

MERRITT COLLEGE
College Recommendation Workgroup Meeting
Wednesday, September 30, 2015
Learning Center, Room L126
1:00 p.m. to 3:00 p.m.

Present: Dr. Audrey Trotter, Dr. Mia Kelly, Dinh Truong, Debra Jacks, Nghiem Thai, Samantha Knappenbeger, Lorna Pascual, Dan Lawson, Frances Moy, Tim Brice, Dr. Bill Love, Maril Bull, Jennifer Briffa, Dr. Rosemary Delia, Dr. Dativa Del Rosario, Ann Elliott, Dr. Jennifer Shanoski, Maria Perez, Guy Forkner, Stefanie Harding, Mary Louise Zernicke, Dr. Mario Rivas, Dr. Jon Murphy, Doris Hankins, Anita M. Black, Dr. Norma Ambriz-Galaviz, Dr. Arja McCray, Dr. Siri Brown, Tom Renbarger, Christine Olsen, Romeo Garcia

Absent:

Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Welcome, Introduction & Purpose	Meeting was called to order at 1:30pm	
II. AFR Team Roles and Responsibilities	<p>I) The group discussed the job description of the:</p> <ul style="list-style-type: none"> a) Core Team b) AFR College Recommendation Co-Leads c) AFR College Recommendation Team Members d) AFR Administrative Support e) AFR Website Coordinator <ul style="list-style-type: none"> - Nghiem Thai rolled out the revised formatting of the Merritt College Accreditation Webpage and answered questions f) AFR Electronic Evidence Collection Coordinator <p>II) Notification of the Co-Leads was done on emails, governance meeting announcements, and through 1:1 meeting. Group expressed concerns that some FAS didn't know they have been invited to be the co-leads or team members because they didn't get the emails. The part-time faculty and staff also may not have gotten the invitation.</p> <p>III) A Budget and Planning Tasks Force will be formed and convened for a short period. The group discussed what the Budget and Planning Tasks Force will be tasked to do.</p>	<p>I(e): Email minute template and evidence collection template to Nghiem Thai.</p> <ul style="list-style-type: none"> - Link evidence from various sections. Will we be able to click on specific CR sections on the webpage? <p>II) Deans and co-leads will reach out to those who did not attend the workgroup and invite them to serve on the College Recommendation Sub-Committees and will deliver the resources to them.</p> <p>III) Check in with the President to see when Budget and Planning Tasks Force will be assembled.</p>
III. AFR Steering Committee	I) Reviewed who the members of the AFR Steering Committee should include:	I) What will be the task of the

Membership	<ul style="list-style-type: none"> a. College President b. AFR Core Team c. College Recommendation Sub-Committee Co-Leads d. All College Administrators e. Academic Senate President f. Classified Senate President g. Research and Planning Officer h. SLOAC Chair i. Website Coordinator j. Electronic Evidence Collection Coordinator 	Steering Committee?
IV. Review and Discussion	<p>I) AFR Nine (9) College Recommendation (CR) Response & Writing Templates</p> <ul style="list-style-type: none"> a. Reviewed the 9 College Recommendations Response & Writing Templates pack. Included pages specific to each College Recommendations from 3 resource references: External Evaluation Report, May 2015, Merritt College Self-Study Report, Spring 2015 and ACCJC Guide to Evaluating Institutions <p>II) Reviewed the AFR Evidence Collection Template. AFR Chair discussed how evidence should be collected and documented.</p> <p>III) Reviewed the AFR College Recommendation Narrative Writing Template</p>	
V. AFR Workgroups	<p>I) Developing Plans for Action</p> <ul style="list-style-type: none"> a) CR Sub-Committee Workgroups were encouraged to introduce themselves to one another b) CR Sub-Committees should start by reading their resource packs c) CR Sub-Committees were encouraged to divide the workload/activities amongst one another <p>II) Scheduling College Recommendation team meeting dates & locations</p>	
VI. Questions and Suggestions		
VII. Next Steps	AFR Steering Committee, Wednesday, October 7, 2015 1:00 p.m. to 3:00 p.m. Room TBA	