



**PROFESSIONAL DEVELOPMENT COMMITTEE PRESENTS:
SUSTAINING WORK & LIFE BALANCE
SELF CARE – FLEX DAY**

AGENDA

Friday, August 18, 2017

8:30 a.m. – Self Care: Breakfast

9:00 a.m. – Icebreaker: Appreciating Each other

9:15 a.m. – PDC Committee Introductions

9:30 a.m. – President's Welcome

10:30 a.m. – Accreditation Follow-Up Report

11:15 a.m. – Self Care: Healing from the Soul

11:30 a.m. – SLO / PLO Update

12:00 p.m. – Survey

12:10 p.m. – Lunch & Reflective Self Care Walk

1:00 p.m. – Division Meetings

2:30 p.m. – Department Meetings

4:00 p.m. – New Faculty Orientation

Merritt College Accreditation Updates

August 18, 2017

Goals/Objectives

College Recommendations

Actionable Improvement Plans

Survey



Welcome to the Merritt College Flex Day Accreditation Presentation!

The **Goals/ Objectives** for the presentation are to,

- *Provide an overview and update on the status of Merritt's Accreditation Follow-Up and Midterm Reports.*
- *Extend an invitation to the entire College community to participate.*

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Accreditation Follow-Up/ Midterm Reports

Introduction

Accessing the AFR/ Midterm in MOODLE

College Recommendation 6 --Progress to Date

College Vetting Process

Timeline

Components of the Midterm Report

Review of College Recommendations 1-9

Actionable Improvement Plans

Timeline

Invitation

Survey

Merritt College Accreditation Updates

College Recommendations



CR. 1--In order to meet the Standards, the Team recommends that the College develop and implement policy and procedures for systematically reviewing the college mission statement.

CR. 2 --In order to increase institutional effectiveness, the Team recommends that the College implement an evidence-based process that links institutional planning and decision-making to the College mission.

CR.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

CR.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.

CR.5 --In order to meet the Standards, the Team recommends that the College establish institution set standards for student achievement and systematically assesses the institution's progress in meeting or exceeding these standards.

CR.6 --Student Learning Outcomes-- 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.

CR.7--In order to meet the Standard, the Team recommends that the College work with the District Human Resources Department and follow its policy to systematically complete all personnel evaluations

CR.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.

CR.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.

Merritt College Accreditation Updates

Actionable Improvement Plans



- 1. Standard I.A:** The College will research the feasibility of implementing Distance Education (DE) A.A. degree program(s), expand and improve the DE evaluation methods, and increase DE Student Support Services by 2015-16.
- 2. Standard I.B.7:** The College will review and update the Educational Master Plan and the participatory governance handbooks to strengthen institutional effectiveness and to streamline the College's decision-making processes. In addition, an organized summary of evaluations will be linked to the College's annual accomplishments. The results will serve as a guide to the strategic planning process. The update and a calendar of regular evaluations for continuous improvement will be completed by spring 2015.
- 3. Standard II.A.1.c:** The College will continue to assess its course student learning outcomes on a three-year cycle. Programs with capstone courses and/or license exams will continue with their established assessment cycles. General education degrees will be assessed starting spring 2015 using course outcome data. Assessment of institutional learning outcomes will be revised in spring 2015 with a college-wide professional workshop that focuses on increased dialogue between disciplines. The Student Learning Outcomes Assessment Committee (SLOAC) will develop and run all workshops and reports.
- 4. Standard II.A.7.c:** The College will review, update, and publish the Student Behavioral Manual and Student Code of Conduct and make them accessible in appropriate locations during the 2015-16 academic years.
- 5. Standard II.B.1:** The College will determine counseling needs during 2014-15 for implementation of the Student Service Success Plan and increase the number of counseling faculty for the 2015-16 academic years.
- 6. Standard II.B.3:** To supplement District research, an on-campus Research Data Specialist will analyze reports to increase data collection with regards to program effectiveness, grant projects, and evaluation of institutional effectiveness. The College will then be able to apply the analysis and data to improvement plans. During the 2015-16 academic year, the College will seek to hire a full-time Research Data Specialist to aid with these processes.

- 7. Standard II.B.3.a: The College will assess and expand online student services to include ease of enrollment, accessibility and ascertain levels of satisfaction. This is scheduled for 2015-16.**
- 8. Standard II.C.1: The College will update and expand existing Merritt College Library collections, staff, and funding sources and seek to identify additional instructional space for MCL functions and activities. This is scheduled for spring 2015 and will be ongoing.**
- 9. Standard III.B.1.a: The College will work with the District on developing a funded maintenance program that utilizes the principle that “total cost of ownership” is key in the development process for all physical resources including updates to Merritt College’s 60-year-old facilities.**
- 10. Standard III.C.1.b: The District/College will develop, coordinate, and implement the District’s enterprise system training workshops in order to optimize human resource competence by providing formal training for new employees along with professional development opportunities for existing employees. This is scheduled for fall 2016.**
- 11. Standard III.D.1.b: Merritt College and the Enrollment Management Task Force will develop and enhance target programs for high risk students; and early outreach to local high schools, academic and career pathways, and adult education that will align with the District Budget Allocation Model and State FTES apportionment funding.**
- 12. Standard IV.A.2.b: The College will continue to enhance its relationship with faculty by delineating how the 10+1 (academic matters) applies to the Merritt College governance structures and College functions. Reliance on the Academic Senate and appropriate faculty leadership for academic matters will be specified for implementation of college-wide initiatives. In fall 2015, a graphic outline will be included in the College governance manual.**
- 13. Standard IV.B.2.b: To increase administrative position stability and enhance the College’s participatory governance process, the College President will complete the permanent searches for administrative positions by spring 2015 and support long term planning and administrative stability by assisting with and advocating for reconvening the District Administrative Leadership Training Program as a means of fostering future administrative leaders from within existing faculty and administration personnel.**

Merritt College Accreditation Updates

POST SURVEY



1. The status of Merritt College's Accreditation Follow-Up and Midterm Reports are clear to me.
(Please choose one response)

Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree

Comments _____

2. I would like to participate in the preparation of the Midterm Report. (Please circle one response)

Yes No Maybe

3. My area of expertise is _____

4. I would like additional information in the area/s of _____



Merritt College FLEX DAY

August 18, 2017

**Accreditation Follow-Up Report
Midterm Updates**



Introduction
**Accreditation Follow-Up Report/
Response Team**
in Collaboration with SLOAC

Dr. Jeffrey Lamb

Dr. Mia Kelly

Nghiem Thai

Dinh Truong

College Recommendation 6

Progress to Date: AFR Introduction

- Collaboration with SLOAC
- Intro---Commendations
 - Restating what the Visiting Team said “We did well”
 - More time needed to demonstrate sustainability

Statement of Report Preparation

- Process
- Timeline
- Writing the Report
- Evidence Collection/ Documentation

College Recommendation 6

Progress to Date

Components of the Report, 7 Sections

Corrective Actions Remaining from 2016 report...

1. *Accelerating Learning Outcomes, Identification and Assessment of,*
 2. Student Learning Outcomes (SLO) Assessment
 3. Service Area Outcomes (SAO) Assessment
 4. Program Learning Outcomes (PLO) Assessment
 5. Institutional Learning Outcomes (ILO) Assessment

Still some work to be completed....
- 6) Plans for Sustainability and, 7) Conclusion

College Recommendation 6 Progress to Date--Finalization

College Vetting Process,

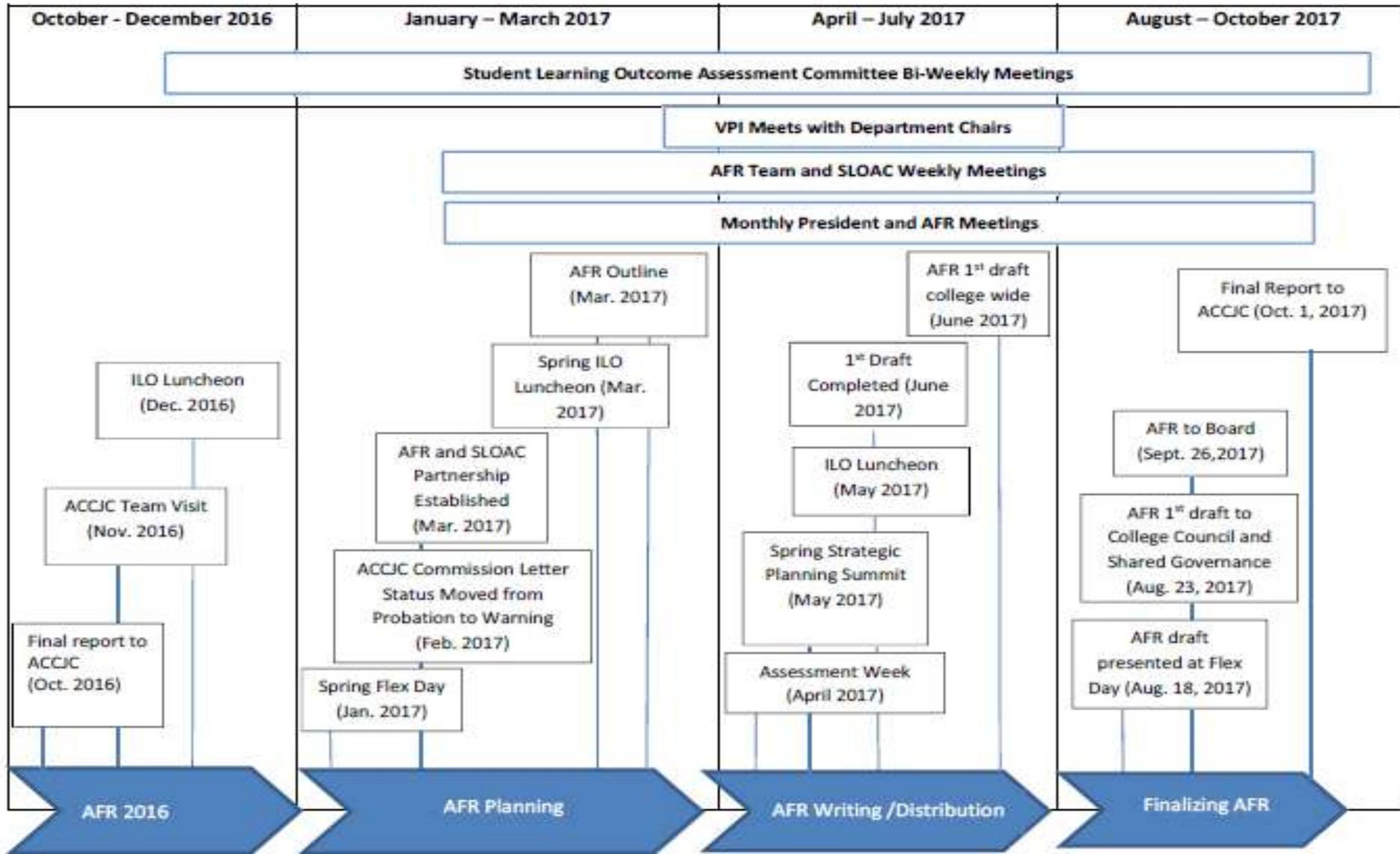
College Council to review and approve AFR on
August 23rd

Can access the AFR in MOODLE until
August 22nd

AFR to Board on 28th, for approval on
September 12

Team visit tentatively scheduled for November 2017!

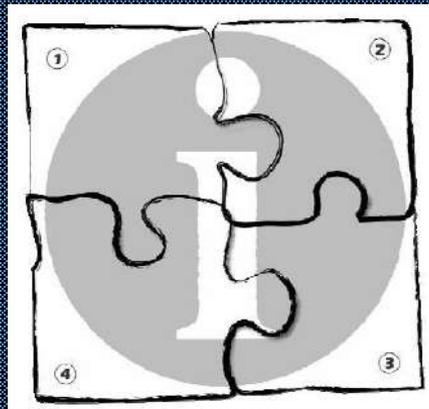
AFR Timeline





Accreditation Midterm Report

Components of the Midterm Report



Review of College Recommendations

1-9

Refer to Handouts

CR1 In order to meet the Standard, the Team recommends that the College develop and implement policy and procedures for systematically reviewing the college mission statement.

CR2 In order to increase institutional effectiveness, the Team recommends that the College implement an evidence-based process that links institutional planning and decision-making to the College mission. (I.A.4)

CR3 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

CR4 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.

CR 5 In order to meet the Standards, the Team recommends that the College establish institution set standards for student achievement and systematically assesses the institution's progress in meeting or exceeding these standards.

CR6 Student Learning Outcomes 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.

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CR8 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.

CR9 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.

Actionable Improvement Plans (Handout)



Timeline

Weekly Accreditation Response Team meetings

Bi Weekly meeting with President

Email to Co-leads and Managers enlisting their participation

Shared Governance Vetting

Steering Committee Luncheon

Final Draft into Moodle

To Board for Approval

Accreditation Response Team Met

2017

July

September

November

2018

January

March

August

October

December

February

Steering Committee ID

Flex Day Announcement

Midterm first Draft

Midterm Second Draft/Actionable Improvement Plans Completed

Midterm Report discussion at Fall Flex Day

Printing



Invitation to Participate



Take the Survey

