

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

**AFR Steering Committee Meeting**  
**Wednesday, March 2, 2016**  
**Learning Center, Room L126**  
**1:00 p.m. – 2:15 p.m.**  
**Meeting Minutes**

**Present:** Walter Johnson, Nghiem Thai, Samantha Kessler, Kinga Sidzinska, Frances Moy, Rosemary Delia, Rachel Antrobus, Tina Vasconcellos, Dan Lawson, Chris Grampp, Maril Bull, Ann Elliott, Sheila Metcalf Tobin, Anulfo Cedillo, Dettie Del Rosario, Norma Ambriz-Galaviz, Mia Kelly, Doris Hankins, Audrey Trotter, Stefanie Harding, Jennifer Kennedy, Dinh Truong  
**Absent:** Mario Rivas, Romeo Garcia  
**Guests:** Dr. Jowel Laquerre, Dr. William Love

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>1. Welcome</b>	1. AFR Chair welcomed everyone and introduced Chancellor, Dr. Jowel Laquerre to the group 2. Steering Committee members introduced themselves and their role in the Accreditation Follow-Up Report process	
<b>2. Approval of February 17, 2016 Steering Meeting Minutes</b>	February 17, 2016: m/s/p	
<b>3. Chancellor's Welcome &amp; AFR Core Team Update</b>	1. AFR Chair welcomed Chancellor, Dr. Joel Laquerre to the Steering Committee Meeting. 2. AFR Chair gave an overview on the AFR process 3. In addition, Dr. Trotter spoke about the significant progress made: <ul style="list-style-type: none"> <li>a. AFR has helped reset the institution's policies, procedures, guidelines and operations</li> <li>b. AFR has strengthened Merritt's capacity to meet ACCJC Standards</li> </ul>	



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	<ul style="list-style-type: none"> <li>c. Clarified and centralized improvements to overall institutional effectiveness</li> <li>d. Practices of archiving institutional processes and achievements are now in place to help retain historical memory of the institution</li> <li>e. Serves as a foundation for college wide sustainability action plans</li> </ul> <p>4. AFR Chair reviewed achievements made so far:</p> <ul style="list-style-type: none"> <li>a. Formalizing written procedures for four institutional administrative procedures that were identified as critical institutional processes in the Fall that impacts Merritt's ability in getting reaffirmed:             <ul style="list-style-type: none"> <li>1. Integrated Planning and Budgeting</li> <li>2. Student Learning Outcomes Assessment</li> <li>3. College Educational Master Plan</li> <li>4. Use of Data in Planning and Decision Making</li> </ul> </li> <li>b. New formal Collegial Governance Handbook was adopted by College Council in February</li> <li>c. Several AFR workshops were conducted. College constituents were updated on the AFR processes and participated in broad-based dialogue on the four critical institutional processes.</li> </ul> <p>5. AFR Chair reviewed the AFR timeline:</p> <ul style="list-style-type: none"> <li>a. A collated draft will be available by end of March, 2016</li> <li>b. AFR penultimate draft by end of April, 2016</li> </ul>	
<p><b>4. College Recommendation Narrative Drafts</b></p>	<p>1. AFR Writer updated that she has met individually with CR 1, 2, 4,5,6,7, 8 &amp; 9 and thanked everyone for their hard work</p>	



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	<ol style="list-style-type: none"> <li>a. Ms. Kennedy is now moving into the March edits</li> <li>b. The report has evolved and changes have been made since the January revisions</li> </ol> <ol style="list-style-type: none"> <li>2. Discussion: A question was asked about documenting and archiving AFR Process so others can view. There is a system in place that archives the AFR process. It can be found on the AFR Webpage and there will be a repository where documents will be stored</li> </ol>	
<p><b>5.College Recommendation Narrative Draft: Edited Example</b></p>	<ol style="list-style-type: none"> <li>1. AFR Writer reviewed an edited example of CR 1:             <ol style="list-style-type: none"> <li>a. Each CR narrative draft prescriptively outlined and will guide the reader:                 <ul style="list-style-type: none"> <li>• Official ACCJC College Recommendation</li> <li>• Related Concerns and Deficiencies</li> <li>• Response:                     <ol style="list-style-type: none"> <li>1. Research</li> <li>2. Corrective Action</li> </ol> </li> <li>• Conclusion</li> <li>• Evidence document template</li> </ul> </li> <li>b. Ms. Kennedy pointed out how evidence will be embedded within the narrative</li> <li>c. Ms. Kennedy reviewed the evidence template</li> </ol> </li> <li>2. Co-Leads will need to list the out of compliance Standards onto the Evidence Template. It is okay to have evidence that crosses CRs, however, evidence documents still need to list out the evidence within the CRs to support the narrative. The evidence needed may change after each edits.</li> </ol>	
<p><b>6.Status of AFR Evidence Collection</b></p>	<ol style="list-style-type: none"> <li>1. AFR Co-Chair reiterated that March is evidence month</li> <li>2. CR 1, 2, 4 and 7 have submitted Evidence Templates to the AFR evidence team.</li> <li>3. CR Co-Leads should only list and send only the evidence documents that are needed to support the narrative.</li> </ol>	



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	<p>4. For evidence documents that are sensitive in nature, Co-Leads should reach out to Dr. Kelly and Ms. Truong to discuss how to submit</p>	
<p><b>5. Summary of Chancellor's Remarks and Feedback</b></p>	<p>1. The Chancellor provided several insights on key elements of a successful Accreditation Site Visit and Follow-up Report:</p> <ul style="list-style-type: none"> <li>a. Dr. Laguerre reiterated that faculty, administrators and staff (FAS) need to be fully informed and prepared to engage with ACCJC team during the October 2016 ACCJC visit</li> <li>b. Informing and educating faculty, administrators and staff (FAS) with information regarding the AFR process and it's achievements are instrumental in having a successful visit</li> <li>c. A well written report is one that is not "fluffy" or exaggerated</li> <li>d. AFR written responses should be to the point when addressing the college recommendation</li> <li>e. Guiding the reader to exactly where the evidence is that supports the narrative is good. For example, use a specific page number from a multi-page report to supports a statement or evidence embedded in the narrative.</li> <li>f. When addressing out-of-compliance Standards listed in more than one College Recommendations (CR), be sure that the information and evidence in consistent across the CRs.</li> <li>g. Be clear, concise and to the point</li> <li>h. Tell them what you will tell them, say it to them, and then tell them this is what you told them</li> </ul> <p>2. District Recommendations: Dr. Laguerre reported that the District is working on their recommendations. The District</p>	



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	should not impact the college's accreditation.	
<b>3. President's Report</b>	<ol style="list-style-type: none"> <li>1. President Ambriz-Galaviz thanked the AFR Steering Committee for the work that has been done so far.</li> <li>2. The President stated we are striving for 100% proficiency level for Assessment completion. There will be an Assessment Week to evaluate administrative procedures and service area outcome (SAOs).</li> <li>3. The Chancellor responded in stating that the College needs to analyze the area where we will be out of compliance.             <ol style="list-style-type: none"> <li>a. For example: Purge the courses that you don't teach anymore and be sure to include PT Faculty in the process</li> </ol> </li> <li>4. Dr. Vasconcellos updated the group that Student Learning Outcome Assessment Committee (SLOAC) has accelerated SLOA since Fall. She is working with SLOAC to compile a report and visuals to show the acceleration process and progress that has been made. It is unlikely the College will reach 100% proficiency by October.</li> <li>5. The President stressed that we will need to rely on faculty and deans to reach 100% proficiency.</li> </ol>	
<b>6. Next AFR Steering Committee Meeting</b>	Tuesday, March 16, 2016, 1:00 p.m. – 2:00 p.m., Room L126	

M/S/P = motion/second/pass