



Accreditation Follow-Up Report

Inspect what you expect!

**College Recommendation Sub-Committee CR8
Meeting Minute October 14, 2015**

Present: Dettie Del Rosario, Rachel Ellis, Jane Fong, Guy Forkner, Walter Johnson, Angela Khoo, Daniel Lawson, Ron Perez and Margie Rubio
Absent: Charity Clay, Tae-Soon Park and Maria Spencer
Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<p>I. Confirmation of Drop Box Accessibility</p>	<p>The Committee Members confirmed that everyone received an invitation to join Recommendation # 8’s Drop Box. Roughly 80 % of the committee had joined.</p>	<p>Rest of the Committee Members will join Drop Box.</p>
<p>II. Follow up on Data Collection and Evidence gathering</p>	<p>All the members of the committee briefly shared what they experienced when searching and collecting data. Many of the members could not obtain hard copies of meeting minutes and Program Reviews because they were in digital form. Members could not obtain digital copies because their sources neither had them nor had knowledge of who was responsible for maintaining them or storing them. Other committee members attempted to access information from various Merritt College Shared Governance Websites and discovered that meeting minutes and agendas were not posted. Others had gaps in their postings. The challenge is the primary source(s) for compiling evidence are inundated with requests from other sub-committees in addition to their regular caseload.</p>	<p>Committee members discussed alternative means of obtaining data.</p>
<p>III. Plan of Action</p>	<p>The Committee concluded that the most efficient way to obtain documented evidence of hiring priorities and recommendations can be found in the College Council meeting agendas and minutes. The committee also</p>	<p>The committee members would explore personal connections with their colleagues to obtain documented evidence of College Council agenda’s and minutes. The</p>



Accreditation Follow-Up Report

Inspect what you expect!

	concluded that another piece of 'hard evidence' would be an official shared governance organizational chart or flow chart.	committee members also would explore resources in obtaining the shared governance organizational/flow chart.
IV. Written Response Planning	It was recommended by Dr. Del Rosario that the committee begin to make plans to write a 'shell' outline for it's written response to ACCJC's Recommendation # 8.	Ron Perez would work on developing the initial 'shell' outline and upload it in to Drop Box by next week's meeting.
V. Next Meeting	Next Recommendation # 8 Meeting is Wednesday, October 21 st from 12:00 pm to 1:00 pm	
VI.		
VII.		

M/S/P = motion/second/pass