

Merritt College

Accreditation Follow-Up Report
 Inspect what you expect!

Steering Committee Meeting
2/17/2016
Room L126
1:00 p.m. – 2:00 p.m.
Meeting Minutes

Present: Samantha Knappenberger, Chris Grampp, Kinga Sidzinska, Nghiem Thai, Walter Johnson, Mario Rival, Ann Elliott, Maril Bull, Dan Lawson, Norma Ambriz Galaviz, Mario Rivas, Stefanie Harding, Rachel Antrobus, Rosemary Delia, Frances Moy, Mia Kelly, Jennifer Kennedy, Audrey Trotter, Dinh Truong
Absent:
Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
1. Welcome	AFR Chair welcomed everyone	
2. Approval of Minutes	1. January 13, 2016: m/s/p 2. February 3, 2016: m/s/p 3. Chris Grampp abstained	
3. AFR Co-Lead Reports and Updates on Drafts and Individual Meetings with AFR Writer	1. AFR Writer updated: <ul style="list-style-type: none"> a. She met with CR Co-Leads from CR 2,4,5,7,& 8. b. CR 1&3 are working on additional evidence and will meet again with AFR Writer. c. CR 6&9 will be contacting AFR writer to set up future meetings d. Individual meetings were spent on clarifying information in the submitted narratives. Time was also spent looking at what evidence documents are needed to support the narrative drafts e. After individual meetings with the CR Co-Leads, there shouldn't be a problem collecting the evidence needed 	



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	<p>to support the narratives</p> <p>f. CR writer and Co-Leads are working on developing new charts, table, and graphs to support the narratives</p> <p>2. Updates from CR Committees:</p> <p>a. CR 2 representative reported that there is a CR 2 Committee meeting on Monday, 2/22/2016, morning. Evidence collection is going well for their group</p> <p>b. CR 4 Co-Lead reported that meeting with AFR Writer was helpful in identifying the steps needed to achieving the goal of 100% completion of program reviews.</p> <p>i. Administrators are responsible for signing and validating the program reviews</p> <p>ii. AFR chair reiterated that program reviews need to be at 100% in order for Merritt to be fully affirmed.</p> <p>iii. Program review will need to be completed, evaluated, signed and validated</p> <p>iv. A committee member reiterated that program review needs to be completed, evaluated, signed, completed and validated</p> <p>c. CR 5 Co-Lead reported that the Institution set standards will be present at College Council to get approval and will work with President on institutionalizing them</p> <p>d. CR 7 met with AFR Writer and Co-leads working on getting evidence</p> <p>e. CR 8 Co-Lead reported that they met with the AFR Writer to discuss the direction of the narrative. AFR Chair and writer are working on fine tuning the direction of the narrative. Co-leads are working on obtaining the prioritization list</p> <p>f. AFR Chair reported that CR 9 met with her. CR 9 Co-</p>	<p>Samantha to get list of completed program reviews. Will be used to show trends and create graphs</p>
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	<p>Leads will contact Writer on setting up a meeting to discuss the narrative</p>	
<p>4. AFR Evidence Collection</p>	<ol style="list-style-type: none"> 1. Co-chair reviewed the process of the AFR evidence collection process 2. Co-Chair presented a step by step review of the CR Evidence Collection Process: <ol style="list-style-type: none"> a. Reminder that all Co-Leads will need to complete the Evidence Completion Template by Friday, February 19, 2016. b. Evidence documents must be accompanied by a completed evidence collection template. Electronic copies of evidence documents and templates are to be emailed to Mia Kelly, Dinh Truong, and Maril Bull. Hard copies of evidence documents can be delivered to Maril Bull or dropped off at Lorna Pascual's office in the Learning Center c. Re-enforced that Co-Leads must submit list of evidences on the Collection Template for continuity. 	
<p>5. Spring 2016 AFR Critical Issues</p>	<ol style="list-style-type: none"> 1. AFR Chair reviewed the four institutional processes identified in the Fall has been addressed and presented during the Spring Flex Day AFR Workshop. <ol style="list-style-type: none"> a. Participates engaged in broad-based dialogue of the four institutional processes during the World Café breakout sessions. b. College constituents will have another opportunity to engage in broad-based dialogue regarding the four institutional processes during the World Café Session 2 on Friday, February 19, 2016 2. Chair reviewed the Spring 2016 Critical Issues: <ol style="list-style-type: none"> a. Program Review needs to be 100% Completion (evaluated, signed and validated). 	



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	<ul style="list-style-type: none">▪ Core Team is asking for a list of completed PR▪ Will support the effort and set a deadline date▪ A committee member commented that there is a team in place who is looking at building capacity to do PR <p>b. Evaluation and Assessment of College Shared Governance Processes</p> <ul style="list-style-type: none">▪ College should evaluate the shared governance process in April to close the loop as shown in the IPB model <p>c. Plan for 100% Completion of College’s Student Learning Outcomes Assessment</p> <ul style="list-style-type: none">▪ Use chart, table, graphs and a plan to reaching proficiency▪ 1 table showing current SLO, ILO, ALO trends▪ 1 table showing trajectory of where the college started at and where it is now <p>d. Presidents 2015-16 Year End Summit: Should be part of the Institutional Effectiveness Process</p> <p>e. Plan Annual College Planning Summit: Should be part of the Institutional Effectiveness Process</p> <p>f. Archive and Document Follow-up Actions Related to the Two Summits: Need to have a mechanism to look at follow up on Action Items during the summits</p> <p>g. Incorporate Institutional Set Standards and CEMP Milestones into the Summits</p> <p>h. Ensure that all Shared Governance Committees post all Meeting Agendas and Minutes including the College Mission Statement</p> <ul style="list-style-type: none">▪ Make sure people are using the minute templates when taking notes	
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	<ul style="list-style-type: none"> ▪ Add mission statements to all agendas and minutes i. 100% Completion of Faculty and Classified Staff Evaluation for 2015-16 <ul style="list-style-type: none"> ▪ AFR will want a chart showing 100% completion of Faculty and Classified Staff Evaluation j. Quality Control over College Website Documents <ul style="list-style-type: none"> ▪ It is important to proof language and content on College website for consistency and of language and content on College website 	
<p>3. AFR World Café Workshop</p>	<ol style="list-style-type: none"> 1. AFR Chair reminded the group that the AFR World Café Workshop Session 2 will take place on Friday, February 19, 2016 and asked Co-Leads to spread the word 2. Administrator Presentations will repeat their presentation of their designated institutional processes and were asked to develop four take aways 3. AFR Chair reminded the group that anyone can be called to be interviewed by the ACCJC External Team. 	
<p>4. ACCJ C Workshop: Taking Assessment to the Program Level Presented by Dr. Linda Suskie</p>	<ol style="list-style-type: none"> 1. AFR Chair announced that there will be an ACCJC Workshop on Thursday, March 3, 2016 9 a.m. to 3:30 p.m., Crown Plaza, San Francisco Airport, Burlingame, CA <ol style="list-style-type: none"> a. It would be good to have a full team from each department and/or program to participate b. Committee member announced that there will be 6 participants from SLOAC who has been identified 	
<p>5. AFR Co-Lead Faculty Stipends and Classified OT</p>	<p>AFR Chair announced that stipends will be \$1,800 for Spring term. Lorna will do EPAF for Faculty. Classified will pick up Memo from Lorna</p>	
<p>6. Closing Comments</p>	<ol style="list-style-type: none"> 1. President thanked everyone for their participation. Encouraged everyone to reach out and recruit more people to participate. 	



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	<p>The group has done an enormous amount of work</p> <ol style="list-style-type: none"> 2. Chair reiterated that probation is a serious sanction 3. Discussion: <ol style="list-style-type: none"> a. A committee member asked if there was a way to target staff, faculty or administrators who haven't participated in the AFR process <ol style="list-style-type: none"> i. There are sign in sheets to show who has participated in AFR meetings, Flex Day workshops and World Café ii. Recommendation was made for Division Deans to spread AFR process at their department meetings and to see who may need more information about accreditation 	
<p>7. Next AFR Steering Committee Meeting</p>	<p>Wednesday, March 2, 2016, at 1:00 p.m. – 2:00 p.m., Learning Center, Room L126</p>	

M/S/P = motion/second/pass