

Meeting Minutes**February 26, 2021****12pm – 1:30pm****ZOOM ID: 930 3669 8675 - PASSWORD: 384950****MEMBERS:**

VOTING – List full name below, identify which constituency group each individual represents			
x	Hilary Altman (Faculty, Communication)	x	Denise Richardson (VP of Instruction)
x	Marie Amboy (Dean, Division III)		Margie Rubio (Classified Staff, Student Services)
x	Lilia Chavez (VP, Student Services)		Denise Woodward (Classified Staff, Division I)
x	Arja McCray (Faculty, Biology)	x	SLO Rep: Laura Forlin
x	Lilian Pires (Classified Staff, Business Office)	x	Michael Cooper (Student, ASMC President)
NON-VOTING – List full name below, identify which constituency group each individual represents			
	Dan Lawson (Co-Chair, Institutional Effectiveness)		Chair, Budget
x	Courtney Brown (Member, Merritt Technology Comm)	x	Nathan Pellegrin (Co-Chair, Institutional Effectiveness)
	Chair, Facilities		

GUESTS: Nghiem Thai, Stefanie Harding

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:03 p.m.	
II. Adoption of Agenda	Agenda was adopted with changes, without objection.	Chair – Email to Merrittgovdocs@peralta.edu
III. Approval of Minutes	Meeting minutes were approved with/without objection.	Chair – Email to Merrittgovdocs@peralta.edu
IV. Standing Items	<p>SLOAC Update: LF: Spreadsheets for all Divisions are being updated by Dept. Chairs. SLOAC Coordinators developed a key, so that all 3 divisions are consistent. Our goals - at least one SLO per course has been assessed over the last 3 years. Ideally, we assess ALL SLOs every 3 years, but we know 100% is nearly impossible. So, we wanted to show progress. Any courses that are GREEN - means you are “meeting assessment goals.” We are also “Graying out” courses that have been inactive (but have not been officially deactivated). Many departments have reached out to SLOAC to complete assessments. On March 18th Flex Day, we are going to have an ILO Assessment/Discussion for “Critical Thinking.” This will be evidence of widespread dialogue and we are encouraging for PLO and ILO evidence to be incorporated into Program Reviews and APUs.</p> <p>HA: We also had Part I of the ILO Assessment for “Communication” on Feb. 19th at Accreditation Day. We had great turnout and we are going to bring people back for Part II to develop a rubric for “Teamwork,” as that is what came out of the</p>	<p>March 18th Flex Day - SLOAC conducting ILO Assessment/Discussion of “Critical Thinking”</p> <p>LF: What is the plan for reaching out to Administration for AUOs?</p>

discussion. We have a form/template for programs to complete for PLOs. As of now, we cannot save this evidence in Curriquet. There are many ways to document PLO Assessment and should be included in the APUs/Program Reviews. MZ and LC have been doing fantastic work documenting SAOs. We need to focus and work on Administrative Unit Outcomes.

Accreditation Update:

HA: Next week, the ACCJC will virtually visit our campus. They just submitted an updated schedule last night (we are still updating that today). Shared the most updated schedule with the committee.

DR: The visit is Monday-Thurs. All interviews happen on Monday and Tuesday. Wednesday is for meetings and Open Forums. A message will go out from Dr. Johnson about these. Thursday is a meeting with Dr. Johnson and an Exit Report for the full campus. We are still rescheduling some meetings to ensure key people are available. We are also getting many questions and lists of items the visiting team is looking for during the interviews. We will distribute those to the appropriate people. DR went over the basic schedule. She pointed out the many internal meetings of the team, as well as meetings with groups. She also shared out some of the questions and requests for evidence from the visiting team. For the Open Forum, NP will handle the setup.

HA: Cooper - what is the best way to ensure students get information about the Open Forums?

MC: Hit as many different forms of advertisement as possible. Faculty making an announcement on CANVAS is the most important way we can reach students.

DR: The videos that HA produced summarizing the ISER are a great review to watch before next week, especially if you are going to be talking with the ACCJC.

SH: Shared the Digital Guide to the ACCJC Visit "Accreditation 2021 Quick Reference Guide" - provides a lot of information about accreditation and our site visit, including the specific days and times of the Open Forums. There is also info. included about our student population and our commitment to equity.

DR: No matter how the visit goes, we have a lot to celebrate here at Merritt. We have a strong team committed to making Merritt the best possible place for students.

MC: I have many plans for student forums and also professional development moving forward. We want to have a place where students can ask questions and also get more specific on their experiences, especially with equity. We need a place for an expansive conversation. We are looking for a system of accountability and for student support.

	<p>HA: We can do something similar to last semester, where we had a primary listening session and then a series of smaller steering committee meetings. That is what we can do from the Accreditation Committee.</p> <p>DR: You can always email me and President Johnson. Please put down in writing who you want to make contact with and I am happy to facilitate that. We are doing everything we can to use an equity lens at this college and working with the experts (Dr. Webb and Dr. Chavez).</p> <p>MC: I have no arguments with the equity lens. It's communication barriers.</p> <p>DR: Please put those in writing and I will do my best to address those.</p>	
IV. Old Business		
V. New Business	<p>Check-In: Mission Review and IPB Cycles</p> <p>SH: Mission surveys have been collected and compiled. There will be a more thorough discussion at the March Flex Day. There will be discussion at upcoming IEC meeting, so we can engage in this process efficiently. The IPB Cycle is moving forward. There was a delay in getting our tentative budget from the district. So we are asking for an additional week extension on our end so we can navigate a budget development process and the necessary review by various committees and the President. We are waiting to hear back on this request.</p> <p>Updating our Website:</p> <p>HA: Hopefully you have had a chance to explore all of the updates that have been made recently. NP and HM have been working tirelessly to correct errors. If you see any errors, you can send an email to either/both of them or fill out a form specific to your committee or discipline/program. We want our website to be as accurate as possible.</p> <p>MC: Make sure if you send corrections, please not your browser, system, and device.</p> <p>HA: Thank you! We noticed that sometimes when there are issues on a desktop, it works better on a mobile device. We want to make sure that the displays are very easy to navigate and use with a mobile phone.</p> <p>CB: I encourage faculty embracing the “mobile first” model because many of our students are “on the go” and using their phones. We want to improve both the desktop and mobile experiences. File a ticket under the Help Desk if you see issues.</p>	<p>SH: What is the update on the request for an extension from the district?</p> <p>HA: Potential professional development or discipline exercise - check out webpages/CANVAS on your phones.</p>
VI. Announcements	<ol style="list-style-type: none"> 1. ACCJC Visit - March 1st-4th 2. Next Accreditation meeting is 3/12 	

	<ol style="list-style-type: none">3. Flex Day is March 18th4. ILO Assessment for Critical Thinking on March 18th	
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