

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

**Steering Committee Meeting**  
**Wednesday, March 16, 2016**  
**Learning Center, Room L126**  
**1:00 p.m. – 2:00 p.m.**  
**Meeting Minutes**

**Present:** Walter Johnson, Kinga Sidzinska, Samantha Kessler, Maril Bull, Nghiem Thai, Sheila Metcalf Tobin, Dr. Mario Rivas, Christine Olsen, Chris Grampp, Ann Elliott, Dr. Audrey Trotter, Dinh Truong, Stefanie Harding

**Absent:** Doris Hankins, Dr. Dativa Del Rosario, Dr. Tina Vasconcellos, Anita Black, Dr. Rosemary Delia, Dr. Siri Brown, Dr. Norma Ambriz-Galaviz, Romeo Garcia, Dr. Arnulfo Cedillo, Daniel Lawson, Ron Perez, Brock Drazen, Tim Brice, Dr. Mia Kelly, Jennifer Kennedy, Frances Moy

**Guests:** Dr. William Love

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Welcome</b>	AFR Chair thanked those who made it to the meeting particularly since there were so many college meetings simultaneously taking place on the afternoon of March 16, 2016.	
<b>II. Approval of March 2, 2016 Steering Committee Meeting Minutes</b>	M/S/P Dr. Rivas Abstained	Revise to show that Dr. Rivas was absent on March 2, 2016. Correct the spelling of Ann Elliott's name
<b>III. Feedback and Reflection on Chancellor's Visit at March 2<sup>nd</sup> Meeting</b>	The AFR Chair opened the floor for feedback and reflection on the Chancellor's visit to the AFR Steering Committee Meeting on March 2, 2016.  Dr. Love commented that accreditation information should be disseminated to the College as a whole to prepare for the October visit.  Samantha Kessler talked about doing a mock visit as a way to prepare the College for the October Visit. She suggested that	



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	<p>perhaps the Core Team can get sample questions to use for the mock visit, or maybe we might ask Dr. Dambrosio to assist.</p>	
<p><b>I. Chancellor’s C-Direct: Highlights from Dr. Annette Dambrosio’s Report and Talking Points from the March 2, 2016 AFR Steering Committee Meeting</b></p>	<p>AFR Chair reviewed Dr. Annette Dambrosio’s report from one of the Chancellor’s February 2016 C-Direct reports which highlighted several points regarding accreditation resulting from her attendance at the Annual Statewide Academic Senate Accreditation Institute. Dr. Dambrosio’s report reminds us that Merritt is on track with the actions taken through the AFR process. Dr. Dambrosio’s comments also reminds us of what we should be doing—sustainability of corrective actions; and, institutionalization of the behaviors, practices, and mindsets that will be needed to achieve institutional effectiveness.</p> <p>AFR Steering Co-Leads and Committee members will serve in a train-the-trainers mode in assisting others campus wide in understanding and increasing their knowledge of accreditation processes.</p> <p>The AFR Chair stated that she is confident that the College is on track to meet the Standards for the College Recommendations, but will need to demonstrate not only progress, but sustainability in meeting the Standards for CR 7 and CR 9.</p> <p>The Student Learning Outcome Assessment Committee (SLOAC) just completed the Merritt College Learning Assessment and Acceleration Plan Report which will support the written response to College Recommendation 6. The College will be able to demonstrate good progress in outcomes assessment, but it’s unlikely that the College will achieve 100% completion of Learning Outcomes Assessment by Spring 2016, as was stated in the March 2, 2016 AFR Steering Committee meeting by President Ambriz-</p>	



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	<p>Galaviz and Dean Vasconcellos.</p> <p>College Recommendation 7 addresses the College’s evaluation cycle. Faculty evaluation is on a 3 year cycle and the classified evaluation cycle is based on their hiring anniversary which makes it more of a challenge. At the last AFR Core Team meeting with the President, the AFR Core Team spoke with the President regarding the challenges around classified staff evaluations and supported the recommendation made by the CR 7 Sub-Committee to assign a staff member with the specific coordinating responsibility of tracking and monitoring the completion of all classified staff evaluations. This type of position would be similar to the faculty coordinator positions assigned to track and monitor faculty and tenure track faculty evaluations.</p> <p>Members of the AFR Steering Committee group discussed the challenges of personnel evaluations, particularly with the high administrative turnover at the College.</p> <p>Dr. Love stated that the College’s evaluation process needs to be in line with the District’s personnel cycle.</p> <p>Discussion: Suggestion was made that a check-list be developed at the beginning of each year with the timeline/anniversary dates for personnel evaluations. Another recommendation was made for the college to examine trends at what other colleges are doing to achieve 100% completion of all personnel evaluations.</p>	
<p><b>II. Merritt Leads for District Recommendations</b></p>	<p>President received an email from the District asking the College to assign point people to review the District’s Recommendation (DRs) write-ups. There are 8 District Recommendations.</p>	



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	<p>When the AFR Core Team and President met they collaborated on identifying recommendations of Merritt faculty and staff to serve as District Recommendation leads. Only one District Recommendation written draft has been forwarded to the College at this time.</p> <p>AFR Chair provided overviews of the Standards that must be met for each of the 8 District Recommendations and the names of some of the faculty in staff point people identified, to date, by the AFR Core Team and the President. Several AFR Steering Committee members provided feedback and their recommendations on point people. The AFR Chair will take those names back to the President. Once the list is finalized it will be communicated to the AFR Steering Committee.</p>	
<p><b>III. Update on College Recommendation Drafts</b></p>	<p>Chair updated the group on three of the edited draft written College Recommendation Response Narratives. Edits for CR1 and CR 2 have been completed by AFR Writer and AFR Chair, however, the conclusions for each of the College Recommendations will be written at a later date. Edits are almost completed for CR 7. The team is waiting to receive from the President the three-year trend information on the completion of administrator and classified staff personnel evaluations.</p> <p>The goal is for the AFR Writer and AFR Chair to complete edits of CR 3, CR 4 and CR6 over the Spring Break.</p> <p>CR 9 and preparation of Follow-Up report will be written after Spring Break.</p> <p>Goal is to have a collated draft by March 30 and draft will be</p>	



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	disseminated college-wide in April. AFR Core Team calculated in a cushion in the timeline to allow for delays.	
<b>IV. Institutional Effectiveness Partnership Initiative (IEP) Resource Team Initial Observations</b>	<p>The IEP Team generated a summary of their initial observations from their visit to Merritt College during the Fall 2015 semester.</p> <p>The Senate will look at the IEP report and recommend the area(s) of focus for the future funded IEP Plan. Merritt College will be awarded up to \$150,000 to be applied towards this plan. The money may be used to do training and visits to other Colleges</p>	
<b>V. Evidence Collection Processes</b>	AFR Project Manager announced that the evidence team is continuing their evidence collection efforts. CR Co-Leads were encouraged to develop the evidence template and submit to the evidence team. The AFR Writer and AFR Chair will be using the evidence template to edit the CR narratives.	
<b>VI. Faculty and Co-Lead Stipends (Dr. Audrey Trotter)</b>	AFR Chair updated the group on the faculty and Co-lead Stipends. EPAFs and Classified Staff OT Memorandums are in the process of being revised. The AFR Chair included the wrong stipend amount in the EPAFs and on the OT Memorandums.	
<b>VII. Next AFR Steering Committee Meeting</b>	Wednesday, March 30, 2016, 1:00 p.m. – 2:00 p.m. in the Learning Center, RM L126	

M/S/P = motion/second/pass