# Meeting Minutes
## 11-12-2020
## 1:30-3:00pm
Meeting Zoom Link: https://cccconfer.zoom.us/j/95878003129?pwd=YUJSVVJjZFZDWGNoa2RwOFZKM1hkdz09

## MEMBERS:

| VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present) | | | |
|---|---|---|---|
| X | Laura Forlin | | |
| X | Heather Casale | | |
| X | Sun Young Ban | | |
| x | Evan Nichols | | |
| | | | |
| NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present) | | | |
| X | Stephanie Harding | X | Lilia Chavaz |
| X | Hilary Altman | | |
| x | David Johnson | | |

## GUESTS:

| AGENDA ITEM | DISCUSSION | FOLLOW-UP ACTION |
|---|---|---|
| I. Call to Order | Meeting called to order at 1:30pm | |
| II. Adoption of Agenda | Agenda was adopted without objection.<br>All approved. | Chair – Email to merrittgovdocs@peralta.edu |
| III. Approval of Minutes | Meeting minutes were approved without objection.<br>All approved. | Chair – Email to merrittgovdocs@peralta.edu |
| IV. Action Items/ Presentations | **Identify Topic of Discussion**<br>• Coordinator check in (ACCJC standards 1B1 & 1B2)<br>• C-net higher-level program assessment<br>• APU Validation<br>• Assessment Calendar 2020-2021<br>• Adobe sign | Division Coordinators will continue to work with and provide support to their division on assessment work. |
| V. Standing Items | **Assessment/Goals**<br>• All division coordinators working with their division department chairs and program directors, around all assessment (SLO, PLO, ILO).<br>**Accreditation**<br>• Ongoing<br>**Equity**<br>• Ongoing | Noted above. |
| VI. Old Business | **Identify Topic of Discussion**<br>• 20-21 Assessment calendar reviewed, revised again and approved. | Laura to post to the SLOAC website. |

*The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.*

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|---|---|---|
| VII. New Business | **Identify Topic of Discussion**<br>• C-net higher-level program assessment: Stephanie Harding, Hilary Altman and David Johnson joined the meeting to discuss planned improvements that need to be included in the ISER report around documentation of higher level assessment (all except SLO). It was agreed that evidence of SAO/AUO/PLO/ILO assessment would be documented within the APU and PR – SLOAC role is one of support. SLOAC will continue to track completion of SLO assessment in C-net – again, with our focus on support.<br>• C-net higher level assessment shelved until next meeting | Revisit higher level assessment in C-net at our next scheduled meeting. |
| VIII. New Business | **Identify Topic of Discussion**<br>• APU Validation – Laura, Evan and Heather to divide up all the APU's and each will validate some using the newly approved rubric. To be completed by 11-20 to comply with the calendar set by VPI Richardson. | Laura to send out a zoom link for a meeting on Monday, 11-16 to meet with Heather and Evan to ensure we are complying with the validation process. |
| IX. New Business | **Identify Topic of Discussion**<br>• Adobe sign – Evan demonstrated how to use adobe sign. | None required. |
| X. Announcements | • List announcements<br>Nghiem reported that during the curriculum process un-mapping and correct mapping is being done in C-net – we will continue the discussion around the possibility of using C-net for higher level assessment. | Discuss higher level assessment work in C-net at our next meeting. |
| XI. Adjournment | Meeting adjourned at 3:00pm. | |