



**College Recommendation 1 Sub-Committee  
 Meeting Minutes  
 November 12, 2015**

**Present:** Steve Pantell, Juana Martinez-Rodriguez, Chris Grampp, Tom Renbarger, Lawrence Lee, Elaine Wallace, Lilia Chavez

**Absent:** Kinga Sidzinska, Anthony Powell

**Guests:**

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<p><b>I. Review of Steve Pantell and Anthony Powell’s draft of response to Accreditation Follow-up Report questions which was submitted to committee members</b></p>	<p>Group reviewed draft and discussed different points including:</p> <p>Lilia Chavez confirmed that she secured a copy of the power point presentation, “Strategic Planning and Implementation: A Process of Continual Improvement for College Mission Statement” which was presented by Dr. Bugg in 2014. She also presented to the committee a copy of feedback from the presentation.</p> <p>Clarity is needed on where the Mission Statement should be posted on campus. And, who on campus is responsible for posting. Is there a compliance officer at Merritt who should be responsible for this? Should CEMPCE determine this?</p>	<p>Both documents to be submitted with this sub-committees final report</p> <p>Chris Grampp and Kinga Sidzinski will integrate the previous draft of answers to Follow up Report Questions with the draft / narrative provided by Steve Pantell and Anthony Powell. Chris will send this to committee members before the meeting next week for discussion and possible approval. The same format of the report will be retained which will be finalized by Jennifer Kennedy.</p>



Accreditation Follow-Up Report

Inspect what you expect!

<p><b>2. Review of revised Mission Statement Flow Chart prepared by Chris Grampp</b></p>	<p>Chris Grampp presented his revision of Mission Statement flow chart which he simplified without details. He submitted this to Dr. Mario Rivas, Academic Senate President and got positive feedback.</p> <p>It was suggested that somehow reference to made on the flow chart to alert reader where to find more details of the processes involved</p> <p>Flow chart does not include posting of new Mission Statement</p>	<p>Chris Grampp to add a note to the flow chart, "please see attached document for details of each step"</p> <p>Chris Grampp, will add 1 more step last step to the flow chart, "Mission Statement will be implemented and posted throughout the campus</p>
<p><b>3. Report by Juana Martinez on posting of Mission Statement on College committee webpages</b></p>	<p>Juana reported that a majority of committees of the College have the Mission statement on their web pages. A list and status was submitted to Chris Grampp</p>	