

Merritt College



Accreditation Follow-Up Report

Inspect what you expect!

College Recommendation Sub-Committee-7

Wednesday, October 14, 2015

Meeting Minutes

Present: Dr. Arnulfo Cedillo, Denise Woodward, Christine Olsen, Jamila Saleh, Dawn Williams, Lesley Scurry, Todd Johnson

Absent: Inga Marcilionis, Grace Idowu, Carl Ogden, Fereshteh Mofidi, Margaret Dixon, Eva Ng-Chin

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Welcome and Introductions to College Recommendation sub Committee-7	<ul style="list-style-type: none">Fereshteh Mofidi will not be a part of College-Recommendation-7 sub-committee.	<ul style="list-style-type: none">Faculty Co-Lead TBD
II. Planning Future Meetings Dates <ul style="list-style-type: none">a) Next Meetingb) Reviewing external evaluationc) Narrative and Evidence	<ul style="list-style-type: none">SC-7 Agreed every Wednesday from 2:00-3:00pm until TBD.Team familiarized with the AACJC narrative and began posing questions that related to improving timely faculty and staff evaluations.SC-7 discussed identifying percentages in the holes of personnel not evaluated or completed accordingly following process and procedures.	<ul style="list-style-type: none">TBD finalizing deadline
III. Addressing College Recommendation <ul style="list-style-type: none">a) Next step-Timelines and due dates.b) Assignments distributed	<ul style="list-style-type: none">SC-7 Discussed obtaining Faculty and Classified master list of evaluations to delegate evaluation accordingly between division Deans and departments.Assign a Classified Staff Member to monitor and assist Administrator's to complete evaluation within appropriate time required.	<ul style="list-style-type: none">Meet with all divisions bridging holes and bringing to full circle.Identify holes with Administrators.Request a spreadsheet for the Classified Staff and Administrator Personnel Evaluations with due dates.Tenured Faculty Evaluations, and of course Dr. Kelly will be able to provide a list of Tenure Track Faculty Evaluations.

M/S/P = motion/second/pass

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College Recommendation Sub-Committee-7

Wednesday, October 21, 2015

Meeting Minutes

Present: Dr. Arnulfo Cedillo, Denise Woodward, Christine Olsen, Jamila Saleh, Dawn Williams, Lesley Scurry

Absent: Inga Marcilionis, Grace Idowu, Carl Ogden, Fereshteh Mofidi, Margaret Dixon, Eva Ng-Chin, Todd Johnson

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. WELCOME	Subcommittee charge to check weekly spreadsheet.	
II. REVIEW MINUTES		
III. DISCUSS WORKING GROUP ASSIGNMENTS	I. Christine (point), Inga, Margaret, Todd II. Grace, Carl, Dawn (point) III. Data: Eva IV. Student Services: Lesley	Create organizational charts for all divisions.
V. WORKING GROUP-PART TIME/TENURED FACULTY EVALUATIONS		October <ul style="list-style-type: none">Evaluations donePart-timeFull-timeEvaluationStudent Evaluations due end of October
VI. WORKING GROUP-CLASSIFIED EVALUATION COORDINATOR JOB DESCRIPTION	Point person for classified. Suggestion to contact Ruby about policies and procedures, and evaluation of master list. College Subcommittee 7 <ul style="list-style-type: none">Meet with all divisions, bridge holes and bring together administrators Recommendation <ul style="list-style-type: none">Identify that classified has a point person	Find steps to the process for classified. Complete list. Make sure the process is aligned appropriately. Follow-up evaluation progress: 10/28/15
VII. ADJOURN		

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Faculty Evaluations

Tenure
Track

Part Time
Tenured

MIA

EVA
Division 1-Christine
Division 2-Dawn

Student Services

Report out on
October 28th
Progress

Lesley

Classified Evaluations

Require updated college master list

Dr. Cedillo will obtain

Identify point person for classified evaluations
duties include create and monitor ongoing spreadsheet of evaluation completed in a in the required time frame.

Continuity of staff
vs
Administrators
ability to follow up

ALO's ongoing
classified
evaluations

Recommend overtime for point person
since currently in no job description

Break down evaluations by
department - Division 1,
Division 2, Student services,
Business office, Office of
Instructions, and Presidents
office