



1. Announcements

Drew: proposal for FLEX day to have something on the integration of google and Canvas. Looking for more ideas to fill the morning session.

Enrollment management taskforce report out: at last meeting looked over the Spring 2024 schedule, had concerns over looking at other department's schedules, Robert is not sure what the taskforce is supposed to be doing under the heading of Strategic Enrollment Management. Laney and BCC have advantage of enrollment. Should we consider other college's schedules when we create our owns. Making last minute changes is tricky for PT faculty. If anything is set up for Fall, it needs to be set up early before the 1<sup>st</sup> draft of the schedule. Has there been any discussion about other colleges offering different modalities, like science classes with online labs? Any issues around instruction, it's a 10+1 issue. Last week at Senate, Drew brought up offering more courses fully online; UC schools don't accept fully online degrees.

2. Student Services Presentation – *Louie Martinez, Y McFarland & Fathia Mohamed*

Next up is program for Foster Youth. There's 10 students this semester and there are students on campus who don't know about this program. If we hear that a student is a foster student, we should refer them to Fathia ([fmohamed@peralta.edu](mailto:fmohamed@peralta.edu))

3. VPI updates – *Maurice Jones*

Program Review/APU: If you have questions about Program Review/APU, email Maurice & Andrew Park ([bpark@peralta.edu](mailto:bpark@peralta.edu)).

4. ZTC – *Olga Fish*

Update: we have to comply for Fall 2024 with the requirements of coding our classes per XB12 coding. Olga will send a cheat sheet about what it is and how to code it. At CoA, department chairs are supposed to collect this info while working with draft schedule which we have been doing manually. Other colleges have been doing this differently. Olga will have open hours. The document will consist of descriptions and questions about coding. Basically, if you have zero cost, materials with \$50 or less and "everything else".

Second update: CoA has \$180K to promote conversion of designated programs to ZTC. All the courses that qualify faculty will work to convert the classes to ZTC. There is additional money that may come; the application has been sent. The additional money needs signatures from deans and administrators.

Are there guidelines from the state about conversion?

Need to assemble a team that can combine all of the information.



5. By-Laws – *Vanson Nguyen*

Merritt College has basic by laws about how the meetings are run, things like what it means for majority for voting. It's essential ground rules for new chairs or if there's a transition for chair of chairs. President Fowler suggests we can have a subcommittee to go through this and present back to the larger group.

<https://www.merritt.edu/cdcpd/bylaws/>

Thoughts about adopting by-laws: would we adopt Robert's rules of order as something to consider, process for making agenda item requests, clarify what the leadership structure of committee is, define who we are as a group, what's considered for responsibilities for chair and prepare chairs for things like program review or evaluations (should be dealt with at these meetings), is this an open meeting or not, from PFT perspective we are not administrators.

Volunteer team: Jane M, Jennifer Fowler, Robert Brem, Vanson Nguyen

6. Attendance: Blair Norton, John Taylor, Jody Campbell, Derek Piazza, Leslie Reiman, Cady Carmichael, Jennifer Fowler, Vivian Virkkila, Drew Burgess, Jayne Smithson, Didem Ekici, Sue Altenbach, Jane McKenna, Vanson Nguyen, Maurice Jones
7. Guests: Will Ochoa, Fathia Mohamed