

Merritt College

Accreditation Follow-Up Report
 Inspect what you expect!

Steering Committee Meeting
Wednesday, March 30, 2016
Learning Center, Room L126
1:00 p.m. – 2:00 p.m.
Meeting Minutes

Present: Walter B. Johnson, Nghiem Thai, Ann Elliott, Kinga Sidzinska, Stefanie Harding, Arnulfo Cedillo, Daniel Lawson, Maril Bull, Chris Grampp, Tina Vasconcello, Samantha Kessler

Absent:

Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Welcome	The AFR Chair reminded everyone that the group has been working together on Accreditation for the last seven months. The AFR Chair thanked everyone for staying on track.	
II. Approval of March 16, 2016 AFR Steering Committee Meeting Minutes	M/S/P with amendments Dan Lawson Abstained	Amend the following: 1. 4 th paragraph in Agenda Item 4 2. Make corrections to the agenda item numbering Look at old minutes and review recommendations that have been made. For example, follow up on the recommendation of having a Mock Visit and Training the Trainers session.
III. Progress Report on Edited College Recommendation Written Narratives	AFR Chair reported that we are still on target with AFR timeline. Collated draft is not yet available.	



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	<p>Completed College Recommendation edits to date: CR 1 and CR 2. CR 7 is mostly completed; however, we are waiting for additional evidence documents. Three year trend data on faculty and tenure track evaluations have been received. The three year trend data on classified staff and administer evaluations are still outstanding. We need numbers and data on completion; 2013-2014; 2014-2015; 2015-2016 from President’s Office.</p> <p>AFR Chair updated that the Core Team received and reviewed the Learning Assessment Report & Acceleration Plan from SLOAC. CR 6 has been edited by the AFR Writer and AFR Chair. It is completed and returned to CR6 Committee for review and collection of evidence.</p> <p>AFR Chair recommended that when we speak of assessment in our written college wide documents, we do so in the following sequential order for consistency; SLO, PLO, SAO, and ILO.</p> <p>The next CR narrative to be edited will be CR 4, CR8, CR3, CR9 (some items were received), & CR 5.</p> <p>In addition to the AFR Steering Committee, Steering Committee agendas will start being emailed to FAS.</p>	<p>Dr. Vasconcellos recommends that CR 6 is distributed with the SLOAC Report, Learning Assessment Report & Acceleration Plan</p>
<p>IV. Proposed AFR Steering Committee Town Hall Meeting</p>	<p>Proposal of AFR Town Hall Meeting for Wednesday, April 13, 2016, 1:00 p.m. – 2:00 p.m.</p> <p>The campus wide Town Hall Meeting is a way to broaden our discussion about the accreditation process. This will be the first of several proposed AFR Town Hall meetings. The goal is to facilitate broad based dialogue regarding accreditation.</p>	



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	<p>College Recommendation narratives that are completed will be disseminated for review at this time.</p> <p>Feedback from the group regarding the Town Hall meeting included:</p> <ul style="list-style-type: none"> - How to get all faculty, administrators and staff (FAS) to participate in Town Hall? Suggestions included having food, drinks, making it a less formal and connecting College Recommendations to FAS everyday work life on campus. - Group members also talked about simplifying information so it's easily understood by individuals who have not participated in the process thus far. - It is important to instill urgency and relevancy to the College to encourage full participation. - A recommendation was made to extend the Town Hall sessions to more than an hour. The group agreed to extend the Town Hall meeting by 30 minutes. - A member suggested that each Steering Committee Member should forward the invitation to colleagues and personally invite them to the Town Hall meeting. It was mentioned that colleagues are more responsive when a personal contact is made. <p>Optimally, CR1, 2, 7 & 4 will be completed by the Town Hall Meeting</p> <p>The group will determine how to present CR 6 at the Town Hall meeting. Projecting forward, the AFR Chair reminded the group that we will also need point people to dialogue with and</p>	<p>Identify CR 6 point people who will meet with the External Evaluation Team when they visit in October 2016. Follow-up with President</p>
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	<p>serve as resources for CR 6 and all assessments when the External Evaluation team visits.</p>	
<p>V. March 28, 2016 District Accreditation Follow-Up Report Meeting</p>	<p>AFR Chair and Co-Chair attended a District Accreditation Leads Meeting at the District facilitated by Dr. Annette Dambrosio regarding District Recommendations. Highlights included:</p> <ul style="list-style-type: none"> - ACCJC wants concise and short reports. - ACCJC Teams want live evidence links that are not broken. The links should show exactly what we want them to see. (i.e. the link goes directly to a PDF copy of a specific page within a multi-page report). - The new language for “Closing the Loop” is now “Continuous Loop.” <p>District timeline:</p> <ul style="list-style-type: none"> - District narrative draft to Planning and Budgeting Council, April 29 and again in May 2016. - All College AFRs completed by May 2016 - AFR writing may continue throughout June, July and August 2016 - AFRs will be presented at Fall 2016 District and College Flex Days - Peralta Community College District Board Approval of AFRs, September 13, 2016 - Delivery of College AFRs to ACCJC, Friday, September 30, 2016 <p>District is looking for each campus to identify critical readers to read the District Recommendation (DR) narratives. The AFR</p>	<p>Correction: PBC is April 27 not 29</p> <p>Get update from President regarding point people to read District Recommendations</p>



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	<p>Core team met with the President to identify Merritt appointees. President has not finalized the list of point people to read the DRs, as discussed at the March 16, 2016 Steering Committee meeting.</p> <p>It was suggested at the District meeting that Colleges read each other's AFR drafts.</p>	
<p>VI. AFR Steering Committee, Co-Leads, Sub-Committee Members, and Administrator Liaisons April 2016 Work Plan</p>	<p>In order to broaden the perspectives of the AFR Co-Leads and Sub-Committee team members, accreditation knowledge and support for a cohesive Merritt College AFR, the AFR Core Team asked CR committees to read each other's narratives.</p> <p>A suggestion was made for CR Committees to read one another's CR narratives. CR Committees that have similar or overlapping Standards were grouped to read one another's narrative. Suggested CR groupings were as followed: CR 1 & CR 2; CR 3 & CR 8; CR 4 & CR 5; CR 7 & CR 9. However, everyone was asked to read CR 6 because it affects the College as a whole.</p>	
<p>VII. AFR World Café Pre and Post Survey Results Summary, January 22 and February 19, 2016</p>	<p>Dr. Kelly summarized the findings from the World Café 1 and 2 Pre and Post surveys.</p> <p>Compilation of the surveys indicates :</p> <ul style="list-style-type: none"> - Participants are clearer about the accreditation timeline. - Participants are clearer about the importance of SLO assessment. - Clearer on several institutional processes, Integrated Planning and Budgeting Model and Educational Master Plan 	



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	<ul style="list-style-type: none"> - Survey results from the second World Café session indicated that there was a reasonable confidence level in articulating the critical institutional processes if handouts are available as references. <p>Areas of concerns include:</p> <ul style="list-style-type: none"> - Workshop only reached 39 college constituencies - Majority of people from the second workshop were returning participants - Attendees understood the importance of SLOs; however, individuals need more support and training on SLOs. - We can improve on how we use assessment to make improvements and clarify the timeline for completion - Improve how we used data - There was a decrease in understanding Merritt's accreditation status: probation vs warning. <p>We need to integrate and continue to provide information at Flex Days and College Wide Meetings regarding accreditation.</p>	
<p>VIII. ACCJC New Evaluator Workshop Learnings</p>	<p>Dr. Kelly attended the ACCJC New Evaluators training on February 26, 2016 in Los Angeles where new Evaluators were presented with a review and introduced to the new ACCJC Standards, processes and procedures for evaluating institutions.</p> <p>Dr. Kelly highlighted the following:</p> <ul style="list-style-type: none"> - The College needs to make sure information is readily available for the evaluators. Visiting team was really 	<p>Look into how the College prepared and laid things out for the visiting team during the</p>



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	<p>clear that they would like full ease of assess.</p> <ul style="list-style-type: none"> - Dr. Kelly recommended that everyone reads the ACCJC Guide to Evaluating Institutions and The Checklist for Evaluation Compliance with Federal Regulations and Related Commission Polices, which are both on the ACCJC’s Website. These documents provide guides to ACCJC mandates on how we should proceed in the AFR process. - Expect to be interviewed. If you are requested to be interviewed, you will receive adequate notice. In thinking about point people who may be interviewed, we should also think about confirming their availability in October 2016. Backup plans should be in place. The AFR Core Team continues to meet with the President to identify point people for the October 2016 visit. - The workshop reinforced that Merritt’s AFR Team is using appropriate strategies to address ACCJC’s recommendations. <p>Discussion: College Recommendation Co-leads and committee members will need to verify the evidence links to ensure there are no broken links. We will have to create our checks and balance prior to the external team’s visit.</p> <p>Reminder that we need to make sure there is ease of access for the external evaluators during their visit.</p>	<p>last visit (S. Harding, D. Hankins)</p>
<p>IX. Closing</p>	<p>Dr. Trotter stated that she has been privileged to have worked with the AFR Core Team, Steering Committee and Sub-</p>	



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	<p>Committee during the last few months. In the coming weeks, Dr. Kelly will transition into the AFR Chair position. Dr. Trotter will continue to support the accreditation process as AFR Co-Chair. Dr. Trotter will devote the majority of her time in writing/editing the AFR. Dr. Trotter encourages everyone to support Dr. Kelly in her role. Dr. Trotter stated that we should all be glad that she stepped up to assume the role and responsibilities and that she should be given the same amount of support and respect that had been given to Dr. Trotter.</p>	
<p>X. Next AFR Steering Committee Meeting</p>	<p>Town Hall Meeting, Wednesday, April 13, 2016, 1:00 p.m. – 2:30 p.m.. Location TBA</p>	

M/S/P = motion/second/pass