

# MERRITT COLLEGE

## ACCREDITATION FOLLOW-UP REPORT MEETING

Dr. Norma Ambriz-Galaviz & Dr. Audrey Trotter

Monday, August 31, 2015

11:00 to 12 noon

Room 137

## AGENDA

- Approval of Dr. Trotter's Fall 2015 Assignment
  - Accreditation Lead Load (0.75)
  - Learning Center Director (0.25)
  - LRNRE 280
  - Accreditation Stipend
  - MOU Pending
- Accreditation Follow-up Report Team Leaders
  - Dr. Mia Kelly
  - Jennifer Kennedy
  - Dinh Truong
  - Other Personnel
- Merritt's External Evaluation Report
  - Initial Thoughts
- Planning for a Recommended Steering Committee Framework
  - Accreditation Follow-up Report Team Leader's Reporting Structure
  - Co-Lead Selection Process
  - College Administrators
  - College Shared Governance Committee Work and Accountability
  - College Task Force on Integrated Planning & Budgeting and Closing the Loop on the Evaluation of College Governance Processes
  - Accreditation Template Created by Dr. Bugg
  - Regularly Scheduled President's Meeting with the Co-Chairs and/or Team Leaders
- ACCJC Evaluation Team Training Meeting, Tuesday, September 1, 2015 (Kelly)
- Regularly Scheduled Meetings with the President
- Other Items
- Next Steps



**Dr. Norma Ambriz-Galaviz, Dr. Audrey Trotter & Dr. Mia Kelly**  
**Monday, September 28, 2015**  
**1:00 to 2:00 p.m.**  
**President's Office**

## **A G E N D A**

1. Core Planning Team Update
  - a. Feedback and Reflections on September 23, 2015 AFR College Wide Meeting
  - b. AFR College Recommendation Workshop Meeting Agenda, Wednesday, September 30, 2015
  - c. 1<sup>st</sup> Monthly AFR Newsletter, Wednesday, September 30, 2014
  - d. AFR Steering Committee Composition and October 7, 2015 Meeting
2. President's Vital Support and Assistance
  - a. Rallying Support for Faculty, Administrator, and Staff Participation
    - i) Following AFR Meetings
    - ii) Ongoing strategies
  - b. SLOAC
    - i) College wide communication on the new structure, members, roles and responsibilities
    - ii) Who or is there a Chair who should play a role as an AFR Co-Lead?
  - c. What can happen when key faculty, classified staff and/or college leaders opt out of AFR Co-Lead or Sub-Committee roles?
  - d. Support for Fall 2015 College-wide Wednesday Meeting Time Slot, 1:00 to 3:00 p.m.
  - e. Will an Integrated Planning and Budget Task Force be initiated?
  - f. Other
3. Merritt College Accreditation Website & Electronic Evidence Collection
  - a. Development of a New Merritt College Accreditation Website Page
  - b. Nghiem Thai, Website Coordinator
  - c. Maril Bull, Electronic Evidence Collection Coordinator
4. Finalize AFR Budget
5. President Requests
6. Other Issues
7. **Next Meeting Date: Monday, October 12, 2015, 1:00 p.m. to 2:00 p.m.**

MERRITT COLLEGE



Accreditation Follow-Up Report

Inspect what you expect!

Dr. Norma Ambriz-Galaviz, Dr. Audrey Trotter, Dr. Mia Kelly & Dinh Truong

Thursday, October 12, 2015

1:00 p.m. – 2:00 p.m.

President's Office

**A G E N D A**

1. AFR Core Team Update President's AFR Leadership Support
  - a. Week of October 5, 2015: College Recommendation Sub-Committee Meetings
  - b. Shared Governance Committee Meetings Participation
    - i. Dr. Trotter-CDCPD: College Council; Budget
    - ii. Dr. Kelly-CEMPC; SLOAC
    - iii. Dinh Truong-CEMPC
  - c. FYI: Completed AFR Team Job Descriptions
    - i. Co-Leads
    - ii. Administrative Support
    - iii. Website Coordinator
    - iv. Electronic Evidence Collection
2. President's AFR Leadership Support
  - a. CR Sub-Committee Team Membership
  - b. Establish Integrated Planning and Budgeting Task Force
    - i. Recommended Membership
    - ii. Charge
    - iii. First Meeting Date
  - c. Call SLOAC, College Administration & AFR Core Team Meeting ASAP
  - d. AFR on Manager's Meeting Agenda
3. Approval of the Projected Fall 2015 AFR Budget
  - a. CR Sub-Committee Faculty & Classified Staff Stipends/OT
    - i. EPAFS
    - ii. Classified Staff OT Processes
  - b. AFR Website Coordinator
  - c. AFR Electronic Evidence Collection Coordinator
  - d. AFR Chair Release Time & Stipend
  - e. AFR Co-Chair Release Time
  - f. AFR Project Manager-Amend ICC End Date to June 30, 2016
  - g. AFR Writer/Editor
  - h. Office Supplies & Misc.
4. President's Requests
5. Other-**AFR Steering Committee, Wednesday, October 21, 2015, Time TBD**
6. **Next President's & Core Team Meeting Date: Monday, October 26, 2015, 1:00 p.m. to 2:00 p.m.**

MERRITT COLLEGE



**Accreditation Follow-Up Report**

Inspect what you expect!

Dr. Norma Ambriz-Galaviz, Dr. Audrey Trotter, Dr. Mia Kelly & Dinh Truong

Thursday, October 15, 2015

10:00 a.m.

President's Office

**A G E N D A**

1. Finalizing Proposed 2015-16 AFR Budget
  - a. CR Sub-Committee Faculty & Classified Staff Stipends/OT
    - i. EPAFS
    - ii. Classified Staff OT Processes
  - b. AFR Website Coordinator
  - c. AFR Electronic Evidence Collection Coordinator
  - d. AFR Chair Release Time & Stipend
  - e. AFR Co-Chair Release Time
  - f. AFR Project Manager—Amend ICC End Date to June 30, 2016
  - g. AFR Writer/Editor
  - h. Office Supplies & Misc.
2. President's AFR Leadership Support
  - a. President's Call to Action College Wide Communication
  - b. Integrated Planning and Budgeting Task Force
    - i. Review of the Recommended Membership
    - ii. Charge
    - iii. First Meeting Date
  - c. SLOAC, College Administration & AFR Core Team Meeting
  - d. AFR on Manager's Meeting Agenda, Wednesday, October 21, 2014, Time TBD
3. Other Issues
4. **AFR Steering Committee, Wednesday, October 21, 2015, 1:00 p.m. to 2:00 p.m., Learning Center, Room L126**
5. **Next President's & Core Team Meeting Date: Monday, October 26, 2015, 1:00 p.m. to 2:00 p.m.**

# MERRITT COLLEGE



## Accreditation Follow-Up Report

Inspect what you expect!

Dr. Norma Ambriz-Galaviz, Dr. Audrey Trotter, Dr. Mia Kelly & Dinh Truong

Monday, October 26, 2015

1:00 to 2:00 p.m.

President's Office

### A G E N D A

1. AFR Core Team Update
  - a. Overview of October 21, 2015 Managers and AFR Core Team Meeting.
  - b. AFR Steering Committee Meeting October 21, 2015
  - c. AFR College Recommendation Sub-Committee Meeting Schedule as of 10/26/2015
  - d. AFR Master Binder
  - e. Shared Governance Committee Meetings Participation
    - i. Dr. Trotter and Dr. Kelly—CDCPD
    - ii. Dr. Kelly—SLOAC
2. President's AFR Leadership Support
  - a. PCCD Institutional Effectiveness Initiative Site Visit Schedule
  - b. Increase CR Sub-Committee Team Membership
  - c. Status of Integrated Planning and Budgeting Task Force
  - d. SLOAC, College Administration & AFR Core Team Meeting
  - e. Other Issues
3. Approval of the Projected Fall 2015 AFR Budget
  - a. AFR Budget Code
  - b. CR Sub-Committee Faculty & Classified Staff Stipends/OT
    - i. EPAFS
    - ii. Classified Staff OT Processes
4. President's Requests
5. Other—**Next AFR Steering Committee, Wednesday, November 4, 2015, Time 1-2 p.m., L126.**
6. **Next President's & Core Team Meeting Date: Monday, November 9, 2015, 1-2 p.m.**

MERRITT COLLEGE



## Accreditation Follow-Up Report

Inspect what you expect!

Dr. Norma Ambriz-Galaviz, Dr. Audrey Trotter & Dr. Mia Kelly  
Monday, November 16, 2015  
1:00 p.m. - 2:00 p.m.  
President's Office

### A G E N D A

1. SLOAC, College Administration and AFR Core Team Meeting: Thursday, November 5, 2015
2. Critical Institutional Issues and Broad Based Dialogue to meet ACCJC
  - a. Integrated Planning and Budgeting Taskforce
  - b. Student Learning Outcomes Assessment
  - c. College Educational Master Plan
  - d. Utilizing Institutional Data in Planning and Decision-Making
3. Role of AFR Core Team: District and College
4. Merritt College Accreditation Follow-Up Report Board Presentation, Tuesday, November 3, 2015
5. Status of AFR Stipends and OT
6. Other Issues

MERRITT COLLEGE



Accreditation Follow-Up Report

Inspect what you expect!

Dr. Norma Ambriz-Galaviz, Dr. Audrey Trotter & Dr. Mia Kelly  
Monday, December 14, 2015  
3:00 p.m.  
President's Office

**A G E N D A**

1. Merritt Accreditation Follow-Up Report January 2015 Flex Day Program
  - a. Friday, January 22, 2016, 9:00 a.m. to 10:45 a.m., Newton-Seale Lounge
  - b. Proposed AFR Flex Day Program/Presentation
    - i. Dissemination and Feedback on Merritt's initial AFR Draft and Spring 2015 Work Plans (15 minutes)
    - ii. Administrator Written Descriptions and Facilitated Broad Based Dialog on the Four Critical Institutional Issues: (45 minutes)
      1. Integrated Planning and Budgeting with Linkages to District Plan/Timelines (**Dr. Dettie Del Rosario; Dr. Rosemary Delia**)
      2. Student Learning Outcomes Assessment Cyclical Process and Benchmarks/Timelines for 2015-16 (**Dr. Tina Vasconcellos; Romeo Garcia**)
      3. 2015-16 College Education Master Planning Process and Timeline for Annual Updates (**Dr. Wise Allen; Rachel Anthrobus; Dr. Lilia Chavez**)
      4. How the College Utilizes Data in College Planning and Decision-Making (**Dr. Arnulfo Cedillo; Samantha Knappenberger**)
    - iii. Chancellor Jowel Laguerre's Remarks and Dr. Annette Dambrosio's Update on the District's Accreditation Response (30 minutes)
  - c. Establish **Due Date for Administrator Written Descriptions**
2. Next Steps in Planning AFR Responses to Eligibility Requirements 10, 18, 19
  - a. **ER 10—Student Learning and Achievement**...the Team was unable to find conclusive evidence that the identification and the assessment of learning outcomes have occurred in non-instructional areas (i.e. student services, learning support services, and administrative services). Further, the Team was not able to find evidence that institutional learning outcomes have been assessed and that broad dialogue have occurred and have been documented. (p. 21 External Evaluation Report, May 8, 2015)
  - b. **ER 18—Financial Accountability**...Multiple year external Audit Reports for the College in connection to Financial Aid... The 2014 Corrective Action Matrix provided subsequent to the visit indicates that procedures are in the implementation stage. While these procedures are in progress, there is no evidence since the last Audit

report of 2014 or the last Department of Education Program Review that the deficiencies are fully resolved. Both the college and district Visiting Teams found that the District and the College have not fully resolved all of the 2012-13 and 2013-14 audit findings. Therefore, the College does not meet this Eligibility Requirement. (pp. 23-24 External Evaluation Report, May 8, 2015)

- c. **ER19—Institutional Planning and Evaluation** ...The Visiting Team confirmed that the College is in the nascent stages of systematically evaluating how well it is accomplishing its purposes. ...Before and during the visit, however, the Team was not able to find conclusive evidence that the program review process is systematic, complete, nor inclusive of all instructional programs, student services, and administrative services. In its Self Evaluation Report, the College states that it is following the 2010 planning and budgeting flow chart. The Team did not find sufficient evidence to validate this assertion. The evidence provided to the Team did not clearly establish linkages between the college mission, the college-wide plans, and the resource allocation process. Additionally, the Team did not find evidence that the relatively new integrated planning process has gone through a complete cycle that includes comprehensive implementation, broad-based dialogue, evaluation, and re-evaluation. (p. 24 External Evaluation Report, May 8, 2015)

3. **Next AFR Steering Committee, Wednesday, January 13, 2016, 1:00 p.m. to 3:00 p.m., Learning Center, Room L126**
4. **Next President's & Core Team Meeting Date: TBA**

MERRITT COLLEGE



Accreditation Follow-Up Report

Inspect what you expect!

Dr. Norma Ambriz-Galaviz, Dr. Audrey Trotter, Dr. Mia Kelly & Dinh Truong  
Tuesday, January 19, 2016  
2:00 p.m.  
President's Office

**A G E N D A**

1. Review and Discussion—Initial Draft of the Merritt Accreditation Follow-Up Report (AFR)
2. 2015-16 AFR Budget Request—Immediate ICC Budget Increase for Jennifer Lough Kennedy
3. Finalize Merritt Accreditation Follow-Up Report January 2015 Flex Day Program Presentation—Friday, January 22, 2016, 9:00 a.m. to 11:00 a.m., Newton-Seale Lounge
  - a. Review Flex Day Workshop Facilitator Instructions and Timelines Handout
    - i. Role of President Ambriz-Galaviz
    - ii. Role of Interim VPI Allen
  - b. Status of the Final Administrator Written Descriptions on the Four Critical Institutional Issues
    - i. Integrated Planning and Budgeting with Linkages to District Plan/Timelines (Dr. Dettie Del Rosario; Dr. Rosemary Delia)
    - ii. Student Learning Outcomes Assessment Cyclical Process and Benchmarks/Timelines for 2015-16 (Dr. Tina Vasconcellos; Romeo Garcia)
    - iii. 2015-16 College Education Master Planning Process and Timeline for Annual Updates (Dr. Wise Allen; Rachel Anthrobus; Dr. Lilia Chavez)
    - iv. How the College Utilizes Data in College Planning and Decision-Making (Dr. Arnulfo Cedillo; Samantha Knappenberger)
  - c. President and Interim VPI Role in Increasing Faculty and Staff Participation in the Flex Day AFR Workshop
4. President's Comments/Reflections/Input on Next Steps
5. Other Issues/New Business
6. Spring 2016 Focus on AFR Responses to Eligibility Requirements<sup>10, 18, 19</sup>
  - a. **ER 10—Student Learning and Achievement**...the Team was unable to find conclusive evidence that the identification and the assessment of learning outcomes have occurred in non-instructional areas (i.e. student services, learning support services, and administrative services). Further, the Team was not able to find evidence that institutional learning outcomes have been assessed and that broad

- dialogue have occurred and have been documented. (p. 21 External Evaluation Report, May 8, 2015)
- b. **ER 18—Financial Accountability**...Multiple year external Audit Reports for the College in connection to Financial Aid... The 2014 Corrective Action Matrix provided subsequent to the visit indicates that procedures are in the implementation stage. While these procedures are in progress, there is no evidence since the last Audit report of 2014 or the last Department of Education Program Review that the deficiencies are fully resolved. Both the college and district Visiting Teams found that the District and the College have not fully resolved all of the 2012-13 and 2013-14 audit findings. Therefore, the College does not meet this Eligibility Requirement. (pp. 23-24 External Evaluation Report, May 8, 2015)
- c. **ER19—Institutional Planning and Evaluation** ...The Visiting Team confirmed that the College is in the nascent stages of systematically evaluating how well it is accomplishing its purposes. ...Before and during the visit, however, the Team was not able to find conclusive evidence that the program review process is systematic, complete, nor inclusive of all instructional programs, student services, and administrative services. In its Self Evaluation Report, the College states that it is following the 2010 planning and budgeting flow chart. The Team did not find sufficient evidence to validate this assertion. The evidence provided to the Team did not clearly establish linkages between the college mission, the college-wide plans, and the resource allocation process. Additionally, the Team did not find evidence that the relatively new integrated planning process has gone through a complete cycle that includes comprehensive implementation, broad-based dialogue, evaluation, and re-evaluation. (p. 24 External Evaluation Report, May 8, 2015)

**7. Next AFR Steering Committee, Wednesday, February 3, 2016, 1:00 p.m. to 2:30 p.m., Learning Center, Room L126**

**8. Next President's & AFR Core Team Meeting Date: TBD**



**PRESIDENT'S MEETING WITH AFR CORE TEAM**

**Wednesday, February 10, 2016**

**President's Office**

**1:30 p.m. – 2:30 p.m.**

**A G E N D A**

1. Update on AFR Core Team Progress
  - a. AFR Writer Individual Meetings with CR Co-Leads and Committee Member
    - i. CR 1, 2, 3, 4, 5, 7, and 8 are scheduled
    - ii. CR 6 meeting scheduled for the week of 2/15/2016
    - iii. Awaiting CR 9 written response
2. Spring 2016 AFR Sustainability Action Steps and Critical Issues (See attached)
3. AFR Spring 2016 Budget Confirmation
4. AFR World Café Workshop Presentation, February 19, 2016, 10:00 a.m. – 12:00 a.m.
  - a. Electronic Copy of Administrative Procedure Handouts
  - b. Remind Managers of their Facilitation Roles and Responsibilities
5. Schedule AFR Core Team Participation at Upcoming Manager's Meeting
  - a. Manager's Update
  - b. Manager's Progress on Eligibility Requirements 10, 18 and 19
6. Confirm Spring 2016 Schedule for President's Bi-Weekly Meetings with AFR Core Team (1:00 p.m. -2:00 p.m. for all meeting dates)
  - a. Wednesday, February 10, 2016
  - b. Wednesday, February 24, 2016
  - c. Wednesday, March 9, 2016
  - d. Wednesday, April 6, 2016
  - e. Wednesday, April 20, 2016
  - f. Wednesday, May 4, 2016
7. Identify Fall 2016 Lead for SLOAC
  - a. Coordinate with AFR Core Team in Spring 2016
  - b. Prepare for the October 2016 Evaluation Team Visit
8. Spring 2016 AFR Steering Committee Meetings:
  - a. February 17, 2016, 1:00 p.m. – 2:30 p.m.
  - b. March 2, 2016, 1:00 p.m. – 2:00 p.m.
  - c. March 16, 2016, 1:00 p.m. – 2:00 p.m.
  - d. March 30, 2016, 1:00 p.m. – 2:00 p.m.
  - e. April 13, 2016, 1:00 p.m. – 2:00 p.m.
  - f. April 27, 2016, 1:00 p.m. – 2:00 p.m.



**PRESIDENT'S MEETING WITH AFR CORE TEAM**  
**Wednesday, March 10, 2016**  
**President's Office**  
**2:00 p.m. – 3:00 p.m.**

**A G E N D A**

1. Core Team Progress on Accreditation Follow-Up Report
  - a. CR 1, 2 edits complete
  - b. CR 7, 8 edits in progress
  - c. CR 3, 4, 5, 6, and 9 are upcoming
2. Identify Merritt Lead Assignments for District Recommendations
3. AFR World Café Workshop Administrative Procedures—Electronic Copies Needed for Document Evidence
4. Institutional Effectiveness Program Report in relation to CR2 on Improving Institutional Effectiveness as cited on page 5 of the June 29, 2015 ACCJC Letter
5. Confirm Administrator Assignments for Eligibility Requirements 10, 18 and 19
6. Update on Identifying SLOAC Point Person for Fall 2016 to Prepare for October 2016 Visit
7. Spring 2016 AFR Sustainability Action Steps and Critical Issues
8. President's Reflections
9. Spring 2016 AFR Steering Committee Meetings:
  - a. February 17, 2016, 1:00 p.m. – 2:30 p.m.
  - b. March 2, 2016, 1:00 p.m. – 2:00 p.m.
  - c. March 16, 2016, 1:00 p.m. – 2:00 p.m.
  - d. March 30, 2016, 1:00 p.m. – 2:00 p.m.
  - e. April 13, 2016, 1:00 p.m. – 2:00 p.m.
  - f. April 27, 2016, 1:00 p.m. – 2:00 p.m.



**PRESIDENT'S MEETING WITH AFR CORE TEAM**  
**Wednesday, April 6, 2016**  
**President's Office**  
**1:00 p.m. – 2:00 p.m.**

**A G E N D A**

1. Core Team Progress on Accreditation Follow-Up Report
  - a. CR 1, 2, 6 edits complete
  - b. CR 7, awaiting requested evidence documents from President's Office
  - c. CR 4, in progress
  - d. CR 8, strategy change
  - e. CR 3, 5, 6, and 9 are upcoming
2. AFR Town Hall Meeting, Wednesday, April 13, 2016, 1:00 p.m. – 2:30 p.m.
3. March 28, 2016 District Accreditation Leads Meeting
  - a. Highlights
  - b. District AFR Timeline
    - i. District Narrative Draft to PBC, April 27, 2016 and Again May 2016
    - ii. All College AFRs Completed by May 2016
    - iii. Writing May Continue Throughout June, July and August 2016
    - iv. AFRs Presented at Fall District and College Flex Days
    - v. PCCD Board Approval of AFRs, September 13, 2016 (or sooner)
    - vi. Delivery of College AFRs to ACCJC, Friday, September 30, 2016
  - c. Looking Ahead: AFR Core Team Roles – Summer and Fall 2016
4. Follow-Up Action Items from President's Meeting with AFR Core Team, March 10, 2016
  - a. Evidence documents showing the three-year (2013-14; 2014-15; 2015-16) trend status/achievement of personnel evaluation for Classified Staff and College Administrators
  - b. Confirm the recommended and identified lead/point people for the eight District Recommendations, as discussed. In some instances, you agreed to make personal contacts for the assignments (i.e. by e-mail or in person)
  - c. Electronic copies of the four Administrative Procedures forwarded to the AFR Core Team, ASAP
  - d. *Copy of the IEPR team report (this is done; you forwarded a copy during the meeting)*
  - e. Identify the SLOAC point person to work closely with the AFR Steering Committee for the remainder of the Spring Term and preferably through the October 2016 visit
  - f. Please confirm the administrator assignments for the three Eligibility Requirements 10, 18, and 19
  - g. *The College Resource Priority List (this is done; I received a copy during the College Council, but will need an electronic copy of AFR evidence)*



5. Status of Spring 2016 AFR Sustainability Action Steps and Critical Issues
6. Assessment Week
  - a. What is the College's plan for "*Closing the Loop*" (now referred to the "*Continuous Loop*") in its Integrated Planning and Budgeting processes?
  - b. What is the College's plan for "*Closing the Loop*" in the Participatory Governance processes?
7. AFR Chair and Co-Chair Succession Plan
8. AFR Core Team and Steering Committee Spring 2016 Timesheets
9. Upcoming President's Meeting with AFR Core Team Meetings
  - a. Wednesday, April 6, 2016
  - b. Wednesday, April 20, 2016
  - c. Wednesday, May 4, 2016



**PRESIDENT'S MEETING WITH AFR CORE TEAM**  
**Wednesday, April 20, 2016**  
**President's Office**  
**1:00 p.m. – 2:00 p.m.**

**A G E N D A**

1. Core Team Progress on Accreditation Follow-Up Report
  - a. CR 1, 2, 4, 6 edits completed
  - b. CR 7, awaiting remaining evidence documents from President's Office
  - c. CR 3, in progress
  - d. CR 8, 5, and 9 are upcoming
  - e. Looking Ahead: College Recommendation Items for the College to Consider
    - i. Integrated Planning and Allocation of all College Funds (CR3)
    - ii. Learning Assessment and Acceleration Plan (CR 6)
2. AFR Town Hall Meeting, Session 2, Wednesday, May 4, 2016, 1:00 p.m. – 2:30 p.m., Learning Center, L126
3. May 2, 2016 District Accreditation Leads Meeting
  - a. Confirm the recommended and identified lead/point people for the eight District Recommendations, as discussed. In some instances, you agreed to make personal contacts for the assignments (i.e. by email or in person)
  - b. District AFR Timeline: What are the updates from the President Cabinet Meetings?
    - i. District Narrative Draft to PBC, April 27, 2016 and again May 2016
    - ii. All College AFRs Completed by May 2016
    - iii. Writing May Continue Throughout June, July and August 2016
    - iv. AFRs Presented at Fall District and College Flex Days
    - v. PCCD Board Approval of AFRs, September 13, 2016 (or sooner)
    - vi. Delivery of College AFRs to ACCJC, Friday, September 30, 2016
4. Follow-Up Action Items from President's Meeting with AFR Core Team
  - a. Evidence documents showing the Classified Staff Evaluation (2013-2014) and three year trend status/achievement of personnel evaluation for College Administrators (2013-14; 2014-15; 2015-16)
  - b. Electronic copy of the Administrative Procedures for the Use of Data in Planning and Decision Making forwarded to the AFR Core Team, ASAP
  - c. Identify the SLOAC point person to work closely with the AFR Steering Committee for the remainder of the Spring Term and preferably through the October 2016 visit
  - d. Obtain the written draft for the Eligibility Requirements 10, 18, 19 from the President
5. Status of Spring 2016 AFR Sustainability Action Steps and Critical Issues
6. Assessment Week Results to AFR Core Team
7. Looking Ahead: AFR Core Team Roles-Summer and Fall 2016
8. Upcoming President's Meeting with AFR Core Team Meetings:  
Reschedule Wednesday, May 4, 2016; and add May 11, 2016, 1:00 – 2:00 p.m.



**PRESIDENT'S MEETING WITH AFR CORE TEAM**  
**Wednesday, May 11, 2016**  
**President's Office**  
**5:00 p.m. – 6:00 p.m.**

**A G E N D A**

1. Core Team Progress on Accreditation Follow-Up Report
  - a. CR 1, 2, 3, 4, 5, 6, & 9 edits completed
  - b. CR 6 (changes need to be incorporated) & CR 7: in progress
  - c. CR 8: in progress
  - d. Draft of Eligibility Requirements 10, 18, & 19 Needed
  - e. Preparation of the Report
  - f. Table of Contents
  - g. Certification Signature Page
  - h. AFR Finalization and Validation (AFR F&V) Team
2. Assessment Week Results to AFR Core Team
3. AFR Core Team and Accreditation Liaison Officer (ALO) Collaboration
4. End of the Year Planning Summit, Friday, May 13, 2016
5. Follow-Up Action Items from President's Meeting with AFR Core Team
  - a. Evidence documents showing the Classified Staff Evaluations (2013-2014) and update/status of Faculty, Administrators and Classified Staff 2015-2016 Evaluations by June 1, 2016
  - b. Identify the SLOAC point person to work closely with the AFR Steering Committee for the remainder of the Spring Term and preferably through the October 2016 visit
  - c. Obtain the written draft for the Eligibility Requirements 10, 18, and 19 from the President
  - d. Confirm the recommended and identified lead/point people for the eight District Recommendations, as discussed. In some instances, you agreed to make personal contacts for the assignments (i.e. by e-mail or in person)
6. Status of Spring 2016 AFR Sustainability Action Steps and Critical Issues
7. Looking Ahead: AFR Core Team Roles – Summer and Fall 2016
8. AFR Town Hall Meeting, Session 3, Wednesday, May 18, 2016, 1:00 p.m. – 2:30 p.m., Learning Center, L126
  - a. 1:00 p.m. -2:00 p.m.: Town Hall Meeting
  - b. 2:00 p.m. -2:30 p.m.: Steering Committee Meeting
9. May 24, 2016 District Accreditation Leads Meeting
10. Schedule May Meeting with President and AFR Core Team, May 26, 2016, Time TBD



**PRESIDENT'S MEETING WITH AFR CORE TEAM  
May 26, 2016  
President's Office  
4:00 p.m. – 5:00 p.m.**

**A G E N D A**

1. Core Team Progress on Accreditation Follow-Up Report
  - a. CR 1, 2, 3, 4, 5, & 9 edits completed
  - b. CR 6 (changes need to be incorporated) & CR 7: in progress
  - c. CR 8: in progress
  - d. Draft of Eligibility Requirements 10, 18, & 19 Needed
  - e. Preparation of the Report
  - f. Table of Contents
  - g. Certification Signature Page
  - h. AFR Finalization and Validation (AFR F&V) Team
  - i. President's Updates and Remarks
  - j. District's Planning and Budgeting Committee Meeting on Friday, May 27, 2016
2. Follow-Up Action Items from President's Meeting with AFR Core Team
  - a. Evidence documents showing the Classified Staff Evaluations (2013-2014) and update/status of Faculty, Administrators and Classified Staff 2015-2016 Evaluations by June 1, 2016
  - b. Identify the SLOAC point person to work closely with the AFR Steering Committee for the remainder of the Spring Term and preferably through the October 2016 visit
  - c. Obtain the written draft for the Eligibility Requirements 10, 18, and 19 from the President
  - d. Update on feedback provided to Dr. Annette Dambrosio on the eight District Recommendations at the Merritt Brownbag on May 19, 2016.
3. Status of Spring 2016 AFR Sustainability Action Steps and Critical Issues
4. Looking Ahead: AFR Core Team Roles – Summer and Fall 2016
5. May 24, 2016 District Accreditation Leads Meeting
  - a. Update
  - b. Next District Leads Meeting in July. Date TBD



**PRESIDENT'S MEETING WITH AFR CORE TEAM**  
**June 15, 2016**  
**President's Office**  
**5:00 p.m. – 6:00 p.m.**

**A G E N D A**

1. Core Team Progress on Accreditation Follow-Up Report
  - a. CR 1, 2, 3, 4, 5, & 9 edits completed
  - b. CR 6: Chancellor's meeting with CR 6
  - c. CR 8: in progress
  - d. Draft of Eligibility Requirements 10, 18, & 19 Needed
  - e. Preparation of the Report
  - f. Table of Contents
  - g. Certification Signature Page
  - h. AFR Finalization and Validation (AFR F&V) Team
  - i. President's Updates and Remarks
  - j. District's Planning and Budgeting Committee Meeting on Friday, May 27, 2016
2. Follow-Up Action Items from President's Meeting with AFR Core Team
  - a. Evidence documents showing the Classified Staff Evaluations (2013-2014) and update/status of Faculty, Administrators and Classified Staff 2015-2016 Evaluations by June 1, 2016
  - b. Identify the SLOAC point person to work closely with the AFR Steering Committee for the remainder of the Spring Term and preferably through the October 2016 visit
  - c. Obtain the written draft for the Eligibility Requirements 10, 18, and 19 from the President
  - d. Update on feedback provided to Dr. Annette Dambrosio on the eight District Recommendations at the Merritt Brownbag on May 19, 2016.
3. Status of Spring 2016 AFR Sustainability Action Steps and Critical Issues
4. Looking Ahead: AFR Core Team Roles – Summer and Fall 2016
5. May 24, 2016 District Accreditation Leads Meeting
  - a. Update
  - b. Next District Leads Meeting in July. Date TBD