

**MERRITT COLLEGE**  
**ACADEMIC SENATE MEETING**  
**OCTOBER 15, 2015**  
**12:30 – 2:00 P.M.**  
**ROOM R-29**

PRESENT: DR. MARIO RIVAS, DR. JON MURPHY, FERESHTEH MOFIDI, HEATHER CASALE, JON DRINNON, DR. AUDREY TROTTER, DR. TAE-SOON PARK, DR. JENNIFER SHANOSKI, DR. TANYA ILARDE, ANN ELLIOTT, MARY CIDDIO, DR. MARTY ZIELKE, CARLOS McLEAN, DR. WILLIAM LOVE

GUEST(S): DR. ARNULFO CEDILLO (VPSS)

MINUTE TAKER: TACHETTA HENRY

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Follow Up Actions and Motions</b>
<b>1. Call To Order: 12:30</b>	Correction: Review of September 3 and September 17 minutes should read as Review of September 17 and October 1 minutes.	Agenda adopted w/ corrections
<b>2. Reading &amp; Approval of Minutes</b>	<u>September 17 minutes correction:</u> Deletion of “The team will do interviews of campus groups, and write a report of recommendations for how Merritt can improve its policies and processes” under the Accreditation Steering Committee report. Change “The team will interview” to “The team will conduct interviews” under item 6.2, Senate Involvement in the Institutional Effectiveness Program.	J. Drinnon motioned to approve September 17 and October 1 minutes with corrections; 2 <sup>nd</sup> by Dr. J. Murphy Accepted by Senate
<b>3. Reports of Officers</b>		
<b>3.1 President's Report</b> Mario Rivas <ul style="list-style-type: none"> <li>• Communications</li> <li>• Committees</li> <li>• DAS</li> <li>• PBIM</li> <li>• CEMPC</li> <li>• Logistics</li> </ul>	President Rivas presented a written report to the Senate (see attached). Discussion was held with the Senate regarding the appointment of President Rivas to fill the vacancy on the College Budget Committee. Senate recommends appointing M. Zielke as an alternate on the District Academic Senate. Furthermore, President Rivas reported that the Equity Report date has been changed to December and suggests that the departments and programs include the equity questions as an addendum to their reports.	T. Park motioned to appoint M. Rivas to fill the vacancy on the College Budget Committee and appoint M. Zielke as an alternate on the District Academic Senate; 2 <sup>nd</sup> by J. Murphy. Accepted unanimously by Senate

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<p><b>3.2 Vice President</b> Dr. Jennifer Shanoski</p> <p><b>3.3 Treasurer</b> Dr. Marty Zielke</p> <p><b>3.4 Correspondence Secretary</b> Dr. Jon Murphy, RNP</p> <p><b>3.5 Recording Secretary</b> Tanya Ilarde</p>	<p>Members of the senate expressed concern regarding equity and pass dollars used to bridge the gap for African-American and Latino students.</p> <p>No Report.</p> <p>No Report.</p> <p>No Report.</p> <p>No Report.</p>	<p>M. Rivas, A. Elliott, W. Love, and M. Zielke will schedule meeting with the President to obtain clarification on Equity and PASS dollars (to be placed on the next meeting's agenda).</p>
<p><b>4. Reports of Shared Governance, Standing and Special Committees</b></p>		
<p><b>CDCPD/ CEMPC- Dr. Rivas</b></p>	<p>CEMPC report (refer to President's report: See attached) Senate clarified that the development of the Educational Master Plan is a collaborative effort and must go through the shared governance process. A. Elliott recommended that Senate should review the 2009-2015 Educational Master Plan at (<a href="http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2014/11/Merritt-College-Educational-Master-Plan-2009-2015.pdf">http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2014/11/Merritt-College-Educational-Master-Plan-2009-2015.pdf</a>) Christine Olsen is willing to coordinate CDCPD until December in order to assist in running the meetings because there is no acting Chair of Chairs.</p>	<p>M. Rivas will attend CDCPD meeting to express the sentiments of the Senate concerning the vacancy of the Chair of Chairs.</p>
<p><b>CIC/ MTC- Dr. Rivas</b></p>	<p>(refer to President's report: See attached)</p>	
<p><b>CBC- Dr. Park</b></p>	<p>Dr. Park reported to the Senate that CBC discussed how to incorporate the Program Review/ Annual Program Update into the process in order to find out how much each program will receive. Senate discussed the issues with the inability to decide how to connect assessment and/or program review to the budget process. Senate expressed that</p>	<p>M. Rivas will articulate the Senate's concerns with CBC.</p>

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	<p>in order to meet the accreditation standards, learning assessments should be used in all planning and budgeting, especially in regard to allocation.</p>	
<b>CFC- Dr. Love</b>	No Report.	
<b>SLOAC- Dr. Shanoski</b>	<p>No Report.</p> <p>Senate discussed the importance of Taskstream. M. Rivas attended a workshop and suggested the organization of partnerships to help people work through Taskstream. A. Elliott suggested that each senator become familiar with Taskstream. Senate emphasized that “Taskstream is a repository of information so the discussions create creativity. The intelligence of this body of educators has to happen, but does not always occur or happen to the depth and importance that we need it to happen.”</p>	
<b>5. Standing Item</b>	<b>Accreditation Self-Evaluation Update</b>	
<b>Accreditation Steering Committee</b> Dr. Audrey Trotter, Faculty lead	Dr. Trotter presented a document of the College Recommendation Sub-Committee Team Member Structure and schedule to the senate (see attached). Almost all Academic Senate members are serving as a co-lead or as a member of a team. Furthermore, there will be no more recruitment after next week's Steering Committee meeting. There will also be a focus on encouraging broad based dialogue in order to show all the ways broad based dialogue is utilized within the college. A Sanctions Criteria document was also given to the senate in order to show the current state of Merritt College in terms of the potential for re-affirmed accreditation (see attached).	
<b>6. Business</b>		
<b>6.1</b> Campus safety in the wake of Oregon tragedy	A mock safety drill was conducted in the S building based on the Oregon tragedy to identify what should be done in case of a campus shooting. There are plans to have experts, such as the police department and Homeland Security, come to Merritt and give a how-to in acting out what to do in case of a shooting. The senate expressed concern regarding the safety issues of the college such as, poor lighting in parking lot C at night which is a concern for students and employees that work and attend classes during the evening and the remote location of the college which has limited escape routes in case of an emergency. Senate suggested that building captains should have bull horns, an emergency kit, and other safety supplies in order to be prepared for an emergency.	

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<p><b>6.2</b> Senate Goals 2015-16; Finalize with 0-100% Method application</p> <p><b>6.3</b> Senate role in faculty office assignments</p> <p><b>6.4</b> Update on SSSP and Equity Reports (Dr. Arnulfo Cedillo)</p> <p><b>6.5</b> Input on Shared Governance Handbook</p> <p><b>6.6</b> ASCCC initiative to hiring diverse faculty</p> <p><b>6.7</b> Increasing faculty involvement in college and district committees</p>	<p>Tabled.</p> <p>Tabled</p> <p>The SSSP plan is set up for core services such as Orientation, Assessment, Counseling, Advising and other educational plans and follow-up services. In order to develop and coordinate a plan, Dr. Cedillo has asked for campus-wide input from various departments. In terms of the district match, last year there were challenges identifying the district match, which was approx. a 2 to 1 match, while this year it is a 1.3 to 1 match which went into the development of the plan. Last year Merritt was given approx. \$847,000 and was told this year to work with the same dollars for this coming year. There was a discussion in Sacramento regarding the increase or decrease of funding for California colleges. Statewide some colleges will receive as much as a 30-40% increase while there will be a few colleges that will receive less. Although nothing has yet been determined regarding SSSP and Student Equity, Dr. Cedillo believes that Merritt may possibly receive a 10-15% range of increase. Currently, the SSSP plan is 95% complete. Based on what has been done, the expenditure plan exceeded the \$847,000 to \$1.2 million, so in order to stay within the budget it was proposed that it be scaled back to \$847,000, but we were told at the state level to leave it at \$1.2 million dollars. Currently, SSSP funding has been used toward outreach, the hiring of 4 counselors (Sankofa, Puente, Veterans, and DSPS), a researcher, and outreach materials. The SSSP plan is due October 30, 2015 and the Student Equity Plan will be due Dec. 18, 2015.</p> <p>Tabled.</p> <p>Tabled.</p> <p>Tabled.</p>	
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<b>Adjournment</b>	Meeting adjourned at 2pm	

Coming Activities:

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic and global economy.

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.

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