



Accreditation Follow-Up Report

Inspect what you expect!

Steering Committee

Town Hall Meeting, Session 1

April 13, 2016

1:00 p.m. – 2:30 p.m.

Learning Center, L126

Meeting Minutes

Present: Walter B. Johnson, Sheila Metcalf Tobin, Jon Murphy, Frances Moy, Kinga Sidzinska, Nghiem Thai, Norma Ambriz-Galaviz, Chris Grampp, Christine Olsen, Doris Hankins, Anita M. Black, Dan Lawson, Dettie Del Rosario, Ann Elliott, Tina Vasconcellos, Mario Rivas, Arnulfo Cedillo, Mia Kelly, Samantha Kessler, Dinh Truong, Audrey Trotter, Maril M. Bull

Absent:

Guests: Margie Rubio, Jon Drinnon, Jon Murphy, Jennifer Briffa, Mary Ciddio, Tom Renbarger

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<p>I. Welcome/Overarching Purpose of Town Hall Meetings</p>	<p>Steering Committee members were asked to sit with their College Recommendation (CR) groups. Those who didn't belong to CR 1, 2, 4, 6, or 7 were asked to self-select a group based on their interest.</p> <p>AFR Chair welcomed everyone and reviewed the purpose of the first Steering Committee Town Hall Meeting:</p> <ol style="list-style-type: none"> 1. Foster a culture of inclusion and invite discussion 2. Provide an open forum for the college community to engage in broad-based dialogue on Merritt's accreditation processes 3. Distribute College Recommendation draft narratives for critical analysis, feedback on accuracy and any inconsistencies from college constituents. CR 1,2,4,6 & 7 will be reviewed 4. Create a cohesive final Accreditation Follow-Up 	



Accreditation Follow-Up Report

Inspect what you expect!

	<p>Report (AFR) that reflects our standards of excellence</p>	
<p>II. Merritt's Accreditation Processes</p>	<p>AFR Co-Chair provided an overview of the AFR processes to date:</p> <ol style="list-style-type: none"> 1. Gap analysis using the step-by-step framework with references to specific resources materials and examples of evidence for each Standard cited in the External Evaluation report were conducted by nine College Recommendation Sub-Committees last Fall (2015) 2. Initial CR drafts were submitted by CR Sub-Committee co-leads in Fall, December 2015 3. AFR Writer/Editor organized the CR drafts that were submitted by Co-Leads into a standardized format to include recommended Corrective Actions to address deficiencies cited in the ACCJC College Recommendation and in the External Evaluation Report, May 8, 2015. The process required cross-referencing of Standards across CR's to ensure consistency. The College will need to say we meet the Standards according to the External Evaluation report and ACCJC Standards. CR 1, 2, 4, 6, & 7 are completed without a conclusion. There is still a great deal of work left to complete the AFR narratives because the College is still a lot of work to be done this semester. The college is developing, reestablishing and updating key institutional processes, procedures, guidelines and documents. For example, the College is working on the Educational Master Plan which won't be completed until the Fall 2016 semester, Student Learning Outcomes Assessment (SLO) is editing their process. 	



Accreditation Follow-Up Report

Inspect what you expect!

4. AFR Core Team, Steering Committee and the College Administrative Team will continue to facilitate workshops and college wide activities designed to engage all college constituents

Accreditation Progress and Timeline:

1. Edits of CR narrative drafts are in progress and will continue
2. Edits of CR narrative drafts will be edited by cross-referencing Standards with other CR's , mapping/cross-referencing Standards to issues raised in both the specific College Recommendations itself and in the External Evaluation Report
3. Status of edited CR narratives
 - a. CR 1, 2, 4, 6 completed
 - b. CR 7 –pending receipt of required evidence documents
 - c. CR 3- in progress week of April 11. Should be completed by Friday
 - d. CR 5, 8 and 9 to follow
4. We are in the process of archiving AFR process and making it accessible

Staying on Course with Merritt's Accreditation Processes

1. Any new processes need to be sustain and cannot be something that we do just to answer a report.
2. We need to ensure that the corrective actions and processes are sustainable and consistent with what is written. If changes are made to calendars and processes, we must document and justify the changes
3. Accreditation committee should meet monthly after



Accreditation Follow-Up Report

Inspect what you expect!

the October 2016 ACCJC visit because we must meet requirement for midterm report.

4. We will have another year to meet CR 6 and CR 7 requirements. More than likely, we will not be 100 % on primarily on Classified Staff evaluations or assessments, however we can demonstrate that we have an accelerated plan and will be done during 2016-2017
5. If we should have follow-up activities for CR 6 and CR 7, The College will only have one more year (2016-2017) to correct any and all deficiencies.

Discussion

1. The group discussed the need to document policies and processes as well as having the ability to access them. In addition, there must be follow-up and follow through at the administrative level. Currently, the four administrative processes (Integrated Planning and Budgeting, College Educational Master Plan, Student Learning Outcome Assessments and How Data is Used for Planning and Assessment) have been updated and documented.
2. A comment was made in the group that faculty and staff should be the keepers of institutional history due to the high turnover in administrative staff. Faculty and staff are typically the ones who have the historical institution history
3. A member of the committee stated that Merritt's website houses many of the Institution's participatory governance documents and they are assessable to the public
4. The suggestion was made that there be a



Accreditation Follow-Up Report

Inspect what you expect!

	<p>communication model where faculty, administrators, staff and students can assess answers to questions about processes. In addition, we should have accessibility on how to get changes made. Perhaps a dropdown menu on the website to guide the reader</p> <p>5. M.Rivas stated that on April 25, 2015, the IEP group will return to follow up and work with Merritt on the recommendations</p> <p>AFR Co-chair asked the members to bring this information from this discussion back to their Departments, Senates, Committees, etc. so everyone can be well verse that changes should be documented</p>	
<p>III. Introduction of the College Narratives/Goals and Objectives of Town Hall Meeting Session</p>	<p>AFR Chair introduced the Co-Lead faciliators for the CR Break-out Session:</p> <p>Cr 1: Chris Grampp and Kinga Sidzinska CR 2: S heila Metcalf-Tobin and Doris Hankins CR 4: Dr. Siri Brown and Samantha Knappenberger CR 6: Dr. Tina Vasconcellos CR 7: Christine Olsen</p> <p>A review of the goals and objectives of the Town Hall was given by the AFR Chair</p>	
<p>IV. Break-out Sessions Notes</p>	<p>See attached notes</p>	
<p>V. Closing</p>	<p>AFR Chair thanked everyone for participating today. Future Town Hall Meeting to be announced.</p>	
<p>VI.</p>		

Merritt College



Accreditation Follow-Up Report

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VII.		
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M/S/P = motion/second/pass