

MERRITT COLLEGE
Minutes of the CEMPC Meeting
Wednesday, September 12, 2012

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. Anita Black, Dr. Eric Gravenberg, Chris Grampp, Carlos McLean, Dera Williams

Guest(s): Dr. Patricia Stanley, Dr. Stacy Thompson, Dr. Gina LaMonica, Mary Louise Zernicke, Jon Drimmon, David Morales, Audrey Trotter, Jennifer Yates, Ann Elliott, Lorna Pascual, Denise Woodward,

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Approval of Wednesday, Sept. 12, 2012's Agenda	Meeting agenda given over to Dr. Michael Orkin, Interim Vice Chancellor of Instruction.	
Approval of Wednesday, April 12, 2012's Minutes		

Instructional Program Review

Dr. Black spoke to the appropriateness of using the CEMPC meeting time to go over the program review process. She introduced Dr. Orkin, who discussed his background in Peralta and at CSU East Bay and the make-up of the staff at Ed. Services. Annual program updates are being folded into program reviews this year (program reviews are done every three years). His office is generating the statistical data and a structure, but the actual work must be done at the campuses. The handbook used 3 years ago is still current and should be used. The program review for Student Services is under Dr. Ng.

Dr. Orkin demonstrated how to access the necessary statistical data on the Peralta website, which also has the Program Review Handbook which he showed, concentrating on the portions that are to be completed by Department Chairs. He recommended that Department Chairs work from the Program Reviews completed 3 years ago. Diana Bajrama of COA is available to help with SLOs. Dr. Black mentioned that SLOs could be cut and pasted from CurricUNET. Excel or pdf reports from CurricUNET can just be attached to the Program Review according to Dr. Orkin.

David Morales asked about the definition of a "program". The answer is that the college decides what a program is for the purposes of the program review.

The data covers a 3-year period. Either cut and paste or attach to the program review narrative. You can analyze your department's performance in relationship to the college's as a whole.

Dr. Audrey Trotter asked about how the Learning Center should be evaluated. Dr. Orkin suggested she use SARS to get data on the Learning Center.

Dr. Siri Brown asked if program review should only be done for those disciplines that have been defined as a program, which Dr. Orkin agreed would be sufficient if the College VP₂ agrees.

There are 3 large pdf APU data files that can be printed by individual page.

Jon Drinnon spoke to the necessity of using the data generated to improve the success of our programs and our students, to which Dr. Orkin agreed.

Dr. Trotter spoke to importance for accreditation of dialogue that leads to program improvement based on the evaluation of the data. Several attendees agreed that program review should be used to inform campus hiring and budgeting decisions. Dr. Orkin mentioned that attendance at the District PBI and Ed meetings are open to all --- the meeting schedules are on the Peralta website.

Please email Dr. Orkin if any of the data seems questionable or if you are unable to understand its meaning.

Christine Olsen asked about the definitions of programs, disciplines & subjects. Dr. Black suggested that program reviews should apply to those disciplines that have resources attached to them. Smaller disciplines can be folded into larger disciplines. She used folding Economics into Business as an example.

David Morales mentioned that individual disciplines received data that was already populated into the reports in the past, which was done in the past by our college researcher. Since the that position has been eliminated, and Dr. Orkin's staff is greatly reduced, Department Chairs will need to access and attach the necessary data. Dr. Orkin said that the data is consistent for everyone, and that all disciplines will be reviewing for certain standard measures. Dr. LaMonica mentioned that each discipline should focus most closely on the areas that need improvement.

These program reviews are due to your dean by Friday, October 5. Please summarize and bullet-point your review, and send to your dean electronically.

Other Items	None.	
Adjournment	Adjourned at 4:35pm	