

**MERRITT COLLEGE**  
**Minutes of the \_\_\_\_\_ CEMPC Meeting**  
**Wednesday, October 9, 2013**

*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 society.*

*To accomplish its mission the College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.*

*Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.*

Present: Dr. Elmer Bugg, Chris Grampp, Bill Cardenas, Dr. Bill Love, Tanya Ilarde, Ann Elliott, Tae-Soon Park, Molly Sealund

Guest(s): Dr. Stacy Thompson, Dr. Gina LaMonica

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<b>1. Call to Order</b>		
<b>2. Approval of Wednesday, October 9, 2013's Agenda</b>	So moved by Bill Cardenas, and seconded by Tae-Soon Park.	Approved.
<b>3. Approval of Wednesday, September 11, 2013's Minutes</b>		Approved with 2 abstentions.
<b>4. Chair &amp; Co-chair Election</b>	Dr. Bugg and Chris Grampp nominated.	Elected unanimously.

## 5. Discussion of how District Strategic Goals relate to Merritt Strategic Goals

External Environment > Mission <> Students < > Strategic Objectives <> Annual Goals >  
Functional Strategies < Policies, Guidelines, Events

(External Environment is Accreditation Standard 1; Strategic Objects based on Grand Strategy, Market Development, Program Development)

Dr. Love brought up the difficulties in prioritizing funding for programs. Dr. Bugg responded that setting these goals will move us toward setting parameters that will bring the committees together in making these kinds of decisions. Ann Elliott spoke to Standard 2, and how learning outcomes should drive decisions about planning/funding/budgeting. Dr. Bugg says that if our strategic goals were learning assessment data based, that would require budget for a person to assess the data.

Dr. Love brought up the fact that there are so many both faculty and classified positions that remain unfilled, and productivity is not considered when hiring decisions are made. Dr. Bugg reiterated that without goals and objectives there is no clear and transparent understanding of why and how hiring decisions are made (discussion of how the Department Chair meetings evaluate hiring). Point made that position vacancies are no longer automatically filled; instead the President is looking to fill those positions that most contribute to the college meeting its strategic goals.

The FTES target for Merritt is 3851 out of a District total of 18,830. The managers met this morning, and set a goal of **a 4 or 5 semester plan of study for every degree and certificate program** (based on a comment from the student representative at the last meeting). A spreadsheet will be created to track and verify this. Dr. Love mentioned the difficulties for the students who are not able to get into the classes that their program requires. Bill Cardenas mentioned that we will need this information to run the software program (Degree Audit) that will track degree and certificate completion. Dr. LaMonica mentioned the value of having set course offerings planned out to enable completion. Completion of this FY 13-14 (40%), FY 14-15 (25%), FY 15-16 (35%) suggested. Information will be available on-line & in the catalog.

Discussion of Student Success Committee, and how members are chosen. Student Success Committee will prioritize which of the 22 criteria the College needs focus on and will report to CEMPC. Dr. Bugg said that the College has not adopted a Student Success Initiative. Dr. Love says that we have a supportive culture for students, but that we need to broaden the support beyond those who serve on multiple committees. We need to publicize better where the resources on campus are located. Bill Cardenas mentioned he was here for almost 7 weeks before he knew there was a First Year Program --- but we need to integrate and publicize resources. **The second goal is to increase coordination between programs and services that promote student success and increase campus morale.** The co-chairs brought up the issues of there being no places (except at the Hort. grounds) for students to sit together comfortably outdoors.

Chris requested the Dean's synopses of last year's Program Reviews.

Third strategic goal – could not determine from tape.

Fourth strategic goal – build programs of distinction by emulating field-tested best practices focusing on technology, methodology, and special populations.

VPs will come back with a total number of certificates and degree programs. Dean LaMonica will assist in pulling this information together. Tae-Soon will forward information she got from Sheryl Queen.

The Instructional Deans will provide copies of their synopses of the Program Review to Dr. Bugg.

<b>6. Role of CEMPC in reviewing Program Reviews, especially “Recommendations and Priorities” section.</b>	Chris Grampp spoke to the importance of the committee having access to the synopses that the Deans make of the Program Reviews. Stacy agreed that this information would be valuable for CEMPC, and she would like to see CEMPC have access to the Program Review synopses.	
<b>7. Open forum</b>	Bill Cordenas suggested ground rules for discussion as an addition to the agenda that norms should be established that the co-chairs have the right to move discussion along when discussion becomes prolonged. Dr. Love suggested that agenda items be timed. Dr. Bugg reiterated that fair discussion needs to occur, but it’s important that the committee produce results. Molly Sealund suggested that each member take on the their role in the committee and lose their departmental viewpoint when they come in the committee room.	
<b>8. Assignment of Action Items for Next Meeting and Beyond</b>		
<b>Other Items</b>		
<b>Adjournment</b>		