

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

**College Recommendation 5 Sub-Committee**  
**Meeting Minutes**  
**October 14, 2015**

**Present:** Debra Jacks, Arja McCray, Ann Elliott, Dinh Truong, Tom Renbarger, Romeo Garcia  
**Absent:** Frances Moy, Maria Perez  
**Guests:** Audrey Trotter and Mia Kelly (briefly came to answer questions)

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Report progress from last week: IB2</b>	<ul style="list-style-type: none"> <li>• CEMPC revising the bylaws for the committee. Copy of most recent draft of revised bylaws. One of the 5 committee’s tasks is to set college goals for the year in September. On 9-18 we did meet to set the goals and measurable objectives.               <ul style="list-style-type: none"> <li>○ We found the announcement (FAS) sent out by the president 9-14.</li> </ul> </li> <li>• When was the Retreat at Country Club? January 2014? Data presented at the retreat and decisions made there may address this recommendation also.</li> <li>• New program review template requires goal setting and stating measurable objectives.</li> <li>• We definitely have procedures in place. Some (how many?) departments supported resource requests with student learning assessment results and they received funds that were requested. See what may be in annual program updates from last year that had SLO addendum.</li> <li>• Romeo Garcia now has non-instructional program reviews in a binder. This is evidence that we have process moving forward.</li> </ul>	<p>Goal setting 9-18: Who attended? What was the follow up? What happened to the poster board sheets that were filled out (Ann Elliot?)</p> <p>Can we get the information from the retreat? Agenda, attendees? Follow-up?</p> <p>Regarding program reviews: Now what? What does the administrative team do with the program reviews? Ann will ask the Division I Dean, and Tom &amp; Arja will ask the President for Division II (since the new Deans probably won’t know yet).</p>



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<p><b>II. Report progress from last week: IB1</b></p>	<ul style="list-style-type: none"> <li>• IB1</li> <li>• We should consider adding these to what was reported in the self-study: we have used data to make changes, for example orientation has been made mandatory as the result of the CSESE survey; Noel Levitz survey had an impact in the way the orientation was conducted; We could refer to Title 3 data; Achievement data used in the Basic skills reports - we had ongoing updates, we started a first year experience program; MAP (Maximum Achievement Project) grant data was widely discussed; Math revised their curriculum and changed their scheduling pattern as the result of CSESE results.</li> <li>• For widespread reflective dialogue, we could mention all the shared governance groups, department meetings, SLO meetings, academic senate, classified senate</li> </ul>	<p>Everyone in this committee should scan through the self-study reports of Santa Rosa, Palomar, or Butte Community College to get ideas of what we should include examples of evidence.</p> <p>Also everyone should read the ACCJC action letter.</p>
<p><b>III. Report other sections of recommendation 5</b></p>	<ul style="list-style-type: none"> <li>• Ran out of time and not everyone present to report.</li> </ul>	<p>Continue investigating per our assignments from last week. Romeo will be taking on Debra's roles as she will be serving Jury Duty and will be retiring the end of this month.</p>

M/S/P = motion/second/pass