

ACCJC Recommendation
Preliminary Workgroup Notes
8/6/2015
10:00 pm-12:00 pm
R 29

In Attendance:

Arnulfo Cedillo
Dettie Del Rosario
Guy Forkner
Anita M. Black
Dan Lawson
Romeo Garcia
Nghiem Thai
Brock Drazen
Elmer Bugg
Time Brice
Carl Ogden
Berenise Herrera
Molly Sealund
Stefanie Harding
Tae-Soon Park
Dinh Truong
Mario Rivas

1) Overview:

- a) Faculty, staff and administration present was given an introduction to what the Leadership Group (College President, Classified Senate President, Faculty Senate President, Student Body President, who has been absent due to summer commitment), has been doing in response to the 9 recommendations made in the External Evaluation Report for the Accrediting Commission for Community and Junior Colleges (ACCJC).
 - Met during the summer to discuss the report and actions needed.
 - Recognizes that the process needs to be as inclusive as possible with the maximum amount of participation from the different constituents and governance groups on campus.
 - 13 recommendations from Merritt's Self Evaluation -----needs to be addressed. See, *Actionable Improvement Plans (AIPs)*. This brings the total recommendations to 22.
 - Projected action plan was developed. See, *Response to 2015 Accreditation Site Visit Recommendations "Accountability Plan for Quality Continuous Improvement" and Merritt College Actionable Improvement Plans (AIPs) & ACCJC Recommendations Work Plan*.
- b) A copy of the External Evaluation Report for the Accrediting Commission for Community and Junior Colleges (ACCJC) and the Actionable Improvement Plans (AIPs) was passed around.

2) Discuss ACCJC Recommendations

- Commission has put the College on probation
- Merritt has 18 months from June 2015 to respond to the recommendations put forth from the External Evaluation team. Report to be submitted to the Commission by October 2016.
- THE COLLEGE NEEDS to clarify when the Commission will revisit Merritt.

- a) *Response to 2015 Accreditation Site Visit Recommendations “Accountability Plan for Quality Continuous Improvement”* which listed out the 9 ACCJC Recommendations.
 - Recommendations matched with each one to its prospective standards, INCLUDING what evidence needs to be presented to satisfy the recommendation, a completion date, division/department that has the information and person (people) who may have the most experience and/or exposure to meeting the recommendations.
 - b) *Merritt College Actionable Improvement Plans (AIPs) & ACCJC Recommendations Work Plan*, combines the 9 ACCJC Recommendations with the 13 recommendations that came out of Merritt’s self-evaluation bringing the total of recommendations to 22.
- 3) Discuss Possible Approaches to Responding to ACCJC Recommendation:
- a) Faculty, staff and administrators present were invited to gather knowledge and gain exposure about ACCJC recommendations to broaden participation and contribution.
 - b) Accreditation Liaison Officer (ALO) has a steering committee but recognizes that there is a need to bring a broader membership to that committee to take charge of the process. Steering Committee met at the end of Spring and will meet in September 2015.
 - c) Need to develop timeline and an action plan that shows clear deadlines, people in charge, steps needed and the “bigger” picture of the process.
 - d) Discussion around accountability, timeline, archival of notes and disseminating information so everyone is updated and process is made.
 - Dinh Truong brought on board to manage the accreditation project. She will support the accreditation lead and the team of co-leads by overseeing a series of action needed to ensure Merritt College fulfills the accreditation recommendations.
 - e) Group voiced their concern over the possible number of staff who actually has experience in leading the accreditation process and the difficulties with the turn around in staff.
- 4) Input discussion:
- a) Student Services just had their retreat. On their retreat agenda was to review the ACCJC recommendations and discuss it. Student Services is ready to support and be a part of the accreditation process.
 - b) Faculty Senate is out during the summer. The Faculty Senate president has been reviewing and working with the leadership group on devising a preliminary plan. Faculty Senate will meet at the end of August.
 - c) Classified Senate president is working with the leadership group to devise a preliminary plan. Recognizes that classified group will play a large role in the accreditation process.
 - d) Recommendations:
 - 1) Get people who have historical data and experience in accreditation.
 - 2) Develop a system of archiving notes.
 - 3) Leadership group to look into getting the Recommendation leads a stipend for their work in answering the accreditation.
 - 4) Have leads attend ACCJC training in September and/or have ACCJC come to train our people.
 - 5) Identify an editor for the final report.
 - 6) Develop a shared calendar with all governance groups
 - 7) Develop a process of disseminating information.

5) Things to do for the leadership group:

- I.D. Team
- I.D. process
- Provide a simplified outline of the process for Flex Day

6) Next Meeting: TBA