

PCCD Planning and Budgeting Council
May 27, 2016 8:30 a.m. – 12:30 p.m.

AGENDA

Time	Agenda Topic	2015- 16 PBC Goal	PCCD 2015- 16 Strategic Goals and Institutional Objectives	Presenters
8:30	I. Agenda Review			Facilitator
8:35	II. Review of April 29, 2016 Meeting Minutes			Facilitator
8 :40	III. Facilities Projects Update: <ul style="list-style-type: none"> • Status of 2014-15 and 2015 – 16 Projects • Status of 1% Allocation • Deliberation that led to the 1.5% Figure 	6. Develop and monitor Progress in the Integrated Planning and Budgeting Calendar	<i>D. Strengthen Accountability, Innovation and Collaboration</i> D.2. Institutional Leadership and Governance: D. 3 Institutional Effectiveness	VC Ikharo
9:00	IV. Accreditation Reports: <ul style="list-style-type: none"> • District TCO Guidelines • District Staffing Plan • District Functions Map • College Reports 	7. Review monthly progress reports on resolution of the eight District accreditation recommendations and review periodic progress reports from the colleges in resolution of the colleges' accreditation recommendations.	<i>D. Strengthen Accountability, Innovation and Collaboration</i> D.2. Institutional Leadership and Governance	VC Ikharo (TCO) Vanesse Metcalf (Staffing Plan)) Annette Dambrosio (District Functions) College Representatives: <ul style="list-style-type: none"> • BCC • COA • Laney • Merritt

9:50	V. District 2016-2019 Equal Opportunity Employment Plan		<i>D. Strengthen Accountability, Innovation and Collaboration</i> D.2. Institutional Leadership and Governance	HR Director Vanesse Metcalf
10:00	VI. 2016-17 Tentative Budget	6. Develop and monitor Progress in the Integrated Planning and Budgeting Calendar	<i>E. Develop and Manage Resources to Advance Our Mission</i> E.3 Fiscal Oversight	VC Little
10:30	VII. Task Force Reports: <ul style="list-style-type: none"> • Purchasing • BAM • RATF – Classified Staffing 	1. Evaluate the Budget Allocation Model (BAM), consider recommendations with respect to improvements, and create a three-year plan for full implementation. 2. Update Purchasing Guidelines	<i>D. Strengthen Accountability, Innovation and Collaboration</i> D. 3 Institutional Effectiveness <i>E. Develop and Manage Resources to Advance Our Mission</i> E.3 Fiscal Oversight	Budget Director Aaberge (Purchasing) Cleavon Smith (BAM) Yashica Crawford (RATF)
11:00	VIII. District Academic Senate Recommendations: <ul style="list-style-type: none"> • Distance Education • Common Assessment: <i>DAS recommends that an institutional researcher at the district be assigned immediately to work with Nathan in order to</i> 	5. Evaluate Continuous Improvement of the PBIM Process	<i>D. Strengthen Accountability, Innovation and Collaboration</i> D. 3 Institutional Effectiveness	Cleavon Smith

	<i>transitions as the lead researcher associated with common assessment.</i>			
11:10	IX. Annual Program Update Template for the Colleges	6. Develop and monitor Progress in the Integrated Planning and Budgeting Calendar	<i>E. Develop and Manage Resources to Advance Our Mission</i> E.3 Fiscal Oversight	Program Review Task Force
11:20	X. Administrative Procedures	3. Review and Recommend Board Policies and Administrative Procedures	<i>D. Strengthen Accountability, Innovation and Collaboration</i> D.2. Institutional Leadership and Governance	Joseph Bielanski
11:30	XI. Self-Evaluation of the PBC 2015-2016 Goals			Facilitator
11:50	XII. Dialogue With the Chancellor			Chancellor Laguerre

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**DISTRICT
PLANNING AND BUDGETING
COUNCIL
MEETING**

**FRIDAY, MAY 27, 2016
8:30 A.M. TO 12:30 P.M.**

Merritt College Accreditation Follow-Up Report

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OVERVIEW

- **The Merritt College Road to Excellence**
- **Accreditation Follow-Up Report Progress Report**
 - When?: Timeline & Accomplishments
 - How?: Process and Results
 - What?: College Recommendation Focus Areas
 - Who?: AFR Team & College Stakeholders
 - Where: Information for Preparation
- **NEXT STEPS & QUESTIONS**



Accreditation Follow-Up Report

Inspect what you expect!



**Accreditation
Follow-Up
Report
2016**

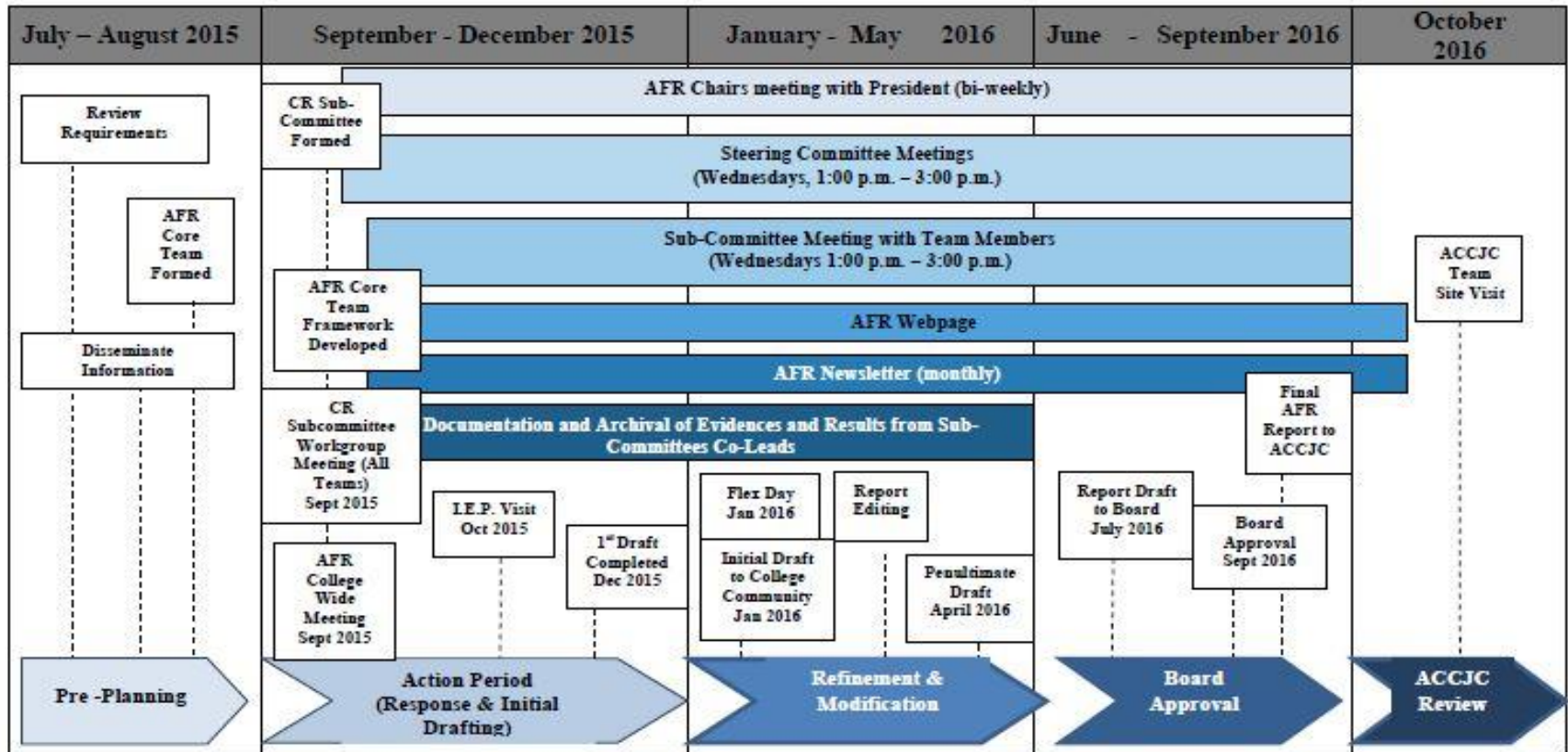




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18 Month Timeline



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- July to August 2015
 - Pre-Planning
 - ✦ Dissemination of ACCJC Action Letter, June 29, 2015 & External Evaluation Team Report, May 8, 2015
 - ✦ College Leadership Team meetings
 - ✦ Review requirements
 - ✦ Disseminate information
 - ✦ August College Flex Day Program
 - ✦ AFR Core Team Formed



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- September to December 2015

- Action Period—Response and Initial Drafting
 - ✦ AFR Core Team Formed
 - ✦ AFR Core Team, Evidence Collection Coordinator, and AFR Webpage Coordinator Job Descriptions
 - ✦ AFR Presentation to Key Shared Governance Committees
 - ✦ AFR Core Team Framework Developed
 - ✦ College Recommendation Sub-Committee Workgroup Meeting
 - ✦ AFR College Wide Meeting

- September to December 2015

- Action Period—Response and Initial Drafting
 - ✦ Rad Tech Accreditation Visit
 - ✦ Initial IEP Visit
 - ✦ AFR Core Team Meets with President bi-weekly
 - ✦ AFR Steering Committee Meetings, Wednesdays, twice a month
 - ✦ AFR Sub-Committee Meetings
 - ✦ AFR Webpage
 - ✦ AFR Monthly Newsletter
 - ✦ District Lead Coordinator Visit
 - ✦ Documentation and Archival of CR Evidence
 - ✦ 1st Drafts Completed

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January to May 2016

- Refinement & Modification
 - ✦ AFR Core Team Meets with President bi-weekly
 - ✦ AFR Steering Committee Meetings, Wednesdays, twice a month
 - ✦ AFR Sub-Committee Meetings
 - ✦ AFR Webpage
 - ✦ AFR Monthly Newsletter
 - ✦ Documentation and Archival of CR Evidence
 - ✦ 1st Drafts Completed

January to May 2016

- Refinement & Modification
 - ✦ January Flex Day Program
 - Integrated Planning & Budgeting
 - Educational Master Planning
 - Student Learning Outcomes Assessment
 - Use of Data in Planning and Decision Making
 - ✦ February 19th World Café
 - ✦ March 2nd Chancellor's Meeting with AFR Steering Committee
 - ✦ College Recommendation Edited Drafts
 - ✦ AFR College wide Meetings
 - ✦ District Lead's Meetings
 - ✦ AFR Validation & Finalization
 - ✦ Proof Reading

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● **District Accreditation Timeline**

- District Narrative Draft to PBC, April 29, 2015 and Again May 2016
- All College AFRs Completed by May 2016
- District Recommendation Writing May Continue in Summer
- AFRs Presented at Fall District and College Flex Days
- PCCD Board Approval of AFRs, September 13, 2016
- Delivery of College AFRs to ACCJC, Friday, September 30



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- June to September 2016 and October 2016
 - Board Approval
 - District AFR Draft Update To Board, July 2016
 - AFR Final Board Approval, September 2016
 - Submission to ACCJC, September 30, 2016
 - ACCJC Team Site Visit, October 2016
 - ACCJC Commission Decision, January 2017



CR 1

10

ADMINISTRATIVE SUPPORT

DR. LILIA CHAVEZ AND RACHEL ANTROBUS (FORMER DEAN)

CO-LEADS

CHRIS GRAMPP (FACULTY CO-LEAD)

KINGA SIDZINSKA (CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

ANTHONY POWELL, TANYA LLARDE, ELAINE WALLACE, THOMAS RENBARGER, WAADUDA KARIM, DR. STEVE PANTELL, LAWRENCE LEE, DARAJA WAGNER, FERESHTEH MOFIDI



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College Recommendation 1

11

In order to meet the Standard the Team recommends that the College develop and implement policy and procedures for systematically reviewing the college mission statement.

CR 2

12

ADMINISTRATIVE SUPPORT
RACHEL ANTROBUS

CO-LEADS

SHEILA METCALF-TOBIN (FACULTY CO-LEAD)
DORIS HANKINS (CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

MARIL BULL, CARLOS MCLEAN, DR. JON MURPHY



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College Recommendation 2

13

In order to increase institutional effectiveness, the Team recommends that the College implement an evidence-based process that links institutional planning and decision-making to the College mission.

CR 3

14

ADMINISTRATIVE SUPPORT

DR. DATIVA DEL ROSARIO & DR. TINA VASCONCELLOS

CO-LEADS

ANITA BLACK (FACULTY CO-LEAD)

WALTER JOHNSON (CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

DR. RAY CHAMBERLAIN, ALEXIS ALEXANDER, MARY LOUSE ZERNICKE,
NGHIEM THAI, RON NELSON, DR. MARIO RIVAS, CYNTHIA ALVARADO,
ROSE ALLEN, CHARLOTTE VICTORIAN, LORNA PASCUAL



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College Recommendation 3

15

In order to meet the Standards, the Team recommends that the College implement systematic and evidence based integrated planning processes that show clear linkages between planning, program review, Student Learning Outcomes (SLO) assessment, and resource allocations; delineates the role of faculty, staff, administrators, and students participating in the process; and “closes the loop” through ongoing evaluation of the processes and the impact on student learning and achievement. The Team further recommends that the College put in place institutional structures that can sustain and stabilize the planning process.

CR 4

16

ADMINISTRATIVE SUPPORT

DR. TINA VASCONCELLOS & DR. ROSEMARY DELIA

CO-LEADS

DR. SIRI BROWN(FACULTY CO-LEAD)

SAMANTHA KESSLER(CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

ISELA GONZALEZ-SANTANA, TIM HACKETT, BARBARA DIMOPOULOS,
MARY CIDDIO, ROSA PEREZ FLORES, JAYI THOMPSON, LINNEA
WILLIS, SADIE BRADLEY, JENNIFER BRIFFA



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College Recommendation 4

17

In order to meet the Standards, the Team recommends that the College accelerate the completion of comprehensive program reviews and Annual Program Updates (APUs) for all instruction, student services, learning resources, and administrative services; to ensure that the process is systematic, integrated into college planning and resource allocation, and utilized for continuous program improvement.

CR 5

18

ADMINISTRATIVE SUPPORT

ROMEO GARCIA & RACHEL ANTROBUS

CO-LEADS

ANN ELLIOTT (FACULTY CO-LEAD)

FRANCES MOY (CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

MARIA PEREZ, DR. ARJA MCCRAY, JASON HOLLOWAY, THOMAS
RENBARGER



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College Recommendation 5

19

In order to meet the Standards, the Team recommends that the College establish institution set standards for student achievement and systematically assesses the institution's progress in meeting or exceeding these standards.

CR 6

20

ADMINISTRATIVE SUPPORT

DR. TINA VASCONCELLOS & DR. ROSEMARY DELIA

CO-LEADS

(FACULTY CO-LEAD)

(CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

STUDENT LEARNING OUTCOMES AND ASSESSMENT COMMITTEE
(SLOAC)



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College Recommendation 6

21

In order to meet the Standards, the Team recommends that the College accelerate the identification and documentation of student learning outcomes for all courses, programs, certificates, and degrees; assess student attainment of those outcomes to ensure that all of its instructional courses and programs are of high quality and to make improvements.

CR 7

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ADMINISTRATIVE SUPPORT

DR. ARNULFO CEDILLO & DR. ROSEMARY DELIA

CO-LEADS

CHRISTINE OLSEN (FACULTY CO-LEAD)

JAMILA SALEH (CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

INGA MARCILIONIS, CARL OGDEN, GRACE IDOWU, DAWN WILLIAMS, LESLIE SCURRY, TODD JOHNSON, MARGARET DIXON, EVA NG-CHIN



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College Recommendation 7

23

In order to meet the Standard, the Team recommends that the College work with the District Human Resources Department and follow its policy to systematically complete all personnel evaluations.

CR 8

24

ADMINISTRATIVE SUPPORT

DR. DATIVA DEL ROSARIO & DR. ROSEMARY DELIA

CO-LEADS

DANIEL LAWSON (FACULTY CO-LEAD)

RON PEREZ (CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

DR. TAE-SOON PARK, ANGELA KHOO, MARGIE RUBIO, MARIA SPENCER, RACHEL ELLIS, GUY FORKNER, HILARY ALTMAN, JANE FONG



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College Recommendation 8

25

In order to meet the Standard, the Team recommends that the College assess and determine the adequate number of qualified faculty and staff to support the College's mission.

CR 9

26

ADMINISTRATIVE SUPPORT

DR. NORMA AMBRIZ-GALAVIZ & DR. ROSEMARY DELIA

CO-LEADS

BROCK DRAZEN (FACULTY CO-LEAD)

TIM BRICE (CLASSIFIED CO-LEAD)

SUBCOMMITTEE MEMBERS

STEFANIE HARDING, DR. WILLIAM LOVE, DR. MARIO RIVAS, MAURA SEALUND



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College Recommendation 9

27

In order to meet the Standard, the Team recommends the College establish and implement a written policy providing for faculty, staff, administrator, and student participation in decision-making processes which specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and implementation.

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- Eligibility Requirements 10, 18 and 19
- Spring 2016 AFR Sustainability Action Steps and Critical Issues
- Conducted College Wide AFR Steering Committee Town Hall Meeting #3 on Wednesday, May 18, 2016, 1:00 p.m. to 2:30 p.m., L126
- AFR Finalization & Validation Team (AFR F&V) Team—June 3 through June 9, 2016

AFR Finalization & Validation Team (AFR F&V)

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Co-Chairs: Anita Black & Walter Johnson

Members: Ann Elliott, Stefanie Harding, Samantha Kessler, Dr. Siri Brown, Maril Bull, Nghiem Thai, Dr. Mario Rivas, Waaduda Karim, Dan Lawson, Dr. Tae-Soon Park, ASMC representative(s)

Administrator Liaisons: Dr. Jeffrey Lamb, Dr. Arnulfo Cedillo & Dr. Dettie Del Rosario

Proofreaders: Jon Drinnon (responsible for forwarding all edits), Lorna Pascual, Tim Hackett, Tae-Soon Park

AFR Core Team Liaisons: Dr. Audrey Trotter & Dinh Truong



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Questions & Next Steps

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Merritt College AFR Core Team

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DR. AUDREY TROTTER

DR. MIA KELLY

JENNIFER KENNEDY

DINH TRUONG

MARIL BULL

NGHIEM THAI

Closing Comments

**Dr. Norma Ambriz-
Galaviz**

President



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