

Meeting Minutes**January 29, 2021****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 (Faculty, Communication)	x	Denise Richardson (VP of Instruction)
x	Marie Amboy (Dean, Division III)	x	Margie Rubio (Classified Staff, Student Services)
	Lilia Chavez (VP, Student Services)		Denise Woodward (Classified Staff, Division I)
x	Arja McCray (Faculty, Biology)	x	SLO Rep: Laura Forlin
x	Lilian Pires (Classified Staff, Business Office)	x	Michael Cooper (Student, ASMC President)
NON-VOTING – List full name below, identify which constituency group each individual represents			
	Dan Lawson (Co-Chair, Institutional Effectiveness)		Chair, Budget
x	Courtney Brown (Member, Merritt Technology Comm)	x	Nathan Pellegrin (Co-Chair, Institutional Effectiveness)
	Chair, Facilities		

GUESTS: Lisa Webb

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:02 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. Standing Items	<p>SLOAC Report:</p> <p>LF: SLOAC is focusing on tracking assessments beyond SLOs (Which we track using an Excel chart). For each course, we should be assessing all SLOs within each 3-year cycle - but we know it's nearly impossible to reach the 100% goal. We are going to add in our APU Validation information for PLOs and ILOs into our tracking. We (along with the Accreditation Committee) will be assessing two ILOs this semester - SP '21 - (Communication on Feb. 19th and Critical Thinking on the March Flex Day). We are working with Henry to update our website with our Learning Outcomes tracking.</p> <p>Accreditation/ISER Draft Update:</p> <p>DR: Thank you to everyone here for your support and help on completing the ISER. Dr. Johnson and I met with the ACCJC visiting team today. They are very supportive and stated that our ISER is clear and well written. They provided us with a guide for the online (virtual) visit with the team. The guidelines are specific and we will review those. We are now working on providing a welcoming greeting for the team. Dr. Johnson told them we are working on updating our website and that it</p>	

	<p>is an area of growth for us. He also addressed that we are planning to hire a VPAS, so they know it is an area where we are in progress. They have requested a mini-report on our progress since the report was submitted. We want to get that out next week. The ACCJC team said they are focusing on “clarifications,” to get more information on anything written in the report. They will review samples of CANVAS courses from FA 2020 and will separately look at classes that were planned as DE as opposed to courses that transitioned to online, due to the pandemic.</p> <p>HA: They also require that we have two open forums for anyone who wants to speak with the team, where the President of the college is not allowed to be present, so everyone feels free to speak their minds. The final ISER Report was submitted in December. We have an Accreditation Day planned for Friday, Feb. 19th. [The agenda was shared] The ACCJC will ask to speak with specific representatives, where they want to get clarification, as well as those who worked on writing the ISER. Experts in specific areas may also get called. There will be 3-4 days of meetings and the ACCJC Team dictates who they want to see. We are hoping to have the more detailed schedule to present on our Accreditation Day on Feb. 19th. We will record our Accreditation Day presentations and make those available afterwards. The ISER is posted to the Accreditation Page on our website.</p> <p>We need to thank the ISER Steering Committee - Nghiem, Stefanie, Denise, David, Tom, Nathan, Dan, in addition to myself for completing a high quality ISER.</p>	
<p>IV. Old Business</p>	<p>Student Enrollment and Admissions Issues</p> <p>HA: In FA ‘20, we found from a student survey that 1 in 4 students had challenges with enrolling in classes. We had a series of meetings with an Ad Hoc Student Enrollment and Admissions Issues Steering Committee late in FA ‘20 to address these issues. The steering committee included faculty, classified staff, students, and administrators. Dr. Chavez is not here to report on updates.</p> <p>MC: From students, we are hearing a concern about classes that are listed as “TBA” (nearly ⅔ of courses for SP ‘21 were listed this way). We need to be clear about whether a course is asynchronous or synchronous, and that if a course is listed TBA that participation/attendance cannot be required. Students are reporting that instructors are stating, in some cases, that these times are mandatory. Students continue to have trouble to pay fees online. Students also stating that classes are not always posted on CANVAS as classes begin.</p> <p>LW: There are efforts to make improvements with A&R. Dr. Chavez stated that she needs additional staff to support this. There is an understanding that there are problems, but we need to “move the needle” on that.</p>	<p>DR: Address Division Deans - Faculty need to ensure students are not required to attend asynchronous classes listed as TBA. Recordings must be made so students can have access to these.</p> <p>MC: Please get details from students to the VPI so the faculty can be addressed</p> <p>LC: Please setup meeting with CB and MTC with A&R</p> <p>DR: Bring up issues of the Scheduler, Automation options, and a manual for critical tasks</p> <p>MC: Suggest to students that they can also access</p>

	<p>DR: These distinctions between asynchronous vs. synchronous classes has been made clear to faculty through Division Meetings and emails. However, we need to follow-up.</p> <p>CB: The MTC has reached out to A&R to advocate for improvement in the process and workflow, but we have not heard back - there has not been engagement from their end. We would like to help them upgrade their online system and we want A&R to drive this conversation.</p> <p>LW: The Strategic Enrollment Management Consultant for the district told us exactly what CB stated - we need to automate.</p> <p>AM: We need to consider the workload on one classified staff member who schedules all of these classes. Can we make this amore efficient system for the scheduler, with specific options? Also, do we have a trained backup in the case where something might happen to our Scheduler (JF).</p> <p>DR: Excellent point. We need to do some cross-training, contingency plans, and a manual for critical tasks.</p> <p>MR: Many students go directly to A&R for enrollment. In support - the Welcome Center is a good and available access point for students. The WC is also short-staffed, but we are responding to students by phone, email, and online. We also need to address ensuring that faculty honor SAS accommodations.</p> <p>HA: Your SAS Counselor should be your advocate with faculty. Students have the right to get their accommodations.</p> <p>LP: Regarding payment processing, there will be a system upgrade in February which will hope to address these issues for students. Firefox and Internet Explorer are the preferred browsers - many issues are with Google Chrome.</p> <p>NP: Automation has come up in MTC and this should also be a role at the District Tech. Committee. I will bring this up in the March meeting so we can leverage the district resources.</p> <p>Improvement Plans:</p> <p>HA: shared the three improvement plans from the ISER, confirming that we are making progress on these items. The areas are using disaggregated data and addressing equity issues (Standard I.B.), Program and Institutional Level Outcomes Assessment (Standard II) and ensuring the ASMC and Student Activity Director have proper training and that student government has a strong voice. Details of each were provided.</p> <p>NP: There was a flex day workshop on using Power BI to access disaggregated data. The recording has been posted on the PDC website. I review the public reports by demographics for student success and achievement. The Student Equity Committee detailed the data analysis and support of equity planning. We have not yet</p>	<p>the Welcome Center for issues with A&R</p> <p>DR: Include in the Mini-Report for ACCJC the new payment processing plan LP brought up</p> <p>DR: Make sure Deans pass on to faculty that SAS Accommodations are to be honored. SAS students need to feel safe.</p> <p>HA: Follow-up with SAS to ensure they reach out to faculty about accommodation law.</p> <p>NP: Bring automation into next District Tech. Committee</p> <p>NP: We need to present disaggregated data info. to the BOT (even via email) this month</p> <p>HA: Follow up with Marie to get more video content from Peralta TV and with Laura regarding Landscape Hort. videos</p>
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	<p>scheduled reporting disaggregated data out to the BOT. I need to check on ensuring this is on the calendar for the BOT to review it.</p> <p>Participatory Governance Handbook</p> <p>HA: Looking for the February meeting of the College Council for approval.</p> <p>Accreditation Visit Prep</p> <p>We need to make sure people have their “Accreditation Everyday” shirts. We are also creating a “virtual” visit with video tours of specific departments. There will be a general tour given by the President and VPI. There are 10 CTE 30-second videos, Microscopy, Kinesiology, and the Africana Center also have great videos we are going to use.</p>	
V. New Business	<p>Review: Mission Review and IPB Cycles</p> <p>HA: Briefly review both the mission review and IPB Cycles with the committee. Mission Review is a 5-year cycle. Most recently, at our January Flex Day, the President presented where we are in this process and NP sent out a survey to all community members. NP: We may send out a 2nd survey as a follow-up. At the March Flex Day, we plan to present multiple versions of the mission statement and will seek feedback. The IPB Model is on a one-year cycle. These two cycles are important to nearly every ISER Standard, as our mission guides us and the IPB cycle defines our planning, budgeting, and resource allocation process.</p> <p>Updating our Website:</p> <p>HA: We want to make sure our website is accurate, as well as nicely presented. I will ask each of you to liaison with your participatory governance committee this week to ensure they fill out the “Website Update” form Nathan created. Please encourage the committee chairs to complete these ASAP. There is also a Department/Program/Service Area website update for Chairs, Coordinators or Directors to fill out.</p> <p>MA: Division III is working on this already.</p> <p>NP: The form has spaces for both updates/additions and also for anything that needs to be deleted (missing links).</p>	<p>NP: Please update the IPB Model revision date to be accurate</p> <p>HA: DJ - Send out the link for the ISER to the college along with the Accreditation Day announcement</p>
VI. Announcements	<ol style="list-style-type: none"> 1. Accreditation Day - Friday, Feb. 19th - 10am-3pm 2. Institutional Learning Outcomes Assessments Workshops: <ol style="list-style-type: none"> a. Communication - 2/19 Accreditation Day b. Critical Thinking - 3/18 Flex Day 3. Next Accreditation meeting is 2/12 4. ACCJC Visit March 1st-4th 	