

4/22/2016 MERIT Meeting

1:30 - 2:50

Boardroom

In attendance:	Absent:
Ann Buchele Bev Dunnigan Justene Malosh Justin Smith Sally Widenmann Andrew Feldman Pam Gordon Jen Clark	Christy Stevens Dave Henderson Richenda Hawkins Bruce Clemetsen Darci Dance Jess Jacobs Katie Winder

Agenda:

- Training for Council Members
 - Why - Should there be some training on what it means to be a council member, what and how strategic initiative requests work, and what is expected?
 - What does it mean when a council approves strategic initiative requests? All councils might not be on the same page about this.
 - Can we come up with a clear set of guidelines for approving items and making decisions, specifically with respect to how we approve strategic initiative requests?
 - Ideas to include:
 - Come up with a ranking system for requests, ranking level of importance.
 - Do we need training on how the budget and strategic initiative dollars function for each council? Does each council understand that there is a competition for a finite amount of strategic initiative money - consider this in the guidelines.
 - Clear guidelines for approving items
 - Find out what the Budget Team needs - include this in a live document of rankings for all councils. Each council needs to have a point person to be responsible for maintaining this list, and sharing it with Ann, MERIT, and Budget Team.
 - Councils should consider if the request fits in with the Guided Pathways vision, and if it fits in with the council's goal for the year, ask "does this request move the work of our council forward?".
 - Fall in-service - is this a good time to do this training?
 - What does it mean to be a member of a council, is attendance mandatory?
- Preparing for end of year reports on each Council's performance measures (our May 27th meeting)- what do we want presented and how do we want it presented?
 - Each of the three councils will report to MERIT on how they did on their respective goals for the year
 - Suggestion: give them a structure to follow for their report;
 - Include the following:
 - Data on this year's goal
 - What has been done
 - What workgroups were done, what has been ended and started
 - Justin will put a template together by the end of next week. (JUSTIN)

- MERIT- Summer Retreat and May meeting (Friday before a holiday... are we all going to be here?)
 - Jen will reschedule the meeting because it is set for the Friday before Memorial Day (JEN)
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- Representative from Faculty Senate on MERIT?
 - UPDATES for MERIT Attendance: Atd members change to Guided Pathways representatives
 - Spend some time during summer retreat to talk about membership (SUMMER RETREAT AGENDA)
 - Faculty Senate v Faculty Association - a representative from each of these would have two very different and unique perspectives
- Sense survey - next steps
 - What do we want to do with this data? Brainstorm ideas:
 - Spend more time diving into what we found and what we didn't find
 - Is it telling us something, or is it not a good instrument?
 - Can we do student focus groups to see what the students understand and do not understand - are the questions clear?
 - What groups should work on this? Academic Foundations, Counseling and Advising - sit down, talk through it and see what we gained from this, and how we can use this information to improve
 - Guide Pathways should be the focus for items of improvement - give goals to a certain area, like Jason's area (Academic Foundations) and focus on making improvements in this area and then reporting back to Ann
 - Do we want to do student focus groups to see if they understand the questions, the same way the questions are intended?
 - Can we do the survey in DG next time? Then explain what the survey means and why it is important. - This would have a more positive impact and reach the students the survey is meant to reach, and not take instructor time from other courses - could be built into DG as curriculum
 - Have DG Committee consider administering the SENSE Survey during DG (ANN will talk with DG Committee)
- Update: Accreditation Report - readers, links, etc...
 - Almost all first drafts are submitted
 - Second drafts are due on May 23rd
 - Are there volunteers to be readers, link checkers, etc to proofread?
 - Excited for a good visit in October!

Next meeting: ~~Friday, May 27th, 2016~~ DATE CHANGE COMING

Action Items:

- Jen will reschedule the meeting because it is set for the Friday before Memorial Day (JEN)
- Justin will put a template together by the end of next week. (JUSTIN)

Action items specific for Ann:

- Have DG Committee consider administering the SENSE Survey during DG (ANN will talk with DG Committee)

Initiative Request Tracking (DRAFT):

MERIT	VICE	PROGRESSION	WEVC	
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Core - Lease our services - (IR)		College Image Assessment		
Closing the Loop on Assessment - MAC Team for In-service, Part-Time Faculty		New Scholarship Support Software		
VIE - Virtual Information Executives Strategic IT Assessment - Michael Quiner		New Student Center (Year 2)		
Schedule Staff - Curricular Issues		Academic Affairs		

Minutes prepared by Jen Clark
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