Merritt College

Accreditation Follow-Up Report

Inspect what you expect!

Steering Committee Meeting
Wednesday, November 4, 2015
1:00 p.m. – 2:00 p.m.
Meeting Minutes

Present: Sheila Metcalf-Tobin, Samantha Knappenberger, Dan Lawson, Kinga Sidzinska, Mary Ciddio, Ann Elliot, Arnulfo Cedillo, Dettie Del Rosario, Amario Rivas, Nghiem Thai, Charity Clay, Tim Brice, Jayi Thompson, Rachel Antrobus, Rosemary Delia, Dr. Norma Ambriz-Galviz, Dr. Wise Allen, Anita Black, Dr. Bill Love, Chris Grampp, Dr. Audrey Trotter, Dinh Truong, Jennifer Lough Kennedy, Romeo Garcia, Walter Johnson, Maril Bull, Stefanie Harding
Absent: Dr. Lilia Chavez, Doris Hankins, Dr. Tina Vasconcellos, Dr. Siri Brown, Christine Olsen, Denise Woodward, Ron Perez, Brock Drazen
Guests: Thomas Renbargar

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP

I. Welcome and Inspiration:	I. Dr. Norma Ambriz-Galaviz
	    a. Hard work will be highlighted at next Tuesday's PCCD Board of Trustee's Meeting
	    b. Recommended that AFR Newsletter be submitted to the Board of Trustee's
	    c. Dr. Trotter and Dr. Kelly to present (3-5 minutes presentation) Merritt's AFR updates
	    d. Of the participation that we do have, sub-committees and individuals are working hard.
	    e. June 2015 Retreat: The former VPI introduced the College's Institutional Effective report to the State Chancellor's Office. Discussion became lively because most people present did not receive or discuss report prior to submission. In addition, the data was not presented through the shared governance processes. The charge for this year is to identify and solidify the data. A question was posed as to when the college plans on reviewing the data. Other questions to the President were as follows.
		a) When will the results of the June 2015 Retreat be disseminated and discussed with Merritt's Shared Governance Committee?
		b) Which committee should head it?

| | | i. What is the impact of this report?
     1. The purpose is to make sure a college is in compliance with ACCJC Standards and to assess Institutional Effectiveness.
 ii. Do the District's Institutional Effectiveness goals need to be addressed prior to the college's goals?
     1. The State will requests the data in late Spring each year.
 iii. Will this issue be brought to the attention of the District's Planning and Budgeting committees?
     1. This issue needs to be brought to the Chancellor's attention.

 II. Dr. Wise Allen, Interim Vice President of Instructions
   a. VPI Allen shared Merritt's enrollment report from the BI Tool which was created 3 years ago.
     i. BI tool can be used to make enrollment patterns transparent
       1. Currently every aspect of Merritt's enrollment data is below the baseline as compared to all of the other Peralta Colleges:
         a. Down in student enrollment
         b. FTS
         c. Up in the number of sections offered
         d. Down in productivity
       2. VPI Allen recommended that all faculties go into the BI tool to track every section course, class and instructor.
       3. A meeting participant commented that a member of the Institutional Effectiveness Partnership Initiative (IEPI) that administrators go and come but Faculty and Classified are constant. Therefore, it's up to the Faculty and Classified staff to take the leadership and ensure that college wide policies and practices are adhered to even when administrative changes occur. | |

	ii. College Education Master Plan: VPI Allen also spoke to the need to update the Education Master plan. He cited that External Evaluators read the Education Master Plan and indicated that during their site visit they could not find evidence to demonstrate that the College was following what was indicated in the plan.
	
	    1. He indicated that every department must update their section of the College Education Master.
	
	    2. All college departments should also utilize the Program Review Template and Annual Program Updates (APUs) to support College Educational Master Planning.
	
	    3. Tuesday, November 10, 2015, has called an Emergency Faculty Meeting during the College Hour, 12:30 p.m. – 1:30 p.m. in P307.
	        a. There was a call for a special taskforce to lead the effort to update the College Educational Master Plan.
	
	    4. A member of the AFR Core Team reminded meeting participants of the three critical institutional issues that must be address during the AFR process.
	        a. Integrated Planning and Budgeting
	        b. College Education Master Planning
	        c. Student Learning Outcome Assessment
	
	    5. In addition, it was recommended that the AFR Steering Committee add a fourth critical issue.
	        a. The College needs to use data to drive institutional planning and decision making.
	
	III. New Dean College Recommendation Written Sub Committee Assignments
	    a. All Instructional Deans have been assigned to three College Recommendation Sub-Committees and will provide progress reports to VPI Allen.	

IV. **AFR Timeline and Instructions for Submission of Written Drafts**	I. The AFR Chair reiterated that the AFR initial draft Due Date is Tuesday, December 1, 2015
	    a. To ensure that Sub-Committee teams are progressing towards goals, the AFR Core will actualize it's mantra "Inspect What You Expect."
	    b. Co-Leads were asked to make an appointment with Dr. Trotter or Dr. Kelly (15-30 minutes) in the next week to review the draft.
	    c. President Ambriz-Galaviz announced that the District Office is hiring a consultant to lead the written response to the District's recommendation effective at the next Board of Trustee's meeting.
	II. The AFR Core Team announced the dissemination of the Electronic Word Files of the AFR College Recommendation Response and Writing Template-Section 1 to assist the Co-Leads in dividing the workload among their team members.
		Schedule a meeting with AFR Core team with District

III. **AFR Website and Electronic Evidence Collection Coordinator Update**	I. The AFR Website Coordinator focused everyone's attention to the AFR Website to show that a number of resource materials and documents had been uploaded since the last Steering Committee Meeting. He also recommended that team members refer to the AFR website first when looking for evidence to support their written draft.
	II. AFR Electronic Evidence Collection Coordinator
	    a. AFR Dropbox
	        i. The AFR Electronic Evidence Collection Coordinator announced the establishment of the AFR Dropbox for all 9 College Recommendations. Submit electronic copies of College Recommendation Written Draft into the AFR Dropbox Folders.
	    b. There are four sub-folders for each College Recommendation folders:
	        i. College Recommendation Drafts
	        ii. College Recommendation Evidence
	        iii. College Recommendation Minutes and Agendas
	        iv. Potential Resources
	        v. Misc.
	    c. Documents do not need to be in PDF form and folder will be set up for review privileges only.
	    d. All Sub-Committee minutes and agendas should be forwarded to Maril	

		Bull.	
III.	**Nine College Recommendations Team Progress Reports from Co-Leads and Administration**	The meeting time ran over so the nine College Recommendation Co-Leads were unable to share their progress report to the group. They will do so at the Wednesday, November 18, 2015, AFR Steering Committee Meeting.	Move College Recommendation Co-Leads progress report up on the agenda
IV.	**Co-Leads Stipends and OT Update**	AFR Chair gave a progress report on the processing of Co-Lead Faculty stipends and Co-Lead Classified OT.	
V.	**Merritt College Accreditation Follow-Up Report Presentation to the Peralta Colleges Board of Trustees, Tuesday, November 10, 2016, 7:00 P.M.**	AFR Core Team will attend the PCCD Board of Trustees meeting on November 10, 2015.	
VI.	**Next Steering Committee Meeting**	November 18, 2015, 1:00 pm. – 2:00 p.m.	How do sub-committee recommendations go from suggestions to actual action?

M/S/P = motion/second/pass