



**Steering Committee Town Hall
 Session II
 Wednesday, May 4, 2016
 Learning Center, L126
 1:00 p.m. – 2:30 p.m.
 Meeting Minute Template**

Present: Stefanie Harding, Walter Johnson, Nghiem Thai, Doris Hankins, Maril M. Bull, Kinga Sidzinska, Jennifer Briffa, Samantha Kessler, Ann Elliott, Dr. Norma Ambriz-Galaviz, Dr. Jeffrey Lamb, Dr. Mia Kelly, Dr. Audrey Trotter, Dinh Truong, Christine Olsen, Dan Lawson
Absent: Chris Grampp, Anita Black, Dr. Arnulfo Cedillo, Dr. Lillia Chavez, Dan Lawson
Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Welcome/Overarching Purpose of	AFR Chair welcomed everyone. Members introduced themselves to Dr. Jeffrey Lamb, Vice President of Instructions of Merritt College	
II. Merritt's Accreditation Processes	AFR Co-Chair provided an update on narratives, CR 1, 2, 3, 4, 6, & 7 Integrated Planning and Budgeting is College Recommendation 3 which is the heart of the AFR. AFR Co-Chair recommended that everyone reads CR 3 (Integrated Planning and Budgeting) and CR 6 (Assessment) CR 6 is near completion. Will finalize edits after Dr. Vasconcellos reviews the report CR 5: AFR Writer/Editor and Co-Chair will edit the narrative draft and hopes to have it completed by Monday end of business.	



Accreditation Follow-Up Report

Inspect what you expect!

	<p>CR 7 back to Co-Lead for additional data on evaluation</p> <p>CR 8 and CR 9: Goal is to have it finished by Monday at close of business.</p> <p>All edits does not include conclusion</p> <p>Timeline: Draft of the AFR will be done by the end of the Spring school semester</p> <p>AFR Co-Chair asked CR Co-Leads to stay for the last 15 minutes to discuss work plan for the remaining of the semester for Co-Leads</p> <p>Vetting through College Council and Governance. Draft will be done by May 18, 2016. Final vetting will be done at College Flex Day in August 2016</p> <p>CR drafts have been disseminated college-wide so everyone has an opportunity to review and provide feedback to AFR Team</p>	
<p>III. Introduction and Dissemination of the College Recommendations Narratives</p>	<p>Break-out session: Copies of CR narratives were available for review. AFR Chair asked participants to review copies of the CR narratives and join perspective groups. If their CR is not represented, they were asked to join a group that they are interested in.</p>	
<p>IV. Co-Leads Next Steps in College Recommendation Edits and Evidence Collection</p>	<p>AFR Co-Chair reviewed the next steps in College Recommendation Edits and Evidence Collection. Co-Chair reviewed the work plan for Co-Leads for May along with Recommendations for Final Stages of Merritt College Accreditation Follow-Up Report (AFR):</p>	



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	<ol style="list-style-type: none">1. Clean-up Narrative2. Finalize evidence<ol style="list-style-type: none">a. Evidence should be entered into the evidence template and aligned with evidence numbers in the narrativeb. Wording should be formalized (e.g., eliminate any notes)c. Links should be validated and “live”d. The evidence template should have the following columns completed<ol style="list-style-type: none">i. Document numberii. Document nameiii. Live linkiv. Note: page numbers will be added later by the AFR Core Team3. Sub-Committee Agendas and Minutes: Please forward your Sub-Committee’s agendas and minutes to Maril, with cc to Mia, Dinh and Nghiem4. Deadline for Sub-Committee Finalization of the Above: Wednesday, May 11, 20165. Paginated copy by May 18, 2016 <p>Recommendations for Final Stages of Merritt College Accreditation Follow-Up (AFR)</p> <ol style="list-style-type: none">1. Proposal of AFR Finalization and Validation Team (AFR F&V). The validation team will read the entire AFR to validate<ol style="list-style-type: none">a. Co-Chairs: Anita Black and Walter Johnson (Co-Chairs of CR 3)b. Members: Ann Elliott, Stefanie Harding, Samantha Kessler, Dr. Siri Brown, and Maril Bull, Nghiem Thai,	<p>Schedule a meeting with CR 4</p>
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	<p>Mario Rivas, Waaduda Karim, Dan Lawson, ASMC representative Administrator Liaisons: Dr. Jeffery Lamb, and Dr. Dettie Del Rosario, AFR Core Team Liaison: Dr. Audrey Trotter (limited advisory capacity through end of June 2016)</p> <ol style="list-style-type: none">2. Recommendation that there are criteria listed out for the validation team. Inconsistencies, proofing, content...more to come soon3. Proofing team: Not reading for accuracies but for grammatical errors. Recommendation: Jon Drinnon, Judy Bryson, Debra Jacks Lorna Pascal, Tim Hackett4. AFR Core Team finishes the AFR and signs off on the report draft on Wednesday, June 1, 20165. Summer Timeline:<ol style="list-style-type: none">a. AFR F&V Team will sign off on the final copy of the draft by July 1, 2016b. Printing and bond by August Flex Dayc. PCCD Board in August, 2016d. September 13, 2016 to Board of Trusteee. To ACCJC on September 30,2016 <p>District Recommendations will be dropped in late summer</p> <p>President thanked the members who were present during the announcement of the proposed validation team for their volunteerism.</p> <p>The President stated that DR may affect our need to reconcile AFR once DR is completed. We will not change anything that the District gives us. Only the pagination. Administrative team and core leads get DR drafts to look at them and ensure that it's aligned</p>	<p>Develop a timeline and schedule and criteria and reading rubric for the AFR F&V</p> <p>Reconciliation of reference between DR and Merritt.</p> <p>Next meeting at the District Leads meeting to make sure references are consistent.</p>
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	DR needs to be sent	
V. Sub-Committee Agendas and Minutes	Please forward your Sub-Committee's agendas and minutes to Maril, with a cc to Mia, Dinh and Nghiem	
VI. Next AFR Steering Committee Town Hall Meeting Session 3	Wednesday, May 18, 2016, 1:00 p.m. – 2:30 p.m., Learning Center, L126	
VII.		

M/S/P = motion/second/pass