

April  
May

*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 8

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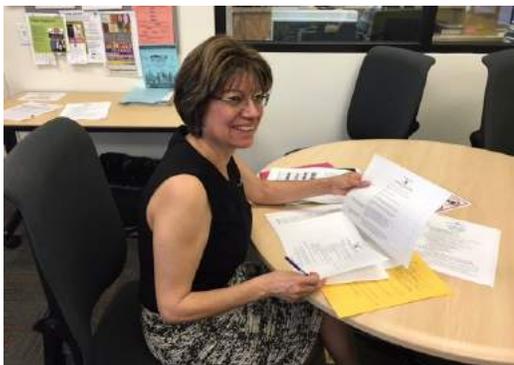
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# Welcome to Merritt College Accreditation Follow-Up Report (AFR) Updates!

## Happy Summer To All! AFR Town Hall Sessions, Steering Committee Meetings

The months of April and May were exceptionally busy and quite productive! At present, the good news is that we are vigorously approaching the finish line! Over the past 2 months, in addition to



### A Special Thanks to our College President , Dr. Norma Ambriz-Galaviz for the Continued Support of the AFR !

Above: College President Dr. Norma Ambriz-Galaviz provided feedback to a CR draft.

the regular Steering Committee Meetings, the AFR Core team offered 3 Town Hall Meeting sessions to the College Community. The purpose of the Town Hall Meetings was to provide open forums and multiple opportunities to fully engage in broad-based dialogue regarding the College Recommendation drafts. The overarching goal was to invite critical analysis and feedback with a primary focus on accuracy, consistency, and overall impressions of the draft.

During each session, updated College Recommendation draft narratives were disseminated to all participants. After a brief overview of each recommendation from the Co-Leads, each group then convened for discussion. At the culmination of each meeting, written feedback was then collected and reviewed by the AFR Core Team for consideration of integrating into the final report.

Pictured below: Town Hall participants collaborating and hard at work vetting the drafts!



# AFR Town Hall Sessions, Steering Committee Meetings

Currently, the AFR is near completion with a few items still pending. Final formatting will occur after the District submits their completed drafts in August.

## Steering Committee Meetings

During the Steering Committee Meetings, several important issues were reviewed. Many members expressed concerns on improving strategies for increasing the participation of the College community on Accreditation work. One idea was to extend recruiting efforts to include the additional support of the adjunct faculty. Moving forward, the team will

Pictured Below: Intense roundtable discussions featuring collaboration at its best!



continue to explore future options related to this suggestion.

Many of the deficiencies cited in the ACCJC External Report had multiple overlapping Standards. Therefore, to facilitate broader perspectives, each Sub-Committee member was advised to critically read the CR narrative most closely aligned to their specific recommendation.

During the editing process, Integrated Planning and Budgeting (IPB) emerged as a central focus for all recommendations. Therefore, everyone was advised to be fully knowledgeable on all details related to College Recommendation 3.

An important article shared by Dr. Trotter from *"Inside Higher Education"* referenced the financial effects of "Show Cause" on a College. The article highlighted the ramifications of this status as having long term effects potentially causing revenue and enrollment to plummet.



## The AFR Core Team Welcomes, Dr. Jeffrey Lamb, VP of Instruction!

As a new attendee to the AFR Steering Committee and Town Hall Sessions, Dr. Lamb has swiftly joined the effort to serve as a valuable resource and lend extensive knowledge and experience in Accreditation processes.

Pictured below: Dr. Lamb previewing the CR drafts!



## College-Wide Planning Summit

AFR Co-Chair Dr. Trotter and Project Manager Dinh Truong updated the College on the AFR process during this important College-Wide Meeting on May 14.



## Exemplary Leadership and Strategic Vision!

*Thank you Dr. Audrey Trotter, for the strategic vision and exemplary leadership throughout the AFR process. Dr. Trotter has modeled the quintessential team spirit by facilitating collaboration and demonstrating an unparalleled work ethic. Undoubtedly, the Merritt College Community has benefitted greatly and is richer from Dr. Trotter's expertise and steadfast commitment to service! **Dr. Audrey Trotter, You Rock!!***



## Accreditation Work Continues through the Summer Months ...

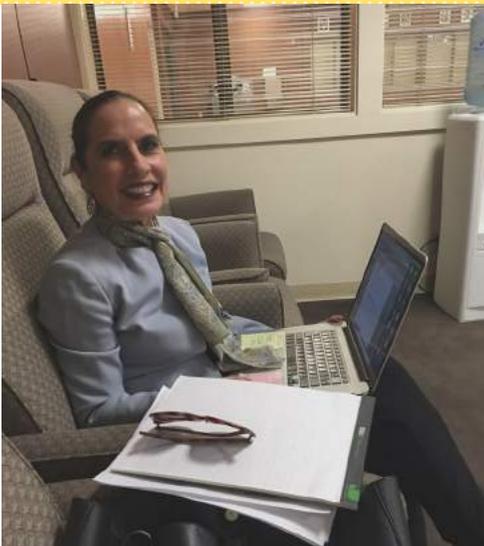
Pictured below: Robust discussions continue...



- ⇒ AFR Validation and Proofing Teams to conduct a final review of the draft for critical inspection and proofing for grammar, syntax, and conciseness in June.
- ⇒ Continued monitoring of all AFR processes to ensure that all evidence links remain functional.
- ⇒ Accreditation website to be continuously updated.
- ⇒ Continued coordination to occur between Merritt College and the District liaison.
- ⇒ Documentation of all work to demonstrate evidence of sustainability of corrective actions.



# District Updates May 2, 19, 24



District Liaison  
Dr. Annette Dambrosio

Dr. Annette Dambrosio has been working to assist the District in addressing all 8 ACCJC District Recommendations for Accreditation. While there is still work to be done, progress is being made to ensure that collaboration with the Colleges seamlessly merge the District Recommendations into each College Follow-Up Report. Merritt College administrators joined Dr. Annette Dambrosio in hosting a Brown Bag event to discuss the eight District Recommendations. The purpose of the Brown Bag session was to,

- Respond to questions and gather additional feedback on the Accreditation work done to date.
- Share ideas pertaining to the ongoing work to evaluate the Budget Allocation Model.
- Weigh in on the issue of resource allocations and the distribution of roles vis-à-vis the District and the Colleges.

Dr. Trotter and Dr. Kelly continue to meet with Dr. Annette Dambrosio and four PCCD Accreditation liaisons at the District at bi monthly meetings. Abridged meeting minutes from the May 24, meeting are below:

## 1.) Delineations of Functions Matrix

Dr. Dambrosio explained that the document would be going to PBC on May 27 for an additional review stating that the document should be viewed as a “living document” to be examined regularly to ensure accuracy. A review of changes since the last iteration was requested and the group ascertained that one more change should be made, i.e. p. 6 (Section G). It was recommended that “talking points” be discussed at each College regarding Delineation of Functions and any summer work that might be pertinent. Dr. Dambrosio recommended that the Delineations of Functions Matrix be discussed at the beginning of the academic year at each College Shared Governance body.

## 2.) Revised Accreditation Calendar:

Members of the group asked that it be made more clear that the Accreditation Calendar was for the District’s Accreditation work (not the Colleges’ calendar per se) and Dr. Dambrosio made appropriate changes to enhance clarification. The group requested that the District drafts be completed by August 1 in order to allow time for each College to merge the District Report into their respective Reports. The goal is to distribute all four College Follow-Up Reports by August 17 Flex.

Dr. Dambrosio will find out if Flex Cal Reports should be sent also to the Governing Board to review prior to the September 13 meeting where the Reports are slated for Board approval.

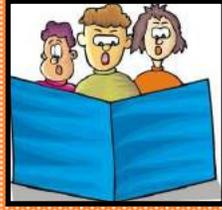
## 3.) Formatting Follow-Up Reports:

It was suggested that one person (a “format” specialist—not a grammar editor) should check all four College Reports to ensure that all formatting was in place, i.e., all live links are operative, pagination is correct, paragraphs align, font is consistent, table of contents aligned, etc. Here the emphasis was on the technical accuracy of each Report. All agreed that the content of the District Report would not be changed in any way; if an error was found, Dambrosio will be consulted. The District Reports will not be edited for content.

It was agreed that the District Reports would be included in each College Report as a separate section, that is at the front or the end of each Report. In so doing, pagination would not be a problem (only Table of Contents will be revised).

**NOTE: College Reports are slated to be presented to the Board of Trustees on September 13 for review and approval. After the Board has approved the Reports, they will be printed and live links tested once again.**

## **Upcoming Events**



### **The Accreditation Flex Day Workshop**

**“At a Glance” Quick Reference Brochure Detailing,**

⇒ **FAQ’s Regarding Accreditation**

⇒ **Specifics of Merritt’s College Recommendations**

⇒ **“Acing” that Interview with the Visiting Team**

**...Stay tuned for more information...**

***The AFR Newsletter will be on hiatus for the remaining summer months, to resume in September.***

#### **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.**