



Finalization and Validation Team Meeting
Tuesday, June 7, 2016
1:00 p.m. – 2:00 p.m.
Learning Center, L126
Meeting Notes

Present: Dr. Audrey Trotter, Dr. Tae-Soon Park, Anita Black, Walter Johnson, Nghiem Thai, Samantha Kessler, Dinh Truong, Stefanie Harding, Ann Elliott, Dr. Siri Brown, Maril Bull, Dan Lawson, Dr. Dettie Del Rosario
Absent: Dr. Mario Rivas, Waaduda Karim, Dr. William Love, Dr. Jeffrey Lamb, Dr. Mia Kelly
Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Welcome	<p>Dr. Trotter welcomed everyone to the Finalization and Validation Team Meeting. Attendees make up the official AFR Finalization and Validation Team</p> <p>Purpose is for group to review the collated draft of the report and validate accuracy of the reports</p> <p>The goal is for the College to hire a professional copy editor to proofread the report once the District Recommendation shave been inserted into the report by August 1, 2016 and prior to Flex Day. However, the validation should feel free to note any grammatical errors in the report</p>	
II. Dissemination of the Draft 2016 Merritt College Accreditation Follow-Up Report	<p>Three handouts were disseminated at today’s meeting; the agenda, Finalization and Validation Team Comment Form, and the hardcopy of collated draft AFR Report</p> <p>Based on the report and work that the college has put forth, Dr. Trotter is confident that we are in compliance with 8 of 9</p>	



Accreditation Follow-Up Report

Inspect what you expect!

	<p>College Recommendations. In addition, we have addressed and provided plans for the remaining College Recommendation</p> <p>Members of the Finalization and Validation team were encouraged to communicate the work of AFR and the process that lead up to it to their college constituents.</p> <p>Of the College Recommendation that we don't have 100% compliance, we have written in how we will resolve the deficiencies and provided a timeline as to when it will be completed</p> <p>CR 7: 100 % of tenure track evaluations completed, 100% of administrators, faculty, part-time evaluations are completed. The college is not in compliance in completing all classified staff evaluations. The recommendation for CR 7 is to assign a person to monitor classified evaluations. The person with reassigned time will serve as the liaison with District to make sure paperwork is out for scheduled evaluations</p> <p>Ms. Black and Mr. Johnson were thanked for stepping up as co-leads of the AFR Finalization and Validation Team</p>	
<p>III. Timeline for Responses</p>	<p>AFR Finalization and Validation Team Members will receive an electronic copy of the Finalization and Validation Team Comment Form by email so they may enter responses electronically</p> <p>Currently, only a hard copy of the collated AFR report draft has been disseminated to the AFR Finalization and Validation team for review</p>	



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	<p>Dr. Trotter will work with Ms. Black and Mr. Johnson to incorporate changes and edits. After the edits, the hope is to turn report over to Dr. Kelly and Ms. Truong to drop in Eligibility Requirements (from the President), finalize the evidence, and to drop in District Recommendations</p> <p>Merritt faculty and administrators were encouraged to serve on an ACCJC Evaluation Team because it's good experience to see what other campuses are doing. In addition, they can come back and dialogue about it through shared governance</p> <p>The group was instructed to read and validate the entire report. Comments and responses by Monday, June 13, 2016 by close of business</p> <p>Email comment forms to Ms. Black and Mr. Johnson with a cc to Dr. Trotter, Dr. Kelly, Ms. Truong, Mr. Thai and Mr. Bull</p>	
<p>IV. AFR Finalization & Validation Comment Form</p>	<p>Dr. Trotter asked for feedback regarding the comment form. Group had no edits for the form</p> <p>Question regarding CR7, p. 81, evidence piece CR 7.9: the job description for Ms. Ng Chin. We can denote it as a Merritt position. Will not eliminate because Ms. Ng Chin role resulted in us getting 100% completion of faculty evaluation</p> <p>Reminder: our long term goal is to show sustainability.</p> <p>A member of the group asked how is the college preparing for the visit in October? How will External Evaluation Team do the interview? We don't control who they interview. It's a one day or maybe little more than a day visit</p>	<p>See Eva Ng Chin to get a copy of a written brief, bulleted job description for her role as Faculty Evaluation Facilitator</p>



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	<p>Dr. Trotter will reach out to Dr. Chavez about Kahoot so we can use it as a tool to prepare for the external evaluation team's visit in October. The team will talk to others about putting together questions for Kahoot. It was recommended that the College Council is involved with AFR Core as well as all administrators, steering committee co-leads, to orchestrate a joint meeting to prepare ourselves in anticipation of the visit. This ensures that we are on the same page because likely the visiting team will be pulling key people out to interview (i.e. senate president, key administrators and leaders will be interviewed</p> <p>Once the team visit is scheduled, meeting between these key groups should be arranged as soon as possible in order to prepare for the visit</p> <p>When it comes to shared governance, it will be up to us to recommend people. The logistics person should provide new and former members of shared governance</p> <p>Reminder was given that:</p> <ol style="list-style-type: none">1) If there are questions regarding the Collegial Governance and Decision-Making Handbook, it is online as a reference2) Sustainability is a must3) There are timelines as to when changes should and can be made to college participatory process and a process that is spelled out in the participatory process <p>Dr. Trotter will come back in October for the external evaluator's visit.</p> <p>Dr. Del Rosario announced that she conducted an end of the</p>	<p>College will need to appoint a logistic person that knows and has a relationship with shared governance and key leaders on campus who has been involved in the AFR process. Logistic person will need to schedule the interviews. Talk to the president about who the logistics person should do or the ALO will have to designate.</p> <p>IPB Model (CR3, p.31 under Intensive Planning (September-December), bullet 5 should include CEMPC</p> <p>Merritt and Shared Governance websites need to be cleaned up still.</p>
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	<p>meeting with her unit. She incorporated the IPB model into the meeting so everyone in her unit knows about the IPB model. She reviewed the IPB Graphic, administrative procedures and calendar. She will be notifying the campus community on a monthly bases on items that are due according to the IPB calendar starting in July 2016</p> <p>Another recommendation is to conduct training for leads/chairs of shared governance committees as people take on new leadership each year.</p>	
<p>V. Evidence</p>	<p>Evidence templates in the collated drafts are not the final versions. Dr. Trotter and Ms. Truong will meet with Mr. Bull to look at evidence drafts to see where we are. Should have it by Monday.</p>	
<p>VI. Next Finalization and Validation Team Meeting</p>	<p>The team proposed to have another meeting on 6/20/2016, 12:00 pm. Last meeting of the Validation and Finalization Team in the Learning Center, L126.</p> <p>Dr. Trotter recommended that members and staff visit other colleges who are close to proficiency in assessment in early fall</p>	
<p>VII.</p>		

M/S/P = motion/second/pass