

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

**AFR Steering Committee  
 Meeting Minutes  
 November 18, 2015  
 1:00 p.m. – 2:00 p.m**

**Present:** Sheila Metcalf Tobin, Dr. Audrey Trotter, Jennifer Kennedy, Brock Drazen, Frances Moy, Samantha Knappenberger, Kinga Sidzinska, Dan Lawson, Ron Perez, Chris Grampp, Nghiem Thai, Dr. Rosemary Delia, Tim Brice, Clifton Coleman, Laura Hernandez, Rachel Antrobus, Doris Hankins, Dr. Mario Rivas, Dr. Dettie Del Rosario, Lorna Pascual, Anita M. Black, Maril Bull, Dinh Truong, Dr. Mia Kelly, Walter Johnson, Ann Elliott

**Absent:**

**Guests:**

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Approval of November 4, 2015 AFR Steering Committee Meeting Minutes</b>	Table until December 2, 2015 for approval of meeting minutes	
<b>II. Nine College Recommendation Team Progress Reports from Co-Leads and Administrative Support Liaisons</b>	<p>CR 1: Co-lead reported that they have a narrative draft and the team is gathering feedback.</p> <p>CR2: Co-lead reported that they are collecting data and evidence. They are about ready to start drafting their narrative.</p> <p>CR3: Co-lead reported they are making progress to their 19 Standards. Team will be meeting later today to review their findings and will start to draft their response.</p> <p>CR4: Co-lead reported they are concluding their gap-analysis which is due on 11/21/2015. They are on track and will start drafting a narrative.</p>	



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CR5: Frances Moy will serve as the AFR College Recommendation Sub-committee 5 Co-Lead with Ann Elliott. Co-lead reported they are concluding their gap-analysis and will meet later today. They will start drafting a narrative soon

CR 6: Audrey reported that SLOAC, College Administrators and AFR Core met last week to discuss how to work together. Dr. Vasconcellos will lead CR 6 and asked that several members of SLOAC members as well as other college staff will join together to form CR 6 sub-committee.

CR 7: Absent

CR 8: Co-lead reported he met with the AFR Chair and reviewed the CR 8 outline and draft. Discovered that there were existing resources and templates that the sub-committee can use for their response. Hope to have a near completed draft by next week.

- Suggestion was made that past resources may be helpful but will need to consider current trend and workload of FAS

CR 9: Co-lead reported that the team is going through Standards and answering each question. Looking into adding corrective action to the agendas items at Shared Governance Meetings.

- Meeting the writing timeline may be a challenge for this team due to the number of actions still needed.



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<p><b>III. Strategies for College Recommendations</b></p>	<p>Dr. Trotter reviewed strategies for College Recommendation Sub-Committee Written Narrative Responses:</p> <ul style="list-style-type: none"> <li>- Example used is discussion with CR 8 Co-Lead</li> <li>- Reviewed how to get to Merritt College Accreditation Webpage</li> <li>- Discussed the possibility that each CR may need to review archival reports located in the Accreditation Webpage for information or template for evidences (i.e. tables and graph)</li> </ul> <p>AFR Chair reviewed that draft of the written narrative should have evidence cited embedded into the written draft</p> <p>Group reviewed how to identify evidence. Reviewed quickly the ACCJC Sources of Evidence</p>	
<p><b>IV. Closing Remarks</b></p>	<p>AFR Chair reviewed timeline. Communication of information amongst team member will be dropped into the AFR Dropbox.</p> <p>AFR Chair asked co-leads to emailed written response draft as a Word Document to the AFR Chair and AFR Co-Chair</p> <p>AFR reinforced that there are four (4) Institutional processes where work will need to be done in order for the college to get reaffirmed:</p> <ul style="list-style-type: none"> <li>- Institutional Effectiveness and Budgeting</li> <li>- SLOAC</li> <li>- College Educational Master Planning</li> <li>- Utilizing college data for Institutional Planning</li> </ul> <p>AFR Chair reiterated that the responsibility of the four institutional processes is under the administrative purview.</p>	
<p><b>V. Next Steering Committee Meeting</b></p>	<p>December 2, 2015, 1:00 p.m. – 2:00 p.m. is the next Steering</p>	

Merritt College



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	Committee Meeting	;
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M/S/P = motion/second/pass