

Merritt College



AFR Meeting

Agenda

March 17, 2017

1. Review Job Descriptions
2. Timelines for 1st draft, completion
3. College vetting process
4. SLOAC collaboration
5. Regular meeting times
6. Additional support systems needed

AFR
Meeting Minutes
March 17, 2017
4:00 PM – 5:00 PM
President's Conference

Attendance: Mia Kelly, Nghiem Thai, Maril Bull, Jeffrey Lamb, Heather Casale, Dinh Truong (via teleconference)

Absent:

Guest

Agenda Items	Summary of Discussion	Action Item(s)
I. Review Job Descriptions	N. Thai, M. Kelly, and M. Bull submitted job descriptions to J. Lamb. J. Lamb acknowledge receipt and will review it. D. Truong will submit her job description soon.	J. Lamb to review
II. Timelines for 1 st draft, completion	Group discussed the need for a timeline of 1 st draft. 1 st draft will need to be shared college wide and go through Shared Governance. Team will need to work backwards from due date of AFR to ensure the timeline allows enough time for the AFR to get to shared governance and Board of Trustees for approval prior to submission. D. Truong to draft an AFR timeline.	
III. College vetting process	The team agreed that the AFR will need to be inclusive and communicated college wide.	
IV. SLOAC Collaboration	SLOAC members are on board to collaborate. H. Casale will participate in the AFR meetings as a liaison though she may not need to attend all the meetings. AFR Team members will attend SLOAC meetings as well.	H. Casale to provide outline of activities from Fall to current day.
V. Regular meeting times	Confirmed every Friday, 3:00 PM – 5:00 PM	

VI. Additional support systems needed		
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AFR Agenda

Thursday, March 30, 2017

1. Minutes from 3.17.2016, 3.24.2017
2. Updates/ Dr. Lamb
 - a. Feedback from Commission
 - b. Job description signoff
3. SLOAC Updates (Heather, Nghiem, Maril)
4. Timeline (Dinh)
5. Review Outline, Standards (Mia)
6. Evidence (Maril, Nghiem)

AFR
Meeting Notes
March 30, 2017
3:00 PM – 5:00 PM
President's Conference Room

Attendance: Mia Kelly, Nghiem Thai, Maril Bull, Jeffrey Lamb, Heather Casale, Dinh Truong

Absent:

Guest(s):

Agenda Items	Summary of Discussion	Action Item(s)
I. Notes from 3.17. 2016, 3.24.2017	AFR team reviewed the notes for 3.17.2016 and 3.24.2016	D. Truong to make edits and finalize notes
II. Update/ Dr. Lamb	<p>J. Lamb spoke with H. Casale and S. Kessler regarding assessment updates.</p> <p>AFR job descriptions needs to be signed off still.</p> <p>Team did a conference call with J. Pawn (ACCJC):</p> <ol style="list-style-type: none"> 1. J. Lamb provided an overview that we are currently assessing every outcome in every course offered during the Spring Semester. MC is following the acceleration plan. 2. AFR Team wanted clarification that 100% assessment means assessing 100% of the courses offered during the term and assessing at least 1 outcome during the current term. 3. J. Pawn confirmed that assessing 100% of courses taught in the term is what the commission is looking for. 4. Standards for 2002 doesn't include PLO. 	<p>J. Lamb to sign off on job description</p> <p>M. Kelly and J. Lamb to talk about allocation of reassigned time</p>

III. SLOAC Updates	<p>M. Bull and H. Casale met to discuss updating the assessment data. SLOAC is looking at number of courses assessed during this term.</p> <p>The team discussed that it would be useful to have a sheet listing out the evidence that is needed. SLOAC can use that list to identify the evidence.</p>	<p>J. Lamb to forward the resource prioritization list that was approved by the Administrators to N. Thai</p> <p>N. Thai will work on evidence template</p>
IV. Timeline	Team reviewed and discussion the timeline.	D. Truong to revise
V. Review Outline, Standards	<p>See attached Writing Outline – College Recommendation 6</p> <p>Clarity needed on:</p> <ol style="list-style-type: none"> 1. IIA.1 2. Do we need to address actionable item plan for II.A.1.c? <p>Follow-up Report does not need to include District Recommendations</p> <p>M. Bull to coordinate graphs and charts</p>	<p>J. Lamb to clarify</p> <p>M. Kelly to start Table of Contents and Statement of Report Preparation</p> <p>D. Truong to send template for item 1 &2 to M. Kelly</p> <p>M. Bull to coordinate graphs and charts</p>
VII. Evidence	Create evidence template listing out evidence. N. Thai will review “response” and put into evidence list and correlate it with the standard	
VIII. Discussion	AFR Budget to include printing, stipends, overtime, release time, follow-up visit expenses, celebration	D. Truong to follow up with J. Lamb regarding AFR budget
VI. Next Meeting	Friday, April 7, 2017, 3:00pm – 5:00pm	

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AFR Agenda

Friday, May 5, 2017

1. Minutes
2. SLOAC updates (Maril, Heather),
3. Evidence collection (Nghiem)
4. Job description signoff (Lamb)
5. Midterm update (Dinh)
6. Concerns

AFR
Meeting Minutes
May 5, 2017
2:00 PM – 4:00 PM
President's Conference Room

Attendance: Mia Kelly, Nghiem Thai, Maril Bull, Jeffrey Lamb, Heather Casale, Dinh Truong

Absent:

Guest(s):

Agenda Items	Summary of Discussion	Action Item(s)
I. Minutes	Minutes are available upon request	D. Truong to make edits and finalize minutes
II. SLOAC Update	<ol style="list-style-type: none"> H. Casale provided an update on SLO work. Communication has been sent to faculty members who working on their SLO. Progress is being made. J. Lamb will work with H. Casale on reaching out to these faculty members. M. Kelly will write up a list of interventions that are in place. M. Bull will review We should have pre, mid and post charts on assessment progress 	<ol style="list-style-type: none"> Follow up from J. Lamb and H. Casale M. Kelly will write up a list of interventions that has taken place so M. Bull can review. M. Bull will create the pre, mid, and post charts on assessment progress
III. Evidence Collection	<ol style="list-style-type: none"> We are waiting for assessment to be posted. J. Lamb reported that assessment update will be forthcoming. 	Follow-up on updates
IV. Job Description	<ol style="list-style-type: none"> Team reviewed job description of AFR and work for midterm. 	
V. Midterm Update	<p>D. Truong reviewed the Guidelines for Preparing Institutional Reports to the Commission regarding the Midterm Report. Group discussed the actionable plan</p> <p>S. Kessler and D. DelRosario</p>	

	<p>will need to be involved to provide research element and how assessment has tied into IPB.</p> <p>We will look at the corrective action plan for each CR. M. Kelly had created a brochure listing out the corrective actions</p>	Mia to pull up the corrective action plan for each CR
VII. Evidence	Create evidence template listing out evidence. N. Thai will review “response” and put into evidence list and correlate it with the standard	
VIII. Discussion	<p>Timeline, N. Thai and D. Truong will start looking at the “backbone” of the midterm. Hope is that AFR and Midterm are being done concurrently. Start to look at the corrective action plan now. AFR Budget to include printing, stipends, overtime, release time, follow-up visit expenses, celebration.</p> <p>Next meeting is a writing meeting</p>	
VI. Next Meeting	May 11, 2017 12 noon-3pm	<p>M. Kelly to have narrative ready</p> <p>N. Thai to create Matrix</p>

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AFR Agenda

Thursday, May 11, 2017

Workday 12-3 pm

1. AFR Minutes (Dinh)
2. SLOAC updates (Maril, Heather)
3. Timeline modifications
4. Writing Outline CR 6
 - a. SRP
 - b. Introduction
 - c. I.B.I
 - i. Vet and refine existing draft (All)
 - d. Review Standards/ Confirm assignments/ Due dates
5. AFR summer schedule dates and timelines

AFR Team
Meeting Notes
May 11, 2017
12:00 PM - 3:00 PM
President's Conference Room

Attendance: Mia Kelly, Nghiem Thai, Maril Bull, Jeffrey Lamb, Dinh Truong

Absent: Heather Casale

Guest(s):

Agenda Items	Summary of Discussion	Action Item(s)
I. Follow-Up Report Response	1) Team reviewed the Guide to Evaluating Institutions (July 2013) and Guidelines for Preparing Institutional Reports Revised (January 2017) to outline our Follow-up Report Response 2) Team is commissioned to write the work that the institution is doing to meeting the Standard.	Team will write the response and review to make sure the standards are met
II. Work for Team	1) Each member will look at their assigned standards to get an understanding of it. Look to see if they are touched on and/or included in our narrative	
III. Timeline Modification	2) Timeline should show 12 months	D. Truong to modify timeline
IV. Writing Outline	1) Team looked at the AFR shell and provided input and edits. 2) AFR Shell will be in Google Docs as a working document	
V. AFR Summer Schedule Dates and Timeline	1) Team will meet throughout the summer. Hope to have a draft by end of May and revisions in June/July 2017.	

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AFR Agenda

Tuesday, May 23, 2017

Workday 2:30-5:30 pm

1. SLOAC, ILO, PLO updates (Heather, Maril)
 - a. Progression Graphs (Maril)
 - b. Evidence Collection/Website (Maril, Nghiem)
2. AFR minute approvals/ updates (Dinh)
 - a. Timeline modification
3. Writing draft (All)
 - a. Body
 - b. Conclusion
4. Next Steps
 - a. AFR summer schedule meeting dates and timelines

AFR
Meeting Notes
May 23, 2017
2:30 PM – 5:30 PM
President's Conference Room

Attendance: Mia Kelly, Nghiem Thai, Maril Bull, Jeffrey Lamb, Dinh Truong

Absent:

Guest(s): Marie-Elaine Burns

Agenda Items	Summary of Discussion	Action Item(s)
I. Minutes	1) Minutes are available upon request	
II. SLOAC Update Needed	2) Team reviewed the status of SLOAC Website, updates, and assessment 3) Team discussed outstanding items needed for SLOAC Page	Reach out to H. Casale to see who will update SLOAC website and fix broken pages
III. Meeting with President Burns	1) M. Kelly reported on AFR's meeting with President Burns. <ul style="list-style-type: none"> a. Team reviewed the 4 components of assessment <ul style="list-style-type: none"> i. I.d outcome ii. Plan for assessment iii. Assess the plan iv. Action plan b. Reviewed work to be done c. Reviewed the deadline for assessments to be done. 2) Team discussed that the Acceleration plan is a living document and need for modification. 3) Team discussion PLO reporting and increase the number on the AFR. SLOAC will report out on Flex Day. 4) AFR Team will continue to write with the goal that we will reach 100% SLOs, ILO is on target and report plans for PLO	
VI. Next Meeting	May 30, 2017, 10am – 1pm. Q311	