

Merritt College



Agenda Monday Midterm Report July 10, 2017 3-5pm

- 1) Final thoughts AFR
 - a) College Council meeting notification

- 2) Flex Day

- 3) Midterm Report Review
 - a) Strategies/ work assignments/ work teams

- 4) Timeline for completion
 - a) Initial Draft due August 15
 - b) Actionable Improvement Plans through fall 2017

Midterm Report
Meeting Minutes
July 10, 2017
3:00 PM – 5:30 PM
President’s Conference Room

Attendance: Mia Kelly, Nghiem Thai, Dinh Truong

Absent:

Guest(s):

| Agenda Items | Summary of Discussion | Action Item(s) |
|---------------------------|---|--|
| I. Agenda | | |
| II. Final thoughts AF | <ol style="list-style-type: none"> 1) Team reviewed evidence that is still need. Connect with L. Willis, D. Hankins and S. Harding regarding the College Council meeting minutes. 2) We will need to reach out to H. Casale to receive updates regarding SLOAC website maintenance 3) Mia to look at M. Bull’s feedback | Reach out to Heather to see who will update SLOAC website and fix broken pages |
| III. Flex Day | <ol style="list-style-type: none"> 1) Flex Day program will include AFR discussion 2) Midterm Announcement to recruit people | |
| IV. Midterm Report Review | <ol style="list-style-type: none"> 1) M. Kelly sent Midterm Criteria Document 2) Team reviewed the actionable improvement plan and made recommendations on lead and administrative assignments 3) Midterm report will need support from administration team to cultivate inclusion and continuous work. 4) M. Kelly to will continue developing the shell of the midterm report 5) Midterm will require evidence | See latest version of Midterm Report. Will review at next meeting |
| V. Next Meeting | July 18, 2017, 3:00 pm - 5:30 pm | |



Midterm Meeting Agenda
Accreditation Response Team
Tuesday July 18, 2017
Time 3-5

- 1) Final thoughts for AFR
 - a. College Council meeting notification to vet draft
 - i) Linea, Doris, Stephanie (last Wednesday of August)
 - b. SLOAC Website update
- 2) Flex Day
 - a. Recruit for additional support for Midterm Report, reminder for all to read AFR draft
- 3) Midterm Report, work assignments/ work teams
 - a. Current Strategies
 - i. Loosely frame the recommendations
 - ii. Conduct the research necessary to determine the status of each recommendation
 - iii. For information gaps, contact former Co-leads to assist
 1. Dinh--CR 1, 2 (Mission)
 2. Dettie--CR 3 (IPB)
 3. Ann--CR 5 (ISS)
 4. Mia CR 6, 7, 8 (SLO, Evaluations)
 5. Nghiem CR 4, 9 (Program Review, Communication) compile recommended evidence lists)
- 4). Timeline
- 5). Actionable Improvement Plans through fall 2017
 - a. Review assignments
 - i. need to send out notice to managers
- 6). Timeline for completion of draft
 - a. Initial draft due August 15
- 7). Replacement for Nghiem

Midterm Report
Meeting Notes
July 18, 2017
3PMPM – 5:30 PM
President’s Conference Room

Attendance: Mia Kelly, Nghiem Thai, Dinh Truong, Jeffrey Lamb

Absent:

Guest(s):

| Agenda Items | Summary of Discussion | Action Item(s) |
|------------------------------------|--|--|
| I. Agenda | | |
| II. Final thoughts AFR | 1) Team discussed the fact that A. Dambrosio will review the AFR and provide feedback. A timeline for completion of edits is needed so we can have a final review for Flex Day | Deadline for feedback from A. Dambrosio is 7/25/2017 M. Kelly will email the master AFR to J. Lamb. J. Lamb will forward to Dambrosio. President Burns and J. Lamb to be the contacts who will work with Dambrosio |
| III. Flex Day Agenda (August 18th) | 1) VPI provided an update regarding the PDC program for Flex Day. AFR and SLOAC has 1.5 hour for Flex Day on Friday, August 18, 2017 2) College Flex Day <ul style="list-style-type: none"> a. Timeline b. Talking point to be divided up amongst the team c. Overview of the AFR (Put the report on the screen) d. Time for reflection 3) Midterm Announcement to recruit people <ul style="list-style-type: none"> a. Overview of 9 CR b. Recruitment and needs c. Roundtable discussion on updates for CRs or actionable improvements d. SLOAC e. Recruitment for final | Mia will come up with an agenda and structure for the day. May use the report as an outline J. Lamb to email to co-leads an invitation to work on Mid-term. J. Lamb to email administrators and leads |

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|---|--|--|
| | ILO f. Assessment goals and progress reports | regarding actionable improvement plan |
| IV. Midterm Report, work assignment/work teams | 4) Current Strategies a) Team member to frame out the CR, summary from the external team response to AFR, reach out to co-leads for updates, questions: 1) Are there updates and/or changes? 2) Are there questions about sustainability? If so, solutions? | N. Thai to put actionable improvements on Google Doc |
| 5) Actionable Improvement Plans through Fall 2017 | 1. Review Assignments -need to send out notice managers | J. Lamb to reach out to administrators and leads to join actionable improvement plan |
| 6) Timeline for completion of draft | Draft due August 15, 2017 | |
| 7) Replacement for N. Thai | Team will need somebody to embed the links into the report and update accreditation website (need to know WordPress, a little html) | |
| 8) Next Meeting | July 25, 2017, 3:00pm – 5:00pm | |



Midterm Meeting Agenda
Accreditation Response Team
Tuesday August 8, 2017
Time 3-5

- 1) Finalize AFR highlighted areas
- 2) Action items
- 3) Flex Day agenda and assignments
- 4) Midterm updates
 - a) Evidence collection
- 5) Schedule

Midterm Report
Meeting Notes
August 8, 2017
3:00 PM – 5:00 PM
President's Conference Room

Attendance: Mia Kelly, Nghiem Thai, Dinh Truong, J. Lamb

Absent:

Guest(s):

| Agenda Items | Summary of Discussion | Action Item(s) |
|----------------------------------|---|--|
| I. Finalize AFR Highlighted Area | 1) Team reviewed highlighted areas from A. Dambrosio a) Pg. 15: M. Kelly will check about SLO goals. b) Pg. 15: D. Truong to check with J. Lamb about number of faculty meet c) Pg. 17: N. Thai will connect with B. Mora regarding Fruitvale Center d) Pg. 18 and 19. M. Kelly will follow up with J. Lamb and H. Casale regarding PLO update. She will include PLO section of AFR report. | |
| II. Action Items | 1) J. Lamb will follow up regarding leadership meeting to see if College Council meeting has been set and if AFR draft was reviewed 2) Check in to see if College Council Meeting has been set 3) J. Lamb provided updates regarding assessment. | D. Truong check in to see if J. Lamb has an update |
| III. Flex Day | 1) Flex Day program has not been sent out 2) D. Truong to follow up with PDC regarding Flex Day agenda 3) M. Kelly will send out a college wide email regarding AFR program at Flex Day 4) Final AFR will go on Moodle after Flex Day with final edits 5) M. Kelly to create Flex Day PowerPoint | |

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|----------------------------|--|---|
| IV. Midterm Report Updates | <ol style="list-style-type: none"> 1) N. Thai will draft evidence template 2) Accreditation Team will start updating assigned sections | See latest version of Midterm Report. Will review at next meeting |
| V. Summer Schedule | Team will continue to meet weekly | |
| VI. Next Meeting | August 15, 2017, 3:00 pm - 5:00 pm | |
| VII. Other | <ol style="list-style-type: none"> 1) AFR team needs additional people to support the accreditation team. 2) Accreditation team will present needs at the managers meeting around the Midterm Report | |

Merritt



Accreditation Follow-Up Report
Inspect what you expect!

Presidents Meeting Agenda

8/15/2017

1. AFR Updates
 - a. Editing / District Feedback
 - b. Finalizing the Report
 - i. Minor items remaining
2. Flex Day Presentations
 - a. General Info/ AFR Team
 - b. PLOs/ SLOAC
3. Vetting--College Council/ Academic Senate
4. Deadlines for AFR Submission
 - a. Board Packet Requirements
 - b. 8/28 Submission to the Board
 - c. 9/12 Board Meeting
 - d. Submission to ACCJC
5. Midterm Updates
 - a. Additional Assistance
 - i. Evidence/ Website manager
 - b. Accountability
6. President Comments

AFR Meeting Notes
 August 15, 2017
 2:30 PM – 5:00 PM
 President's Office Room

Attendance: Mia Kelly, Dinh Truong, Nghiem Thai, Heather Casale, Jeff Lamb

Absent:

Guest(s):

| Agenda Items | Summary of Discussion | Action Item(s) |
|---------------------------|--|----------------|
| I. PLO and Flex Day | 1) H. Casale reported that PLO are at 100%. a) Fall focus will be to sustaining program level assessment b) SLOAC Developed a mapping template c) Flex Day will have updates on SLO, PLO work and fall plans regarding assessment | |
| II. Midterm | 1) Team reviewed timeline for Midterm Report involvement: a) Managers and Administration will need to be involved during this process. b) ART reviewed the current midterm shell and the work that still needs to be done c) ART will work towards completion of Midterm by December. We will need to look at when the last College Council meeting will be. d) Need to confirm when the February Board Meeting will be. | |
| III. Accreditation Future | 1) Recommendation to institutionalize an Institutional Effectiveness Team/Accreditation Taskforce | |
| IV. AFR Next Meeting | TBD | |