

February 29,  
2016

*The purpose of the newsletter is to ensure open communication, transparency, and accountability to all college constituencies around the Accreditation Follow-Up Report processes.*

Volume 1,  
Issue 6

## Welcome to Merritt College Accreditation Follow-Up Report (AFR) Updates! Evidence Collection Month!!

### *AFR Steering Committee Meetings*

#### AFR Drafts are Distributed!

The Steering Committee meeting on February 3, was an important day with many critical updates! After the welcome, the much anticipated initial edited drafts were disseminated to each CR Sub-Committee Co-Lead with emphasis on the fact that while progress has been made, there is still much work ahead. Over the past month, the AFR drafts were painstakingly scrutinized and further refined by our Writer/Editor Jennifer Lough-Kennedy. The guidelines and process for this review were shared with the Co-Leads with Jennifer's recommendations accompanying each draft. Plans to schedule individual meetings with Co-Leads to clarify areas of ambiguity are forthcoming.



#### **This is the Month for Evidence Collection!**

The AFR Evidence Collection Process, which is pivotal this month, was reviewed by Dr. Mia Kelly and Dinh Truong. As a reminder, all Co-Leads were instructed to use the *AFR Evidence for College Response to College Recommendation Template* to track and document the evidence for continuity.

This is a meticulous process. The Electronic Evidence Coordinator, Maril Bull will create PDF documents from the submitted evidence to place in the recently developed

Accreditation Follow-Up Report Dropbox. The AFR Web Page Coordinator Nghiem Thai will then pick up all documents to create the electronic evidence links to embed into the AFR documents. Thanks to both Maril and Nghiem for this important work. The evidence is pivotal to the success of the report!

#### **AFR World Café Workshop**

Dr. Mia Kelly presented a follow-up summary of the AFR World Café Flex Day Workshop. The initial survey data indicated that learning had occurred. Based on the feedback, a repeat World Café Workshop was scheduled for February 19, 2016 to maintain the momentum and expand the opportunities for learning. All college constituents were encouraged to attend the Workshop to learn more about the four critical processes that the College needs in order to meet ACCJC Standards for reaffirmation of accreditation.

#### **Inside this Issue**

**AFR Steering  
Committee Meeting  
February 3, 2016**

**AFR Steering  
Committee Meeting  
February 17, 2016**

**AFR Workshop on  
Four Institutional  
Administrative  
Processes  
February 19, 2016**

**Spotlight on  
Evidence!!**

**Next Steering  
Committee Meeting  
March 2, 2016**

**Special Guest  
Chancellor  
Dr. Jewel Laguerre**

*Dr. Mia Kelly  
Editor  
AFR Newsletter  
mkelly@peralta.edu*

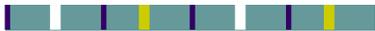
#### **Merritt College Mission Statement**

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global community.

## February 3, 2016 Committee Meetings Cont'

One of the critical processes, *Integrated Planning and Budgeting* (IPB) procedures has undergone extensive changes since the initial Flex Day Workshop, including revision of the IPB narrative, an aligned calendar showing District activities, and a newly created IPB graphic. These updates were presented in the meeting by Dr. Dativa Del Rosario.

Updates on the Collegial Governance Handbook and the College Educational Master (CEMP) plan were provided by President Norma Ambriz-Galaviz and Stefanie Harding. Upcoming plans include, a newly developed taskforce to complete the CEMP updates with the targeted completion date of the end of April.



### AFR Steering Committee Meeting February 17, 2016

The focus of the February 17, Steering Committee was to assess the progress of the AFR reports and updates of individual meetings with AFR Writer/Editor Jennifer Kennedy. The individual meetings were spent clarifying the information in the submitted narratives.

A step by step review of the AFR Evidence Collection process was again reviewed with Co-Leads. Strategies for the upcoming World Café Workshop for the critical issues was discussed with Administrators and the best way to meet the goals. In addition, Co-Leads were encouraged to attend the upcoming ACCJC Workshop: *Taking Assessment to the Program Level* in SF Thursday, March 3, 2016, 9:00 a.m. to 3:30 pm, Crown Plaza, San Francisco Airport, Burlingame, CA.

## The Steps to Evidence Collection



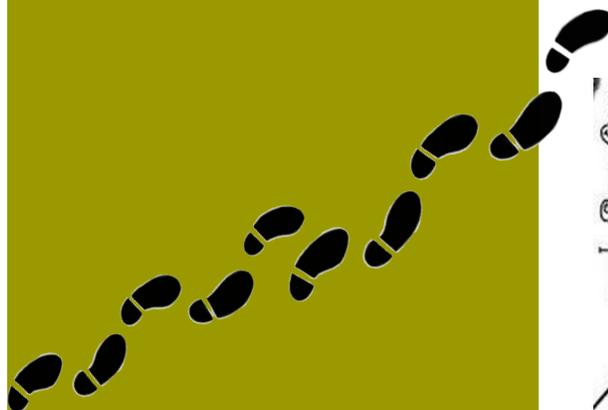
⇒ *Use the Template*

⇒ *Cite the Standard*

⇒ *Embed the Evidence*

⇒ *Use the Document Number*

⇒ *Use the Document Name*



⇒ *Submit a Link or Hard Copy of the Evidence to Me!*

**Maril Bull**  
Evidence Collection  
Coordinator



Maril is requesting that all remaining evidence documents be submitted today.

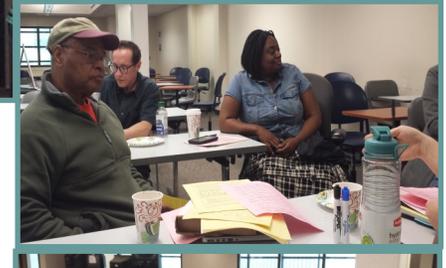


AFR Core Value and Vision Statement  
Our Logo is symbolic of Merritt's collective diversity, ideas, and desire to work collaboratively to create a unified whole in efforts of restoring the institution's accreditation to excellence and beyond... through inspection and evidence-based analysis we are reconstructing the puzzle to exemplify the shared vision, mission, and core values of the institution. — Dr. Mia Kelly

# AFR World Café Workshop on Four Institutional Administrative Processes

## Second Workshop

February 19, 2016



The four critical institutional administrative processes have been identified as essential to achieving reaffirmation of our accreditation status.

The overarching goals for the presentation were twofold. Participants received an overview of the status of Merritt's Accreditation Follow-Up Report. Second, through collaborative discourse, participants gained a working knowledge and application of the following processes: 1) Integrated Planning and Budgeting; 2) Student Learning Outcomes Assessment; 3) College Educational Master Plan; and, 4) Use of Data in Institutional Planning and Decision-Making.

The goals as stated was for all participants to gain a working knowledge of the processes and be able to articulate 3-4 strategies if asked. In this extended session, participants were able to rotate through all 4 areas to deepen knowledge.

In preparation for the follow up visit and for college sustainability, upcoming workshops are planned to enable all college constituents to become familiar with these important processes. In addition, pre and post survey data designed to measure learner attainment was disseminated broadly and



the results will be published on the Accreditation website in the next few weeks. It is important to track our progress through documentation of all efforts.

The World Café Follow-Up Report Workshop, session two on the four institutional administrative processes were presented on February 19, 2016.

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