

**Merritt College**  
**Accreditation Follow-Up Report (AFR)**  
**Chair, Job Description**  
*Dr. Audrey Trotter*

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Dr. Audrey Trotter will serve as the Chair of the Accreditation Follow-up Report's Core Team and Steering Committee with the primary responsibility of leading and facilitating the college's planning, development, and implementation of strategies, responses, corrective actions, in preparing an effective response to the ACCJC action letter dated June 29, 2015, the nine (9) College Recommendations, Eligibility Requirements (ER) 10, 18, and 19, and the required written Follow-Up Report due October 2016.

As Chair, Dr. Trotter will report to the College President, Dr. Norma Ambriz-Galaviz and work in tandem with a Core Planning Team which includes: Dr. Mia Kelly, Co-Chair, Dinh Truong, Project Director and, Jennifer Lough Kennedy, Team Editor/Writer.

The Core Team will facilitate college wide constituent planning processes through an AFR Steering Committee composed of the college's administrators, college recommendation sub-committee faculty and classified staff co-leads, which may also include representatives of the Academic Senate, College Shared Governance Committees, and individual college constituencies, as well.

### **Roles/Responsibilities**

- Lead Core Team planning efforts in structuring an AFR framework, writing and evidence collection templates for the college's response to the nine (9) College Recommendations, Eligibility Requirements, and the inclusion of the District's eight (8) recommendation response areas.
- Schedule, prepare agendas, and hold weekly Core Team planning meetings, and additional meetings, as needed.
- Collaborate with the Core Team to meet with the sub-committee co-leads bi-weekly to support sub-committee goal achievement, and recommend modifications, as needed.
- Schedule and prepare agenda's for bi-weekly meetings with the President to provide AFR progress reports, to address any obstacles encountered, to garner College Administrative support for broad-based dialogue and faculty, staff, and student participation in the AFR project.
- Schedule and plan regular AFR Steering Committee and AFR college wide meetings.
- Review all accreditation materials and resources and identify accreditation resource materials for college wide dissemination.
- Act as a liaison along with the AFR Co-Chair in establishing and monitoring website and electronic evidence collection activities.
- Schedule Core Team member participation in College Shared Governance Committee meetings on a monthly basis.
- Collaborate with the Project Manager to maintain and update a Merritt AFR Project timeline.
- Review and recommend revisions of all AFR written drafts (prior submission to the Accreditation Editor) in collaboration with the AFR Co-Chair and other Core Team members to ensure compliance Accreditation Standards and Eligibility Requirements.
- At the direction of the College President, the Core Team shall meet with ACCJC on stated College Recommendations and AFR processes.
- AFR Core Team will be accessible to the Institutional Effectiveness Project team and assist in identifying best practices to improve college policies, processes, and procedures aligned to meeting Accreditation Follow-Up Report Standards.
- Collaborate with the College Accreditation Liaison Officer, as needed.

- Response to the Merritt College 2015 Self Evaluation Report Actionable Improvement Plans will be the responsibility of the College's Accreditation Liaison Officer.
- Review and confirm participation in the Spring 2015 AFR Project, no later than December 2015.
- Chair roles and responsibilities are subject to change and upon mutual agreement between the AFR Chair and College President.

# Accreditation FOLLOW-UP REPORT

## Scope of Work

### *Co-Chair Dr. Mia Kelly*

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Dr. Mia Kelly will serve as the Co-Chair for the Accreditation Follow-Up Report (AFR) and work under the direction of Lead Dr. Audrey Trotter auditing all processes related to the project. Dr. Kelly will work collaboratively with the AFR Core Team, the College President, Academic Senate and all College Constituencies to assist in the planning, development, and implementation of strategies to prepare an effective written response to the Merritt College Commission's Action Letter on the nine recommendations as outlined in the May 2015 report. Scope of work will include, but is not limited to the items listed below.

## Job Description

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### **Roles/Responsibilities**

- In preparation, during the assessment phase, thoroughly review all pertinent accreditation materials and resources. Complete *ACCJC Accreditation Basics* and obtain Certificate of Proficiency. Attend all relevant trainings.
- Participate in preliminary strategic planning sessions to create templates, draft action plans and collaborate on the selection of appropriate leads and sub-committees for the anticipated work.
- Attend weekly meetings with the AFR Core Team to collaborate, evaluate sub-committee progress. Modify and refine strategies as needed.
- Convene and co-consult with the nine response team leaders twice monthly and as needed to monitor progress.
- Assist with the preparation of Accreditation Committee meeting agendas.
- Prepare and disseminate monthly newsletters to communicate accreditation updates and progress to the entire college community.
- Attend at least 1 monthly meeting with the President to provide updates. Communicate via e-mail and telephone, as needed.
- Assist with preparing a writing template inclusive of the District's nine response areas.
- Collaborate with Co-Lead and AFR Core Team in identifying necessary evidence to support the Follow-Up Report.
- Review all nine area team written drafts (prior submission to the Accreditation Editor) with Co-Lead and the AFR Core Team to ensure compliance with area question(s); collaborate with Co-Lead and AFR Core Team to identify any recommended changes.

- Collaborate with Co-Lead, the Accreditation Report Editor and AFR Core Team in the overall organization and formatting of the Follow-Up Report.

## Timeline/Deliverables

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The Accreditation Co-Chair/s will:

- Support the Accreditation Report Editor in the presentation of the draft report to the College's Shared Governance Committee's.
- Work collaboratively with the Co-Lead, Accreditation Editor and AFR Core Team in presenting the final draft to the District Office.
- Remain available for revisions throughout the writing process.

**Merritt College**  
**Accreditation Follow-Up Report (AFR)**  
**Project Manager, Job Description**  
*Dinh Truong*

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Dinh Truong will serve as the Project Manager for the Accreditation Follow-up Report's (AFR) Core Team and AFR Steering Committee. Reporting to the AFR Chair and Co-Chair, the AFR Project Manager will provide task management needed to support the College's corrective actions and plans required to meet ACCJC Standards and Eligibility Requirements as referenced in the Merritt College June 29, 2015 ACCJC Action. As a member of the AFR Core Team, including the Chair, Co-Chair, and Editor/Writer, the Project Manager will assist in facilitating college wide constituent planning processes for the nine (9) College Recommendation (CR) Sub-Committees and other frameworks designed to meet Eligibility Requirements.

### **Roles/Responsibilities**

1. Establish a mutually agreed upon monthly work schedule by the first Wednesday of each month through December 2015. (The initial ICC work completion date will be amended and extend the end date to June 2016 with all other terms remaining the same). Hours per week may exceed 20 hours a week.
2. Collaborate with AFR Core Team to form an AFR Steering Committee which will include College Recommendation (CR) Co-Leads, team members, and Administrative Support Leads. Provide task management clarity for CR Sub-Committees which includes target timeline and benchmarks.
3. Coordinate, maintain, record, and update as needed the AFR nine (9) College Recommendations and Eligibility Requirements Response and Writing Templates, action/matrix project timelines.
4. Collaborate with governance bodies, CR Sub-committee Co-leads, faculty and staff regarding tasks needed to reach monthly milestones.
5. May act as liaison in communications with the various governance bodies of Merritt College to meet the requirements cited in the June 29, 2015 ACCJC Action Letter.
6. Attend AFR Steering Committee, CR Sub-Committee and College Shared Governance Committee meetings, as needed. Make observations and document the decision making processes.
7. Disseminate information to update the college on the progress of the accreditation response process. This may include reporting at department meetings, meeting with College Shared Governance Committees, department chairs, program directors, and managers, etc.
8. Record and transcribe minutes for AFR Steering Committee meetings using the Merritt College Meeting Minutes template.
9. Collaborate with the AFR Website Coordinator to archive Core Team Meeting Notes and AFR Steering Committee, and AFR College Recommendation Sub-Committee meeting minutes.
10. In alignment with project management: 1) Generate reports, memos and presentation materials as appropriate, and needed; 2) develop and maintain relationships with the constituents of Merritt College; and, 3) maintain ongoing communications in person, via email and/or telephone, as appropriate and needed.
11. Collect and assemble working drafts for submission to AFR Chair, Co-Chair, and AFR Editor/Writer.

Merritt College  
Accreditation Follow-Up Report (AFR)  
Editor/Writer, Job Description  
*Jennifer Lough Kennedy*

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Jennifer Lough Kennedy will serve as the Editor/Writer and member of the Merritt College Accreditation Follow-Up Report (AFR) Core Team which includes: Dr. Audrey Trotter, Chair, Dr. Mia Kelly, Co-Chair, and Dinh Truong, Project Manager. The AFR Core Team and AFR Steering Committee will facilitate the college's planning, development, and implementation of strategies, responses, corrective actions, in preparing an effective response to the ACCJC action letter dated June 29, 2014, the nine(9) College Recommendations, Eligibility Requirements (ER) 10, 18, and 19, and the required written Follow-Up Report due October 2016.

### **Roles/Responsibilities**

1. Serve as Team Editor/Writer for the ACCJC AFR project.
2. Attend ACCJC AFR Core Team meetings, as well as other project-related meetings, as appropriate.
3. Review project background materials, including Merritt College Accreditation Self-Study, Merritt's External Evaluation Report, ACCJC response and recommendations, ACCJC guidelines, sample reports from other colleges, and additional Merritt College institutional documents, as needed.
4. Work with AFR Core Team and Steering Committee members to plan strategy, tasks, and timeline for preparing the report.
5. Prepare writing guidelines and templates as needed for college teams and sub-committees responding to each recommendation.
6. Write and revise the required narrative responses to ACCJC recommendations, as needed.
7. Oversee overall narrative consistency and style, as well as editing and proofing.
8. Work with ACCJC AFR team to ensure completion of final report text for submission and publication.

AFR Electronic Evidence Coordinator  
Job Description

1	Collect, maintain and monitor all AFR sources of evidence.
2	Serve as a resource to College Recommendation Sub-Committee for the collection of sources of evidence. Identify omissions of evidence and communicate to CR Co-Leads as needed.
3	Collaborate and coordinate with CR Co-Leads on the collection of evidence.
4	Upload new sources of evidence and maintain accreditation document archives.
5	Maintain and update a hard copy of all AFR sources of evidence.
6	Coordinate and collaborate with the AFR Website Coordinator as needed.
7	Meet with AFR Core Team to provide an update on the collection of evidence as needed.
8	Attend AFR Steering Committee Meetings.

AFR Website Coordinator  
Job Description

1	Create, maintain and monitor the AFR Website.
2	Upload AFR documents and resource materials as needed.
3	Transition existing accreditation documents and sources of evidence to the new 2015-2016 Accreditation Website.
4	Attend AFR Core Team meetings as needed.
5	Attend AFR Steering Committee Meetings.
6	Coordinate and collaborate with AFR Evidence Coordinator.