Meeting Minutes
September 11, 2020
12pm – 1:30pm
ZOOM ID: 930 3669 8675 - PASSWORD: 384950

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents			
x	Hilary Altman (Faculty, Communication)	x	Denise Richardson (VP of Instruction)
x	Marie Amboy (Dean, Division III)		Margie Rubio (Classified Staff, Student Services)
x	Lilia Chavez (VP, Student Services)	x	Denise Woodward (Classified Staff, Division I)
x	Arja McCray (Faculty, Biology)	x	SLO Rep: Laura Forlin
x	Lilian Pires (Classified Staff, Business Office)		Michael Cooper (Student, ASMC President)
NON-VOTING – List full name below, identify which constituency group each individual represents			
x	Dan Lawson (Co-Chair, Institutional Effectiveness)		Chair, Budget
x	Courtney Brown (Chair, Technology)		Nathan Pellegrin (Co-Chair, Institutional Effectiveness)
	Chair, Facilities		

GUESTS: David Johnson, Tom Renbarger, Nghiem Thai, Adoria Williams, Glenn Van Straatum, Stefanie Harding

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 12:35 p.m.	
II. Adoption of Agenda	Agenda was adopted with changes, without objection.	Chair – Email to Merrittgovdocs@peralta.edu
III. Approval of Minutes	Meeting minutes were approved with/without objection.	Chair – Email to Merrittgovdocs@peralta.edu
IV. Action Items/ Presentations	N/A	
V. Standing Items	**Assessment** – LF: SLOAC meeting with new chairs of various depts., working with them to make a plan. Commendation to Sun Young, the new Chair of Math. In addition to the PLO Assessment Template, we are going to upload some examples to the SLOAC website. NT: Examples of PLO Assessment evidence has been sent already by Kinesiology, Landscape Horticulture, Nutrition & Dietetics, Radiological Science, and Student Services. LF: Math will also come in today. LF: The biggest challenge is that we cannot use Curricunet to track PLOs assessment. The SLOAC committee provided feedback for the new APU Template and tweak the language. This will be critical for collection of evidence in the APU. SLOAC has a plan to provide training to dept. chairs for the SLOAC section of the APU. SH: Thanks to LF and NP for getting the new APU template completed with updates. It will benefit the college. HA: This year's APU rollout is much improved from years past.	LF & CB: Will follow up with any updates or changes to the process later in the academic year. HA: Next meeting we will address and discuss communication issues in a more focused way, including the FAS process HA: Reach out to MA to reach out to people who did not attend Accreditation Day

| | CB: Are we able to include PLO assessment in Curricunet? LF: There have been various efforts to make this happen, but have not been successful. At this point, for PLO and ILO assessment, we are using the template. There are other ways to document PLO assessment, including external accreditation reports (for ex: allied health programs).

NT: Through the Curriculum process, we have been engaging in remapping everything correctly. There are some programs that could be tested now to see if it works. LF: We will put this on SLOAC's agenda to circle back to again. So far, even with mapping cleanup, we have not been able to use Curricunet for that work.

CB: I might be able to work with NT, LF, Peralta IT, and Curricunet to work with software to model how to proceed to see if we could make it work with the correct mapping over the next 3 years. Putting a plan in place of a pilot to better align assessments with our existing software tool is evidence for both the assessment and technology sections of accreditation.

Accreditation – Debriefing Accreditation Day
HA: I believe we achieved our intended goals in hours one and two. The community was engaged at a high level and indicated that they felt informed (though we may want to send out a survey to participants to check on this). We had excellent participation in hour two, when we did the breakout sessions. The discussions were broad and college-wide, with some themes coming up repeatedly between sessions. The Q&A session also engaged our audience and brought to light the following issues: 1. The need for improvement in responding to student needs at the beginning of the semester, specifically in the areas of enrollment, financial aid, and technology needs. 2. Faculty, staff, administration, and students are disconnected, when it comes to understanding the processes of the college. 3. Merritt College needs to improve our internal and external communication.

DR: We took very seriously the feedback we heard on Accreditation Day. We are moving forward with Listening and Solution Focused sessions once per month to allow for these discussions to continue and for solutions to come forward.

SH: It is important that we stay aware that all of our conversations are linked to accreditation. If this committee shadows how we follow the standards, we need to connect the discussions and topics to the accreditation standards. It's very important that we start thinking in terms of the many standards we have to adhere to.

DL: All of the concerns that were raised in the third hours related to various accreditation standards and this aligned with the goal of the day to document and gather information about this. If we can document that we addressed these issues, that would be excellent evidence. | |

	HA: I have a plan to attend an ASMC meeting to gather more information from the perspective of the students. CB: It's important to give meta-level awareness of all the moving parts, so we recognize when these issues falls into one of our areas and we can distinguish what information is important and makes a difference for our community. NT: The new process to get emails out to the community (what used to be FAS) is not effective. HA: Shared draft of Post Accreditation Day survey and got feedback from the committee. MA: Can we reach out to those people who did not attend to hear their thoughts, including any solutions they may already have implemented in their areas.	
VI. Old Business	**Any changes – Enrollment/Registration:** LC: We have an overload with remote access. We are short staffed – with 1000 students per person. During the peak, we had a link for Zoom and we extended the hours so more students could be served via Zoom. CCC Apply is impacting us as well. Meeting with the other VPs of Student Services and the VC to discuss both these issues and possible solutions. We need more staff for the "high touch" students, where they have multiple questions and issues that need to be addressed. We have a student council meeting for the division to strategize collectively and incorporates the voices of the classified staff. DR: Deans and VPI will meet to discuss how to make improvements for the future. HA: I will look for best practices at other community colleges. CB: I hear the need for resources and it seems to echo what we hear from classified and faculty. What helps everyone to understand these needs is the priority hiring process. What is missing is the administrative process, where we would be aware of the needs from student services. We really need to get visibility as a co-constituency into the needs of the admin and student services area. As your peers, we need to know so when request to hires come out, we can consider these needs. I am hoping we can include these needs in the future. LC: I have been trying to implement a system that collects data on the "high touch" interactions. Right now we don't have an accurate collection of information when there are multiple issues that come up. HA: Another issue that came up during Accreditation Day is how we can forward evidence and requests for services from instructional areas or students to the appropriate student service areas.	HA: Will reach out to Lilia to plan a time/format and audience for a larger discussion on all aspects of enrollment from start to finish.

	DR: We also need to include the Equity piece, in terms of how our students have fared. We are going to have a lot of important and rich data from this fall to continue our work of closing the equity gap for our students from underserved populations. NP: With the chat apps in place on the website, we can use these as a source of data for service interactions. NT: We need to remember that enrollment and registration are just Pillar One of Guided Pathways. I don't want to downplay the importance and significance there. However, I want to urge people to NOT lose sight of the other three pillars – we need to make sure we focus on getting students through courses and certificates and graduation and transfer. We need to address Pillar 1 issues, but we also need to move forward beyond that. DL: Listening sessions are good. It would be really important for students to know that the administration is working on solutions. We need to let students know that we are working to solve these problems. HA: The President is setting up both Listening Sessions, to ensure we haven't missed anything. Then the Solution Sessions are to move forward. And I agree that we can't just talk about it, we need to Implement Solutions.	
VII. New Business	**Participatory Governance Issues** HA: Not everyone seems to have captured the information we have been sending out with the rush of the new year and all of the emails and activities happening in such quick succession. SH: Part of the issue is the inability for Chairs to use FAS, which is slowing down communication. We need to get these communications out to the full community and also all meetings need to be plugged into the college centralized planner, so everyone is aware. Scheduled meetings are important and we need for everyone involved to understand this, so there are not capricious changes to meeting dates and times. LF: I support the idea of the Accreditation Committee doing PG Committee and Chair training. Even for people who are experienced members and chairs, there has not necessarily been training in the past and this would be helpful. DL: The Brown Act requires that notice is given to the overall internal and external community, so that we give opportunity for public comment. We need to both have better communication via email for the campus, but also a way to post this information for the general public. NT: It's already a challenge for committee chairs to get an agenda out 72 hours in advance. It is especially difficult for the Curriculum Committee, because we have lists of courses, proposals, and actions. If there is an additional delay on top of that because chairs don't have access to FAS, this is ineffective. I would hope that administrators advocate for chairs to have access to the FAS	HA: Plan a workshop to train new committee members and chairs of PG Committees DR: Will take the suggestion to broaden access to the FAS to the managers/administrators.

	with the district. The change made by the chancellor to take away FAS access from all employees is stifling communication.	
VIII. Announcements	**Fall Planning Summit – Friday, 9/18 (12:30pm-4pm) & 9/25 (1pm-4:30pm) -** Will include: Goals for the academic year, Delivery of the new APU Template, Reminders of the importance of Program Assessment and any new processes, and discussion of the mission statement review/approval cycle, roll out of the Educational Master Plan. **Accreditation Committee time change 9/25 – 12pm-1pm** **Accreditation Everyday shirts** – look for an email from me **APU Template** will be rolled out by early next week	NP/SH: Send out reminder email for Fall Planning Summit with detailed agenda
IX. Adjournment	Meeting adjourned at 1:30 p.m.	