



Merritt College

Accreditation Follow-Up Report

 Inspect what you expect!

College Recommendation 6 Sub-Committee

Meeting Minutes

December 8, 2015

Present: Tina Vasconcellos, Laura Forlin, Susan Andrian, Ann Elliott, Clifton Coleman, Samantha Knappenberger

Absent: Jennifer Shanoski, Grace Idowu, Marta Zielke, Heather Casale, Jacqueline Custard (may be at the 2nd meeting scheduled Wednesday 12/9 12-1pm)

Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Intro	Tina gave the group the template to write in. Samantha and Ann shared their experiences working on other recommendations and how they approached the writing.	View the standards with the 'lens' of SLO assessment. Narrow down and address the questions that emphasize SLO assessment.
II. Assigning Standards	The group will work in pairs to address the standards. Each pair was assigned 2-3 standards to address.	Perform a gap analysis or outline as you see fit and begin to compose a draft to address your assigned standard.
III. Due dates and timeline	Discussed timeline for next meeting and due dates of a draft to Tina.	Please arrange a meeting with your 'pair' and begin to draft the assigned standard. Draft due to Tina 1/8. Draft will be submitted to AFR Core team no later than 1/11.
IV. Next meeting	12/15 2pm.	Please bring questions or concerns with assignments, or writing.
ASSIGNMENTS	I.B.1 – SAMANTHA AND LAURA I.B.3 – SAMANTHA AND LAURA I.B.5 – TINA I.B.6 – TINA II.A.1 – CLIFTON AND ANN II.A.2 – CLIFTON AND ANN	II.A.1 – CLIFTON AND ANN II.A.2 – CLIFTON AND ANN II.A.2.a – JENNIFER AND SUSAN II.A.2.b – JENNIFER AND SUSAN II.A.2.c – MARTY AND HEATHER II.A.2.d – MARTY AND HEATHER II.A.2.e – MARTY AND HEATHER

M/S/P = motion/second/pass