

MERRITT COLLEGE
Minutes of the Academic Senate Meeting
September 2, 2010

Present: Anita Black (**President**) , Siri Brown (**Vice President**) , Audrey Trotter (**Treasurer**) , Barbara Dimopoulos, (**Corresponding Secretary**) , Alexis Alexander , Jon Drinnon , Ann Elliott , Chriss Foster , Mark Greenside , Ken Litchfield , Fereshteh Mofidi , Jon Murphy , Tae-Soon Park , Isela Gonzalez Santana , Jason Seals

Absent: Brown, Dimopoulos, Elliott, Greenside, Park, and Santana

Guests: Simon Chan, Grace Marlin and Alejandria Tomas

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. CALL TO ORDER	Meeting was called to order at 12:36 p.m.	
II. AGENDA REVIEW AND APPROVAL OF MINUTES	The Merritt College Academic Faculty Senate (MCAFS) approved the May 20, 2010 minutes as amended. Item added to the agenda: <ul style="list-style-type: none"> • Assessment Plan 	
III. PRESIDENT'S REPORT <ul style="list-style-type: none"> • MCAFS Vacant Positions/DAS Representative 	<p>There are three vacant contract faculty positions in the MCAFS:</p> <ol style="list-style-type: none"> 1. Mr. Thomas Branca (appointed to be the Dean of Math, Science and Vocational Programs Division) 2. Dr. Siri Brown (requested for a leave—will return on Spring 2011) 3. Dr. Chriss Foster (requested for a leave—will return on Spring 2011) <p>The MCAFS constitution does not state anything regarding replacing members who have requested to be on leave. However, due to the time constraints, Black already took the necessary steps to conduct a special election. Trotter and Black suggested that the MCAFS review its current constitution and make amendments as necessary. Drinnon noted that amending the constitution would require ratification from all of the faculty members in Merritt College.</p> <p>Election of the MCAFS President occurs every two years, but the election of the other officers occurs every year. The MCAFS decided to vote on the officers during the meeting because they need to determine who their representatives will be in the District Academic Senate (DAS) which will be dependent upon who their officers will be. Nominations were:</p> <ul style="list-style-type: none"> • <u>VICE PRESIDENT:</u> Tae-Soon Park • <u>TREASURER:</u> Audrey Trotter • <u>CORRESPONDING SECRETARY:</u> Jason Seals • <u>DAS REPRESENTATIVES:</u> Anita Black, Tae-Soon Park and Alexis Alexander <p>The nominated officers won the election by acclamation.</p>	The MCAFS Special Election period will be from Wednesday, September 15 to Tuesday September 28, 2010.

<ul style="list-style-type: none"> Shared Governance Committee 	<p>The MCAFS reviewed the faculty appointments to the shared governance committees in the campus.</p> <p><u>COLLEGE TECHNOLOGY COMMITTEE:</u></p> <ul style="list-style-type: none"> Walter Johnson’s schedule might prohibit him from being a part of the committee. Simon Chan is interested in joining the committee. <p><u>CURRICULUM & INSTRUCTIONAL COUNCIL (CIC)</u></p> <ul style="list-style-type: none"> Status: No Vacancy Drinnon and Alexander were re-elected as the chair and vice-chair of CIC. Drinnon and Alexander were re-appointed by the MCAFS to the CIC on Spring of 2010, and their terms as a member of the CIC will end on Spring of 2012. Tae-Soon Park’s and Eva Ng-Chin’s membership to the CIC will expire on Spring of 2011. <p><u>HEALTH & SAFETY COMMITTEE</u></p> <ul style="list-style-type: none"> Brock Drazen and Lee White are interested in joining the committee. Karen Bougae retired. <p><u>STAFF DEVELOPMENT COMMITTEE</u></p> <ul style="list-style-type: none"> Teresa Williams is interested in joining the committee. Black will ask Sandra Johnson-Zehaye if she is still interested in being the MCAFS appointee to the Staff Development Committee. <p><u>COLLEGE BUDGET COMMITTEE (CBC)</u></p> <ul style="list-style-type: none"> Park has asked to be re-appointed. Trotter has not been a member of the CBC for over a year. Jon Murphy and Simon Chan will be the newly appointed members of the CBC. <p><u>FACILITIES COMMITTEE</u></p> <ul style="list-style-type: none"> Status: No Vacancy Alexander was not aware that she was a member of the committee, but she is willing to continue membership. Black will ask Drazen if he will be willing to give up his membership at the Facilities Committee, since he has already expressed an interest in joining the Health & Safety Committee. Hank Fabian is interested in joining the committee. 	
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IV. VICE PRESIDENT'S REPORT	No report.	
V. TREASURER'S REPORT	No report.	
VI. CORRESPONDING SECRETARY'S REPORT	No report.	
VII. OTHER BUSINESS		
<ul style="list-style-type: none"> • Professional Ethics Committee • Distance Education • College Catalog • Certificates and Degrees Listed but not Valid 	<p>Black will obtain a hard copy of the document entitled "Merritt College Professional Ethics and Standards Committee," created by Mr. Norbert Bischof. Drinnon will scan this document to be disseminated to the MCAFS members.</p> <p>Alexander reported that the Distance Education Committee is now in the process of creating standards for the district-wide Technology Committee.</p> <p>Drinnon reported that he has tried for several times to convince Merritt College's Vice President of Instruction, Dr. Linda Berry, to create a College Catalog Supplement that will reflect the changes and/or errors on the College Catalog. Drinnon's requests have not been granted up to this point, so Drinnon is now bringing this matter to the MCAFS.</p> <p>Drinnon, as chair of the CIC, reported that, for several years, Merritt College has an Environmental Management program and a Microscopy program which do not offer any valid degrees or certificates. Mr. Robin Freeman was supposed to handle the requirements necessary and submit it to the State to have the Environmental Management degrees and/or certificates approved, but he never did. Drinnon has also discussed this matter with Dr. Rebecca Kenney, former dean of Math, Science and Vocational Programs Division and Mr. Thomas Branca, former chairperson of the Horticulture department, but they have not taken care of this matter for several years. These classes should be cancelled and never be offered until the approval of the State has been obtained.</p>	ACTION: Black will follow up on creating a College Catalog supplement.
VIII. ADJOURNMENT	The meeting adjourned at 2:05 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.