what process she should adapt in achieving this goal.</p>	<p><b><u>MOTION:</u></b> MCAS will be forming an ethics Ad Hoc Committee that be charged with reviewing the Professional Ethics document created by Mr. Norbert Bischof and making recommendations. The committee should report to the MCAS by November 04, 2010.</p> <p><b><u>MOTION:</u></b> MCAS accepts the “Standards for Online Courses” as presented by the Merritt College Distance Education Coordinator, Ms. Alexis Alexander, and will seek input from the shared governance committees which have direct impact on instructional delivery.</p>

<p>❖ <b>Student Learning Outcomes Assessment Committee (SLOAC)</b></p> <p>❖ <b>College Catalog and Supplement</b></p>	<p>Regarding Student Learning Outcomes (SLO), Drinnon and Elliott reported that the SLOs approved by Elliott, as the SLOAC Chair, are submitted to Drinnon, and he, then, enters the data into CurricUNET. Regarding Assessment, Drinnon reported that Division I responded with all their assessment plans. Division II is still working on their plans. Love suggested having college wide organized assessment trainings.</p> <p>Drinnon confirmed that Merritt College is now working on creating a supplement to the 2009-2011 College Catalog. Several members of the MCAS expressed their concern that Merritt College should be concentrating its efforts on creating the 2011-2013 College Catalog, which will be due soon, instead of creating a supplement to the 2009-2011 College Catalog.</p>	
<p><b>IV. NEW BUSINESS</b></p> <p>❖ <b>4.4. Appropriate Behavior for a Senator</b></p> <p>❖ <b>4.6. Resolution on Budget Cuts</b></p>	<p>Drinnon provided a copy of a string of e-mails that were exchanged between Drinnon, Black, Mr. Guy Forkner (Business &amp; CIS Department Chair), Mr. Ron Grant (retiree) and several other Merritt College (MC) administrators. An e-mail was initiated by Drinnon asking Black and Forkner why Grant, as a retiree, should be given an access to CurricUNET. Black responded by saying, "...This 'gate keeping' must cease. Faculty needs to know how CurricUNET works/functions." In her response/e-mail, she carbon copied (CC) several administrators. Drinnon deemed it was unprofessional for Black to respond the way she responded, as a MCAS President. He also thought it was unprofessional for Black to CC administrators in the e-mail. Black noted that there was/were e-mail(s) omitted from the copy provided. Grant attended the meeting to express his side of the story. Greenside noted that this situation calls for a Professional Ethics Committee and should not be a MCAS issue. Greenside also suggested creating standards of e-mail etiquette in MC. No action taken.</p> <p>Black presented the resolution that Laney College approved regarding Budget Cuts. She requested that the members of the MCAS review the document, recommend changes if necessary and forward any recommendations to her through e-mail.</p>	<p>Drinnon will be sending Grant instructions on how to gain access CurricUNET.</p>
<p><b>V. REPORT OF OFFICERS</b></p>		
<p><b>VI. REPORTS OF STANDING &amp; SPECIAL COMMITTEES</b></p>		
<p><b>VII. ADJOURNMENT</b></p>	<p>The meeting 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.