

Accreditation Follow-Up Report

Addendum

This addendum serves to provide supplemental evidence of additional work completed since the Accreditation Follow-Up Report (AFR) was submitted to ACCJC on October 1, 2016. Highlights of significant activities in response to College Recommendations 3, 4, 6, 8, and 9 are outlined.

College Recommendation 3

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.

The College has modified the Annual Program Update (APU) template to reflect clear linkages between planning, program review, student learning outcomes assessment, and resource allocation [[CR3A.1](#)].

The College Educational Master Planning Committee (CEMPC) is currently validating APUs using a rubric to align department and program goals with the Educational Master Plan (EMP) [[CR3A.2](#)]. Trainings and activities provided clarity on how APUs link to the Integrated Planning and Budgeting (IPB) calendar to “close the loop.”

College Recommendation 4

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.

The College continues to improve and facilitate the program review process and accelerate the APU timeline in order to ensure 100% completion and integration into the IPB cycle [[CR4A.1](#)]. Administrators, Student Learning Outcomes Assessment Committee (SLOAC) members, and the Research and Planning Officer conducted APU trainings for department chairs and program directors [[CR4A.2](#)].

Currently, 85% (58 out of 68) of APUs have been submitted for validation. The outstanding APUs are expected to be completed by November 8, 2016. The college is well on its way to 100% completion of APUs to complete the intensive planning stage of the IPB calendar [[CR4A.3](#)].

College Recommendation 6

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.

Since the completion of the AFR, the College has collected additional assessment data for spring 2016. The numbers are reflected in the table below:

Merritt College							
Course and Instructional Program Assessment Rates							
Courses				Instructional Programs			
June 2016 Reported in AFR		June 2016 Updated		June 2016 Reported in AFR		June 2016 Updated	
No.	%	No.	%	No.	%	No.	%
313/443	71%	320/443	72%	26/44	59%	27/45*	60%

* One new program not previously counted as part of our 44 total programs (Sociology AA-T) was able to complete assessment of one of its PLOs.

The College continues to implement strategies identified in the *Learning Assessment Report and Acceleration Plan* to reach its assessment goals. Relevant activities include:

- Established instructional assessment calendar [[CR6A.1](#)]
- Drafted student services assessment calendar [[CR6A.2](#)]
- Required department chairs and program directors to submit semester assessment plans [[CR6A.3](#)]
- SLOAC coordinators and members continue to meet with departments, programs, and individual faculty to provide training and support [[CR6A.4](#)]
- SLOAC webpage continues to be updated with assessment data and resources [[CR6A.5](#)]
- Presentations at Fall Flex Day and Planning Summit [[CR6A.6](#)]
- Increased administration communication in support of assessment efforts [[CR6A.7](#)]
- Assessment included as standing item on committee meeting agendas [[CR6A.8](#)]
- 66% of institutional learning outcomes (ILOs) shall be assessed by the end of December 2016 [[CR6A.9](#)]
- The College is working to ensure that SLOs and course outlines are aligned in Taskstream and CurricUNET META
 - Syllabi addendums are being created to ensure that all students receive the correct SLOs for their classes this term
 - An informational list is being created to provide faculty with easier access to official SLOs

College Recommendation 8

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.

Permanent staffing data was disseminated college-wide to support faculty and staff hiring prioritizations. This data will be used to support human resource requests for faculty in November and classified staff in December [[CR8A.1](#)].

College Recommendation 9

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.

The College continues to work on improving its shared governance processes through a grant-funded Institutional Effectiveness Partnership Initiative (IEPI) Innovation and Effectiveness Plan [[CR9A.1](#)].

The objectives and action steps for Focus Area E of the plan address the findings of the Participatory Governance Committee Assessment in spring 2016 as discussed in CR 9. Subsequent actions will include:

- Make recommendations for improvement based on the results of the spring 2016 governance evaluation process.
- Develop a library of governance best practices to establish effective institution-wide communication related to decision-making.
- Clarify the roles and relationships of College governance committees.
- Institutionalize a college-wide process for evaluating the effectiveness of the decision-making processes at the College.

Evidence for Accreditation Follow-Up Report Addendum

Document Number	Document	Link
College Recommendation 3		
CR3A.1	2016-2017 Annual Program Update (APU) Template	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR3A.1-2016-2017-Annual-Program-Update-APU-Template.pdf
CR3A.2	CEMPC 2016 APU Validation Form (Draft)	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR3A.2-CEMPC-2016-APU-Validation-Form-Draft.pdf
College Recommendation 4		
CR4A.1	2016-2017 APU Calendar	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR4A.1-2016-2017-APU-Calendar.pdf
CR4A.2	APU Training Agendas, September 2016	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR4A.2-APU-Training-Agendas-September-2016.pdf
CR4A.3	President's APU Update Email, November 1, 2016	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR4A.3-Presidents-APU-Update-Email-November-1-2016.pdf
College Recommendation 6		
CR6A.1	2016-2017 Learning Assessment Calendar - Instruction	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.1-2016-2017-Learning-Assessment-Calendar-Instructional.pdf
CR6A.2	2016-2017 Learning Assessment Calendar – Student Services	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.2-2016-2017-Learning-Assessment-Calendar-Student-Services-Draft.pdf
CR6A.3	CDCPD Meeting Minutes, September 7, 2016	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.3-CDCPD-Meeting-Minutes-September-7-2016.pdf
CR6A.4	SLOAC Assessment Activities	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.4-SLOAC-Assessment-Activities.pdf
CR6A.5	SLOAC Website	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.5-SLOAC-Website.pdf

CR6A.6	Fall Flex Days and Summit Assessment Presentations, August-September 2016	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.6-Fall-Flex-Day-and-Summit-Assessment-Presentations-August-September-2016.pdf
CR6A.7	Vice President of Instruction's Assessment Emails, September-October 2016	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.7-Vice-President-of-Instructions-Assessment-Emails-September-October-2016.pdf
CR6A.8	Committee Meeting Agendas, October 2016	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.8-Committee-Meeting-Agendas-October-2016.pdf
CR6A.9	Institutional Learning Outcomes Assessment Activities, Fall 2016	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR6A.9-Institutional-Learning-Outcomes-Assessment-Activities-Fall-2016.pdf
College Recommendation 8		
CR8A.1	Master Position Control by Department, Title, and Union 2016-2017	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR8A.1-Master-Position-Control-by-Department-Title-and-Union-2016-2017.pdf
College Recommendation 9		
CR9A.1	Institutional Effectiveness Partnership Initiative (IEPI) Innovation and Effectiveness Plan Update, November 1, 2016	http://www.merritt.edu/wp/accreditation/wp-content/uploads/sites/3/2016/11/CR9A.1-IEPI-Innovation-and-Effectiveness-Plan-Update-November-2016.pdf