

**Merritt College**  
  
**Accreditation Follow-Up Report**  
 Inspect what you expect!

**Finalization and Validation Team Meeting**  
**Monday, 6/20/2016**  
**12:00 p.m. – 1:00 p.m.**  
**Learning Center, L126**  
**Meeting Notes**

**Present:** Walter Johnson, Nghiem Thai, Arnulfo Cedillo, Timothy Brice, Mario Rivas, Tae-Soon Park, Stefanie Harding, Maril M. Bull, Anita M. Black, Waaduda Karim, Dan Lawson, Dettie Del Rosario, Ann Elliott, Brock Drazen, Norma Ambriz-Galaviz, Jeffrey Lamb, Dinh Truong, Dr. Audrey Trotter, Dr. Mia Kelly  
**Absent:**  
**Guests:** Christine Olsen

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Welcome</b>	A. Trotter asked everyone to date the draft that was disseminated	
<b>II. Review and Confirm June 7, 2016, AFR Finalization and Validation Team Meeting Notes</b>	A. Trotter reported that A. Black collapsed the feedback that was provided by everyone into one document. A. Trotter will forward the collated notes to M. Kelly for future reference	
<b>III. Timeline for Responses</b>	<p>There are several areas of the report that are still under construction:</p> <p>Page. 6: Statement on Report Preparation is pending and will be completed by A.Trotter</p> <p>Page. 110: Dr. Ambriz-Galaviz is working on Eligibility Requirements 10, 18, 19. Response should be short.</p> <p>Question: ER 10 and 18 reference “External Evaluation.” Related concerns are a summary of the External Evaluation concerns. AFR editors added the external evaluation</p>	Need to search and find all May 18 and changed to May 8, 2016 on the follow up report regarding external evaluation



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	<p>concerns to guide the reader. Response needs to follow the concerns stated and answer to the ER.</p> <p>Page 8-13: Contacted the Co-Leads to confirm the Key Individual's page. If any committees were missed, email to Dr. Kelly so changes can be made</p> <p>Final Proofing will not be made until right before the printing. Changes can still be made.</p> <p>Add District committees (Dr. Rivas, Stefanie, Brock, Dan, and Tim)</p> <p>Committees and assignment is as of October 2016- Spring</p>	<p>Change Dr. Del Rosario's name on page. 12. Take out "Ann"</p> <p>Add District Committees next to Key People's name</p> <p>CR 7: Todd Johnson needs to be added. English and Co-Chair</p> <p>Dr. Trotter will make changes and send to Dr. Kelly</p>
<p><b>IV.</b></p>		
<p><b>V. AFR Next Steps to Report's Completion</b></p>	<p>a. Completion of Written Statement on Report Preparation and SRP Evidence Template ; AT</p> <p>b. There are ERs and Commission Policies that we have not met. Dr. Ambriz Galaviz talked to Jack Pawn. There were 3 Commission Policies but one was incorrect. Commission Policies should be on Institutional student achievement and Title 4: Federal Financial Aid. The two Commission Policies needs to be highlighted separately. It is stated in Page 5 of the Commission's Letter. Starts with "In addition to.." Page 5. Jack is looking into how to revision that. President stated</p>	<p>Will need to make changes within the report (after p.110 and Table of Content to insert and highlight the Commission Policies)</p> <p>CR 2: in the conclusion, we need to mention that we are in compliance to the recommendation. We need to add in the conclusion that we met the standards</p>



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	<p>that she is accustomed to receiving a revised action letter when there are mistakes in the Commission Letter. Will need to follow-up. ER's doesn't usually have an evidence template however, since ERs are part of the District, we can refer to the District evidence</p> <p>After p.110, will need to add Commission Policies</p> <p>c. Finalization of Written Draft of CR 6 and CR 6 Evidence template: No changes have been made since June 2016: Expectation is President and VPI Recommend that we will need a validation team for CR 6</p> <p>d. Finalize any Administrative Changes to the CR 7 written response narrative and CR 7 evidence template: Christine Olsen met with the President regarding CR 7. M. Kelly, C. Olsen and President are still in discussion about reassign time for a person to manage, organize and monitor on campus the classified evaluations. A. Trotter stated that the person who signs off on classified evaluations needs to be registered by the president's office and the District. We have been out of compliance for so long that we are over the 2 year timeline for compliance.</p> <p>e. The District Recommendations are still being drafted. Once they are finalized, the DRs will need to be inserted into the final written draft. We do not touch or edit DRs. We simply drop into our report.</p> <p>e.1: Once the report is collated, we will need to embed hyperlinks for the evidence into the AFR report</p>	<p>Rewrite changes to data after June 30, 2016</p>
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	<p>f. Update and Finalize Table of Contents: Copy Editor needs to review that page numbers and created the Table of Contents</p>	
<p><b>VI. Other</b></p>	<p>September Planning Summit- There is a need to I.D. the outstanding tasks and uses it as an outline for the September Planning Summit.</p> <p>Dr. Trotter thanked Mr. Bull and Mr. Thai on their work on gathering electronic evidence and creating evidence link</p>	<p>Go through report to look at tasks still needed for the September Planning Summit</p>
<p><b>VII. AFR Finalization &amp; Validation Team Signatures as of June 20, 2016</b></p>	<p>Validating CR 1, 2, 3, 4,5, 8,&amp; 9</p> <p>Mr. Bull pointed out discrepancies in DR 2, p.24</p> <p>Third bullet and last bullet points</p> <p>Ms. Black recommended if committees should send out an email regarding the need to add the mission statements on agendas and also develop a way to bring up a red flag up to notify people when mission statements are missing. Should it be part of the Professional Development Day to bring those up?</p> <p>Ms. Truong recommended archiving templates and documents on governance site. Dr. Trotter talked about the Historian job for archiving documents and the need to utilize the skills of people so there is an archive of documents and templates</p>	
<p><b>VIII. Questions, Comments and Suggestions</b></p>	<p>Dr. Kelly reported that she is working with Dr. Lamb on formalizing and finalizing the remaining duties. She is hopeful and encouraged that everyone who has been a part of the AFR can still participate in the upcoming August Flex Day.</p>	



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	<p>Special thanks from the President to those who stepped up and served on the validation and finalization of the report. Without their dedication the final report would not have made it without them. Dr. Trotter will return for a few days in October 2016 for the external evaluation visit.</p>	
<b>IX. August 2016, Flex Day</b>	See everyone at the August 2016 Flex Day	

M/S/P = motion/second/pass