

Meeting Minutes**August 28, 2020****12pm – 1:30pm****ZOOM ID: 930 3669 8675 - PASSWORD: 384950****MEMBERS:**

VOTING – List full name below, identify which constituency group each individual represents			
x	Hilary Altman	x	Denise Richardson
x	Marie Amboy	x	Margie Rubio
x	Lilia Chavez	x	Denise Woodward
x	Arja McCray	x	SLO Rep: Laura Forlin
x	Lilian Pires	x	Michael Cooper
NON-VOTING – List full name below, identify which constituency group each individual represents			
x	Dan Lawson (Co-Chair, IEC)		Chair, Budget
x	Courtney Brown (Chair, Technology)		
	Chair, Facilities		

GUESTS: David Johnson, Tom Renbarger, Nghiem Thai, Heather Casale

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:01 p.m.	
II. Adoption of Agenda	Agenda was adopted with changes, without objection.	Chair – Email to Merrittgovdocs@peralta.edu
III. Approval of Minutes	Meeting minutes were approved with/without objection.	Chair – Email to Merrittgovdocs@peralta.edu
IV. Action Items/ Presentations	<p>Elect Chair Hilary Altman elected chair by unanimous vote.</p> <p>Review/Approve Bylaws Changes made to bylaws to include meeting eligibility requirements and commission policies as part of our charge. Added to the committee charge ensuring that the website is in compliance with all ACCJC requirements.</p>	Chair – Get bylaws to College Council for approval.
V. Standing Items	<p>Assessment – Laura: Emails sent out to all three divisions. Focus has been on academic areas. Looking for an SAO coordinator to replace Marty Z. We are asking departments to forward information, in a variety of formats. Allied Health departments are turning in external accreditations and we are forwarding it to Nghiem. There is documentation on the SLOAC website, including minutes and the templates.</p> <p>Nghiem: Discussed this at the SLOAC Committee. Program Review and APU are central location and proof that we do planning and budgeting.</p> <p>Heather: Marty Z. facilitated Service Area Outcome discussions and tracked it. I don't know if this is sustainable.</p>	SLOAC: New SAO Coordinator & a tracking or documentation method for evidence

	<p>Margie: We stress the importance of the SAOs and how we collect data. We use the surveys to collect data. And we use this in our program reviews. Now our service areas collect data directly from students. For the Welcome Center, that gets documented on a mater spreadsheet.</p> <p>Lilia: In our meetings we documented it in our agendas, I provided a packet with our documentation, and when we participated in Assessment Week and we put up our vision boards.</p> <p>Nghiem: Each department has its own responsibility to document, compile, and store evidence. This is sufficient for accreditation needs.</p> <p>Accreditation – We need to make sure that everyone has a basic overview. We are going to review the new documents: Participatory Governance and Faculty Handbook and the Master Calendar.</p> <p>Accreditation Day – Merritt’s will be Tuesday, September 8th 11:30am-2:30pm. The district suggested that each college schedule an Accredita-tion Day on Thurs. 9/10 or at another time. Discuss the questions posed on Flex Day with a wider audience and more time. Questions regard the integration of all areas of accreditation, including the mission, assessment, resource allocation process, and role of participatory governance.</p> <p>Measurable Goals for the Committee: Ideas:</p> <ul style="list-style-type: none"> • Support Merritt College to get fully accredited. • Ensuring an ongoing and continuous process of accreditation. • Increasing the knowledge of how and why and what we do are interconnected with the mission and maintaining evidence of that. • Helping to educate all members of the college community (see DW) <p>Stefanie: Accreditation impacts everyone because if we’re not accredited – we can’t operate. With everything that we do, it should speak to the standards. As a college, we want everything that we do to link to the mission. There is often a disconnect between the level of engagement and the evidence of those interactions.</p> <p>Denise: We could educate the college community with information sessions to help them connect with the work that they do and make them understand they are part of process.</p> <p>Lilia: Emphasizing the accountability that everyone is responsible for documenting and making sure the evidence is there.</p>	
VI. New Business	<p>Opening Week Communication Dan: Zoom office hours at Welcome Center working well. It’s helpful to have a point of contact that’s a virtual space.</p>	Chair: Follow-up with DE and Managers:

	<p>Dr. Richardson: Do we have student ambassadors?</p> <p>Margie: The first week, the student activity was available and the Welcome Center – led by Doris Hankins – was open.</p> <p>David: Is there an opportunity to hire more work-study students to help manage that load?</p> <p>Margie: Yes. Working with Carmen and would like to hire some bilingual students to help meet the need. We need to do a FERPA training so students can help each other with enrollment via Zoom.</p> <p>Hilary: Please draft an email of what you need so we can send out FAS.</p> <p>Nghiem: Issue at the library. There are a lot of students who need help with CANVAS (accessing, navigating, getting used to using it). Is there any way we can hire student ambassadors to assist students with this task?</p> <p>David: On our website, we could put together a youtube video on how to navigate CANVAS.</p> <p>Lilia: There are already CANVAS links on the website. Faculty need to publish their courses. Because of Covid and remote learning, there is an increased need.</p> <p>Denise: What if we had online office hours with student ambassadors?</p> <p>Margie: We have had the same 3 issues with CANVAS. Students have access, but they get an error message saying “page not found.” Then they have to email CANVAS@peralta.edu. Then they need to email the teacher if the class is not published. In addition to the FAQs, we need give students these 3 items. We can hire more student workers. We need a permanent staff person to help monitor the zoom.</p> <p>Hilary: Can someone speak about how students are coming to Campus?</p> <p>Denise: Do we need increased use of social media?</p> <p>Lilia: Doris sent out eblasts to inform students that campus is closed and all services are now remote. We are doing chromebook distribution with specific appointment times.</p> <p>Laura: Are there any trends to why students are showing up on campus?</p> <p>David: Business services – they needed to pay fees and they could not do that online. Also wanted to see a counselor.</p>	<ol style="list-style-type: none"> 1. Emails to faculty to publish CANVAS courses and clarify any live meetings before classes start 2. Reminder for Margie to increase student workers to act as ambassadors to assist students with enrollment. 3. Margie/Lilia – Add to the existing FAQs for students the 3 items students find most problematic 4. Margie/Lilia: Need for permanent staff person to help monitor the zoom 5. Margie: Send email FAS to ask for students with specific language skills to work as student ambassadors
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	Lilia: Students who are technologically challenged and limited language speakers are having more trouble with understanding the confines of remote services.	
VII. Announcements	<ul style="list-style-type: none"> • Accreditation Day –Tuesday, September 8th 11:30am-2:30pm • Fall Planning Summit – Friday, 9/18 - Will include: Goals for the academic year, Delivery of the new APU Template, Reminders of the importance of Program Assessment and any new processes, and discussion of the mission statement review/approval cycle, roll out of the Educational Master Plan. 	<ul style="list-style-type: none"> • Send out reminder email
VIII. Adjournment	Meeting adjourned at 1:31 p.m.	