

#### Steering Committee Meeting Minutes December 2, 2015 Learning Center—Room L126 1:00 p.m. – 2:00 p.m.

- **Present:** Nghiem Thai, Dan Lawson, Sheila Metcalf Tobin, Kinga Sidzinska, Samantha Knappenberger, Jennifer Kennedy, Frances Moy, Ann Elliott, Chris Grampp, Rachel Antrobus, Rosemary Delia, Dr. Lilia Chavez, Dr. Norma Ambriz-Galaviz, Anita Black, Dr. Mario Rivas, Ron Perez, Clifton Coleman, Laura Hernandez, Molly Sealund, Dr. Annette Dambrosia, Dinh Truong, Dr. Audrey Trotter, Dr. Mia Kelly
- Absent:
- Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP	
Approval of AFR Steering     Committee Meeting Minutes	October 21, 2015 Minute: M/S/P	• Changes to 10/21/2015 minutes: grammatical change to CR 9 updates on page 4	
	<ul> <li>November 4, 2015 Minutes: SLOAC as one of the three critical institutional processes that needs to be addressed. M/S/P</li> </ul>	<ul> <li>11/4/2015 4(c) Will change SLOAC to say Student Learning Outcome Assessment</li> </ul>	
	<ul> <li>November 18, 2015 Minutes: M/S/P</li> <li>Stefanie Harding abstained</li> </ul>	<ul> <li>11/18/2015 Will update wording on CR 5 update regarding AFR College Recommendation Sub- Committee Co-Lead</li> </ul>	
Welcome and Introduction of Dr. Annette Dambrosio	<ul> <li>The group welcomed Dr. Annette Dambrosio who is serving as the Peralta Colleges Consultant for the District's Accreditation Report's response to District Recommendations. Dr. Dambrosio</li> </ul>	<ul> <li>Contact Dr. Dambrosio regarding MC Flex Day program</li> </ul>	

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Inspect what you expect!		
	provided the group an overview of her responsibilities and	
	offered to serve as a resource to the AFR Core Team and	
	Merritt's AFR Steering Committee. Dr. Dambroisio will email her	
	contact information to the AFR Chair. She is working on a	
	calendar which she shared and will update.	
<ul> <li>Accreditation Follow-Up</li> </ul>	<ul> <li>AFR Chair thanked everyone on their hard work and dedication</li> </ul>	
Report Update	during the Fall 2015 phase of the Accreditation Follow-Up	
	Report process.	
	<ul> <li>The increased involvement of faculty, staff, and administrators</li> </ul>	
	in the preparation of the Accreditation Follow-Up Report	
	processes will increase the knowledge base of college	
	constituencies in accreditation processes, standards, and ACCJC	
	guidelines.	
AFR College Recommendation	Reviewed the AFR College Recommendation Corrective Action(s)	
Corrective Action(s) Template	Template.	
	<ul> <li>AFR Team will fill in the template while reading the narrative</li> </ul>	
	drafts to identify information, gaps and ensure continuity	
	between College Recommendations especially areas that cross	
	various Standards.	
	<ul> <li>Corrective Action(s) Template will be distributed to the AFR</li> </ul>	
	College Recommendation Sub-Committees in Spring 2016.	
AFR College Recommendations	CR 1:	
Sub-Committee Team Co-	Challenges: obtaining the links for the evidences (i.e. copies of	
Leads and Administrative	minutes from Shared Governance Committees) that have not	
Support Liaison Reports	been documented or shared	
	Recommendation: Important for everyone to add mission	
	statement on meeting agendas.	
	AFR Core Team made corrective action by adding mission	
	statement on minutes.	
	CR 2:	
	Challenges: Confronted challenges in obtaining links to evidence	

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(e.g. shared governance flow chart, membership, minutes, etc.)
<ul> <li>Recommendation was made to add the mission statement to the</li> </ul>
footer of webpage and to remind shared governance
committees to include the mission statement on all meeting
agendas.
<ul> <li>Discussed the importance of following the processes that was</li> </ul>
stated in 2009 Self Study.
CR 3:
<ul> <li>Challenge: The team had to respond, answer, and prepare</li> </ul>
written responses to a large number of Standards/Sub-Standards
for College Recommendation 3. The CR 3 team is still in the
process of gathering evidence and collapsing it into f the AFR CR
3 written response and Evidence template.
Draft to be in by Sunday.
CR 4:
<ul> <li>Draft will be sent out today: 12/2/2015</li> </ul>
<ul> <li>Challenge: The College is still engaged in the Fall 2015 program</li> </ul>
review process so the team will need to add additional
information of the CR 4 written response as the College
continues and completes Program Review.
<ul> <li>Recommendation: CR 3, 4, &amp; 5 have scheduled a joint meeting to</li> </ul>
collaborate on information/data and responses to Standards
that cross College Recommendations.
CR 5:
<ul> <li>Challenges: Co-Lead reported that the team is working on</li> </ul>
written responses to address 17 Standards and Sub-Standards.
They are also working with the College Researcher to clarify
institutional criteria for student achievement.
<ul> <li>Team is working on collapsing the draft together</li> </ul>
CR 7:
<ul> <li>Challenges: Gathering all the data need to support the college's</li> </ul>

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	<ul> <li>Inspect what you expect!</li> <li>processes and timelines for the completion of classified staff</li> <li>evaluations, in particular. The District forwarded information to</li> <li>the President's office, but the CR 7 team has not been able to</li> <li>review it as of yet.</li> <li>Draft was sent to AFR Chair today</li> <li>HR is a District function. The President will connect with the CR 7</li> <li>team to ensure an accurate description of how the College's</li> </ul>
	<ul> <li>processes connect to the District processes and timelines for evaluations.</li> <li>CR8:</li> <li>The team members have experienced a learning curved in its work on CR 8. However, the work has been gratifying.</li> </ul>
	<ul> <li>The CR 8 team is recommending that the College hire personnel with the responsibilities of taking and archiving meeting minutes for all shared governance committees.</li> <li>CR 9:</li> </ul>
	<ul> <li>Working with CEMPC to revise roles, bylaws and flowcharts.</li> <li>Call for all drafts to be in by Sunday, December 6, 2015</li> </ul>
	<ul> <li>Reviewed the AFR next steps with Core Team and College Administration</li> <li>AFR Core Team will review the initial College Recommendation drafts by December 16, 2015</li> </ul>
	<ul> <li>A meeting with the AFR Core-Team, Co-Leads and College Administrators is needed to facilitate the planning of the January Flex Day Program Accreditation Workshop.</li> </ul>
	<ul> <li>The AFR Steering Committee set the meeting date for Wednesday, January 13, 2016, 1:00 p.m. to 3:00 p.m. in Room L126.</li> <li>Co-Leads were also asked to begin to plan for Spring 2016</li> </ul>
	College Recommendation Team meeting dates.

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	Ins	pect	what	you	ex	pect!	
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Closing Remarks	<ul> <li>President Ambriz-Galaviz thanked everyone for committing their time and their work on moving the college toward its full affirmation of accreditation.</li> </ul>
	<ul> <li>AFR Core Team and President Ambriz-Galaviz acknowledged how the work of the Sub-committees is setting the foundation toward the goal of full affirmation.</li> </ul>

• M/S/P = motion/second/pas