

MERRITT COLLEGE
Minutes of the Academic Senate Meeting
October 06, 2011

- PRESENT:**
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|-----------------------------------|----------------------|---------------------------|
| ✓ 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: Mr. Jon Murphy

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 12:40 p.m.	
II. READING & APPROVAL OF MINUTES	The Merritt College Academic Senate (MCAS) tabled the approval of the September 15, 2011 meeting minutes.	
III. REPORTS OF OFFICERS		
❖ Special Election	Results of the Special MCAS Election: Dr. William Love won and will replace Ms. Mary Ciddio, who took a leave for the whole Fall 2011.	
❖ Shared Governance Committees	<p>The following were discussed:</p> <ul style="list-style-type: none"> ❖ The possible Peralta Federation of Teachers (PFT) representatives to the College Council are Christine Olsen, Alexis Alexander or Tae-Soon Park. ❖ The possible chairs of the Council of Department Chairs and Program Directors (CDCPD) are Siri Brown or David Morales. ❖ The Facilities Committee is now in the process of electing the Chair. ❖ The MCAS representatives to the College Educational Master Planning Committee (CEMPC) are Carlos McLean, David Morales and Chris Grampp. ❖ The MCAS still has to identify two representatives to the Technology Committee. 	Park will advise Ms. Stefanie Harding, Staff Assistant to the President, on who will be the PFT representative in the College Council.
❖ Smart Classrooms	<p>Black reported that Dr. Sadiq Ikharo, Vice Chancellor of General Services, attended the last District Academic Senate (DAS) to give an update on the Smart Classroom Project. The following were discussed:</p> <ul style="list-style-type: none"> ❖ Mr. Jon Drinnon will be conducting Smart Classroom trainings. ❖ Alexander is currently working with VC Ikharo on identifying training needs and scheduling the actual trainings. Alexander also proposed creating supplemental training hand-outs. ❖ One has to have gone through training to obtain a Smart Classroom key. 	

<p>❖ Distance Education (DE) Faculty Assignment Recommendation</p>	<p>Alexander reported that the DAS Guidelines on Assignment of Instructors to Online Classes has been approved. The document serves as a basic guideline for instructors who wish to teach online classes. The following were discussed:</p> <ul style="list-style-type: none"> ❖ The question now is “who will monitor that these guidelines are implemented?” Alexander proposed that the guidelines be presented to the administrators. Since they are the ones determining faculty assignments, they should monitor that these standards are implemented. ❖ Among the other recommendations, an instructor must have the following three elements in place prior to being assigned an on-line course: <ul style="list-style-type: none"> A. received training in the use of at least one course management system (such as WebCT, Blackboard, ETUDES-NG, MOODLE) B. taken a course in how to teach online, such as “Teaching an Online Course” (offered by @One, a community college or UC extension course) C. uses the Peralta email system (with a peralta.edu email address) and has a Peralta web page on the college web site that hosts the on-line course. This web page will provide a link to the CMS (course management system) web site. ❖ Alexander continually offers Moodle trainings. 	
<p>❖ Task Stream</p>	<p>Elliott encouraged everyone to subscribe to Task Stream. She noted that Alexander created video instructions on how to use Task Stream. A hand-out on how to obtain a Task Stream User I.D. was also posted on the Merritt Website.</p>	
<p>❖ Institutional Effectiveness Committee</p>	<p>Black reported that there has been a District-wide discussion on an Institutional Effectiveness Committee.</p> <ul style="list-style-type: none"> ❖ Several suggestions led to turning CEMPC into an Institutional Effectiveness Committee. Other suggestions lead to creating a whole new committee and leaving CEMPC as it is. ❖ The proposed charge of the committee will be program review and determining reductions. ❖ The District has been warned of budget cuts from the State level, which could mean program cuts and lay-offs. ❖ Trotter proposed that the MCAS and the college, as a whole, discuss the process that was used to determine priority hiring. 	<p>The MCAS proposes that the whole college discuss and review the process of determining priority faculty hiring, without derailing the current process.</p> <p>The MCAS will request that the DAS call a special meeting to discuss reductions from a District point of view.</p>

❖ Fall Plenary	Black will encourage Jon Murphy to attend the Fall Plenary on behalf of the MCAS. If he isn't available, Mofidi will be the MCAS representative.	
IV. REPORTS OF STANDING AND SPECIAL COMMITTEES		
V. UNFINISHED BUSINESS ❖ Executive Leadership Team	The MCAS will meet with the Executive Leadership Team on Thursday, October 13, 2011.	
VI. NEW BUSINESS		
VII. OTHER		
VIII. ADJOURNMENT	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.