

**MERRITT COLLEGE
ACADEMIC SENATE MEETING
November 19, 2015
12:30 – 2:00 P.M.
ROOM R-29**

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

Agenda Item	Summary of Discussion	Follow Up Actions and Motions
1.Call To Order: 12:30 2. Reading & Approval of Minutes		Agenda adopted W. Love motioned to approve Oct. 15 th minutes with corrections; 2 nd by J. Drinnon Accepted by Senate Approval of November 5 th minutes tabled.
3. Reports of Officers		
3.1 President's Report Mario Rivas <ul style="list-style-type: none"> • Communications • Committees • DAS • PBIM • CEMPC • Logistics 	President Rivas presented his report to the Senate (please see attached.) The BAM task force has reviewed CTE costs, full-time faculty costs, Classified costs, and fixed costs to determine how it is allocated and whether it is undermining the budget of different Peralta colleges. The District Educational Committee has formed a subgroup that will be looking into the pros and cons of using Canvass versus Moodle. Canvass is a free program that will allow students throughout the United States to register for classes. The District Academic Senate will look into using Educational Planning Initiative Portal tools such as Early Alert, which is free for the next 5 years. M. Rivas and J. Shanoski are on the search committee for the Executive Assistant to the Chancellor. The Equity Plan committee is monitoring its process to ensure that it is on time. Senate discussed if faculty should be a part of the Validation Team for Program Review. Senate also	J. Drinnon motioned that a group from AS and CDCPD should be created to come up with a plan to present to administration regarding the Validation Team and Program Review accomplishment; motion 2 nd by M. Ciddio. Motion approved. Group to serve on team from the Academic Senate will be M. Rivas, T. Park and M. Zielke.

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<p>3.2 Vice President Dr. Jennifer Shanoski</p> <p>3.3 Treasurer Dr. Marty Zielke</p> <p>3.4 Correspondence Secretary Dr. Jon Murphy, RNP</p> <p>3.5 Recording Secretary Tanya Ilarde</p>	<p>discussed if an office space allocation committee should be formed in order to handle office space requests and a criteria for space allocation should be developed that the Academic Senate President can fall back on if needed. An IEPT update on Institutional Effectiveness was presented to the Senate. There will be assistance in defining a plan and \$150,000 can be used to work on implementing the plan. Furthermore a diversity hiring resolution was developed during a plenary session and it is recommended that the Senate review the State resolutions before the next plenary session to determine if the Senate would like to add to it.</p> <p>No Report</p> <p>A budget report was presented to the Senate showing a budget of \$5,299.93 by the end of October. M. Zielke is working with David Morales to obtain funds for scholarships for students.</p> <p>No Report.</p> <p>No Report.</p>	<p>J. Drinnon motioned for M. Rivas to work with VPI Wise Allen regarding office space allocation; 2nd by W. Love. Motion approved</p> <p>M. Rivas, T. Park, and A. Trotter will work collectively to develop space allocation criteria.</p>
<p>4. Reports of Shared Governance, Standing and Special Committees</p>		
<p>CDCPD/ CEMPC- Dr. Rivas</p> <p>CIC/ MTC- Dr. Rivas</p>	<p>See attached President’s report</p> <p>See attached President’s report</p>	

CBC- Dr. Park	No Report.	
CFC- Dr. Love	No Report.	
SLOAC- Dr. Shanoski	No Report.	
5. Standing Item		
Accreditation Self-Evaluation Update		
Accreditation Steering Committee Dr. Audrey Trotter, Faculty lead	The Accreditation committee is moving forward with the nine college recommendations, but there are three critical institutional issues that must be addressed: College Educational Master Plan, SLOAC, and Integrated Planning and Budgeting. Senate suggested that Berkeley City College’s Integrated Planning and Resource Allocation draft report should be used as a model to draft and adapt to Merritt’s shared governance structure. An additional institutional issue is how Merritt is using its data in planning and decision making because there is no formal process to document how data is used in decision making.	Senate will send a recommendation to CEMPC to review BCC’s draft report and possibly use as a model.
6. Business		
6.1 Review criteria for determining Merritt College faculty prioritization list for 2016-17.	M. Rivas presented documents to Senate of criteria used by Merritt and Laney for determining faculty prioritization list (see attached). It is suggested that Merritt consider using a numerical rating system to prioritize positions. The new proposal for AP 7121 has not been approved. According to the current proposal adopted by the district the faculty prioritization process must be agreed upon by the PFT representatives, the Academic Senate President and the College President.	M. Rivas will work with T. Park to update the process guidelines for faculty prioritization. M. Rivas will meet with Dr. Ambriz-Galaviz and Dr. McCray to mutually agree upon a process.

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<p>6.2 Senate Leadership and Merritt College Educational Master Plan.</p> <p>6.3 Review and input into the proposed CEMPC flow chart that delineates Merritt College’s Integrative Planning and Budgeting Process.</p>	<p>Tabled.</p> <p>Tabled.</p>	<p>J. Drinnon motioned to form a group to propose and work with CDCPD to utilize the presented numerical system faculty prioritization forms and to utilize the forms at the Academic Senate level if not used by CDCPD; 2nd by M. Ciddio. Motion approved.</p>
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Adjournment	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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