

**Merritt College**  
  
**Accreditation Follow-Up Report**  
 Inspect what you expect!

**College Recommendation 4 Sub-Committee  
 Meeting Minutes  
 October 7, 2015**

**Present:** Samantha Knappenberger (co-lead), Siri Brown (co-lead), Jennifer Briffa, Rosa Perez, Mary Ciddio, Jayi Thompson, Isela Gonzalez Santana, Charity Clay, Clifton Coleman

**Absent:** Barbara Dimopoulos, Linnea Willis, Sadie Bradley (not sure if they are still on this recommendation, I haven't heard from them)

**Guests:** Rosemary Delia

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Plans to tackle Recommendation 4</b>	The group decided to assign individuals or small groups to the standards to begin reviewing. We reviewed one together as an example to get an idea of what to bring to the next meeting.	Assigned standards to each sub-committee member – see attached. Each person will work on reviewing the self-study, external evaluation and evidence for the assigned standard.
<b>II. Brainstorming for things to write about</b>	We will determine ways to improve evidence already listed, document improvements made since the visit, and work on clarifying and updating any narrative we submitted in the self-study.	Start making notes of these items as we review our assigned standard.

M/S/P = motion/second/pass



Recommendation 4 Sub-Committee: Notes Wednesday October 7, 2015 2-3pm

1. Explained packet to those who were not in attendance at AFR committee meetings prior to today.
2. Discussed a plan for addressing Recommendation 4
  - a. First, we will divide up the standards among group members to dissect more in depth
  - b. Each group member was given a standard to review and begin the 'brainstorming' process for their standard. Brainstorming will include:
    - i. Read applicable self-evaluation pages
    - ii. Read applicable external evaluation response pages
    - iii. Look over stated evidence
    - iv. Brainstorm how to revise/clarify or 'beef up' existing evidence
    - v. Draft what has been done since 2015 to include as evidence and to address improvement
    - vi. Make notes, answering the questions that are suggested for each standard
    - vii. Make notes to begin a list of evidence we should collect for this standard
  - c. Members will bring notes to next meeting to begin discussion
3. Meetings will be held Wednesdays 2-3 pm in L125?

**Assignments determined at 10/7/2015 meeting:**

- I.B. (I.B, I.B.1, I.B.3, I.B.4, I.B.6): Samantha  
II.A (II.A, II.A.2, II.A.2.a, II.A.2.e, II.A.2.f, II.A.6.b): Isela and Jennifer  
II.B (II.B, II.B.3.c, II.B.4): Charity  
II.C (II.C, II.C.2): Siri  
III.A (III.A.6): Siri  
III.C (III.C, III.C.2): Samantha  
III.D (III.D.4): Rosa and Mary  
IV.A (IV.A.2.a, IV.A.2.b): Clifton  
IV.B (IV.B, IV.B.2.b): Jayi