



**College Recommendation 3 Sub-Committee
 Meeting Minutes
 October 14, 2015**

Present: Alexis Alexander, Anita Black, Dettie Del Rosario, Ray Chamberlain, Lorna Pascual, Nghiem Thai, Mary-Louise Zernicke

Absent: Cie-Jae Allen, Cynthia Alvarado, Brock Drazen, Ron Nelson, Mario Rivas, Tina Vasconcellos, Charlotte Victorian

Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Sub-Committee Membership	<ul style="list-style-type: none"> • Allen indicated that she is busy during October, but will be able to participate in November. • Drazen is also a co-lead on another recommendation, so he may drop out of this sub-committee. • Vasconcellos notified the Co-Lead of her absence from this meeting. 	
II. Main Themes	<p>Black identified two main themes in the external evaluation report:</p> <ol style="list-style-type: none"> 1. Merritt did not provide evidence of 1) the systematic and consistent implementation of an integrated planning process, which ties assessment and program review to resource allocation, and 2) the regular evaluation of its planning processes to “close the loop.” 2. Merritt has not established an institutional structure for the systematic assessment of SLOs to ensure continuous improvement of student learning. 	
III. Key Issues	<p>The Sub-Committee reviewed the sections of the external evaluation report pertaining to standards I.B, II.A, II.B, II.C, III.A, III.B, III.D, and IV.A and highlighted the following issues:</p> <ul style="list-style-type: none"> • Assessment data reported in the ACCJC annual college reports are higher than the figures recorded in 	



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	<p>Taskstream (pp. 33-34).</p> <ul style="list-style-type: none"> • Merritt’s planning processes are not informed by research and data (p. 34). • Merritt’s 2014-17 strategic goals and objectives have not been communicated to the campus (p.35). • No evidence was provided to corroborate systematic program review and use of assessment results for course and program improvement (p. 38-39). • Only four programs have PLOs included in the college catalog (p. 43). • Program reviews have not been conducted for all student services areas (pp. 48 & 50). • Program reviews have not been validated (p.53). • Merritt does not have adequate staffing to support its mission, goals, and plans (pp. 55 & 60). • Merritt does not have an enrollment management policy or process (p. 69). • The College’s budgeting and planning processes have not been evaluated, because they have never been fully implemented (p. 73). 	
<p>IV. Division of Labor</p>	<p>Since Recommendation #3 addresses 19 (sub-)standards, the seven sub-committee members currently participating agreed that each person should be responsible for 2-3 sections of the response.</p>	<p>Members will decide which standards they would like to work on and notify Black.</p>
<p>V. Documentation</p>	<p>Alexander proposed that a Dropbox folder be created to share documentation.</p>	<p>Alexander will set up the Dropbox folder and invite members to join.</p>
<p>VI. Meeting Schedule</p>	<p>Wednesday, 1:30-3:00 p.m., on the following dates:</p> <ul style="list-style-type: none"> • October 28 • November 4 • November 18 	<p>Since November 11th is Veteran’s Day, the Sub-Committee will need to identify a different meeting date that week or to meet on November 25th instead.</p>