President Adams Encourages Open Dialog During the Accreditation Site Visit at Merritt College

The Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (ACCJC) has formed an Accreditation Team (Team) for the Merritt College site visit to ensure that the quality of education delivered here is consistent with standards set by the ACCJC. During the Site Visit, March 9-12, team members will visit shared governance committee meetings, service units and classes, and meet with many Merritt students, classified staff, faculty, and administrators to validate our Accreditation Self Study Report.

I encourage each of you to be open to this opportunity and didactic process. We have achieved so many milestones since the last accreditation progress report by collaborating across disciplines and working through the shared governance process. The Open Forums will serve as a time when we begin to validate what we have shared in our Self Study Report.

Meet the ACCJC Team at Opening Session
Welcome Breakfast
Schedule of Campus-wide Meetings

Meet and Greet
The Team’s Meet and Greet, Welcome Breakfast is scheduled on Tuesday, March 10, 8:30 a.m. in the Newton-Seale Student Lounge.

Open Forums
We have two scheduled Open Forum to provide access to your evening and day students:

- Tuesday, March 10, 8:30 a.m., 1:00 - 2:30 p.m., Newton-Seale Student Lounge
- Wednesday, March 11, 5:00 p.m. - 6:30 p.m., Newton-Seale Student Lounge

Exit Session
The Accreditation Team will share their observations in a brief Exit Session on Thursday, March 12, 1:30 p.m. - 2:00 p.m. in the Newton-Seale Student Lounge.

Merritt College Mission Statement, Core Values and Vision

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.

To accomplish its mission the College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

Merritt College Core Values

Student Success - We provide challenging and rigorous learning experiences that support the academic and personal success of our students.

Caring Spirit - We genuinely care about every member of our campus community.
Open Dialog
During Site Visit
(continued)

The team of community college professionals comes from a very diverse range of community colleges throughout California and Hawaii. It is my pleasure to introduce to you the visiting Accreditation Team chaired by College of San Mateo President Michael Claire. He and Team Assistant, Dr. Susan Estes, Vice President of Instruction, College of San Mateo, have scheduled four opportunities for the College community to meet the Team. Claire and Estes are joined by team members: Monte E. Perez, Reagan Romali, Janet Fulks, Ramona Kincaid, Mitjl Capet, Richard Mahon, Virginia Moran.

The Team arrives on our campus at 8:30 a.m., Tuesday, March 10 for an Opening Session: Meet and Greet, Welcome Breakfast in the Newton-Seale Student Lounge. Please join us for continental breakfast. I encourage your participation and open dialogue.

Open Forums have been scheduled on Tuesday, March 10, 1:00 p.m. – 2:30 p.m., and on Wednesday, March 11, 5:00 p.m. – 6:00 p.m., in the Newton-Seale Student Lounge.

The Exit Session is scheduled for Thursday, March 12, 1:30 p.m., in the Newton-Seale Student Lounge. At this session, the Team Chair, Michael Claire, will present highlights of the Team’s Report to the college community.

I encourage you to do all that you can to welcome our guests.

Accreditation Team

Michael Claire, President, College of San Mateo
Chair, Merritt College Accreditation Team

Michael Claire, who began his association with the San Mateo County Community College District as a student, became the 9th President of College of San Mateo (CSM) in 2006. During his career with the district, Claire has worked at all three colleges in the district, including positions as an instructor, program developer, Division Dean and Vice President of Instruction.

From 2004-2006, Claire served as the Vice President of Instruction at College of San Mateo, responsible for planning, developing and evaluating the college’s instructional offerings. During his tenure, the college added programs in Biotechnology, Process Control, Emerging Technologies and Insurance Administration. He also initiated a program to deliver college programs at local high schools.

Claire served for more than eight years as Dean of the CSM Technology Division. While in that role, he developed a paramedic program, network cabling curriculum and new apprenticeship courses with the electrician’s union. Under his leadership and in conjunction with local police chiefs, a full-time police academy was established at CSM.

In 2006, the academy moved into the brand new Regional Public Safety Center on the CSM campus.

Claire holds an AA degree Cañada College; a BS degree in business administration and an MBA from CSU, East Bay. He is also a Certified Public Accountant. Locally, he has served as a board member for a number of business and educational community organizations, including the San Mateo County School to Career Partnership and the Business Resource Assistance Network.

Susan Estes, Vice President of Instruction, College of San Mateo
Team Assistant

Dr. Susan Estes is Vice President of Instruction (VPI) at College of San Mateo. After teaching at four-year institutions in Illinois and Washington, and a community college in Minnesota, Estes came to College of San Mateo in 1980 as a part-time faculty member and became a full-time, permanent instructor in 1988. She taught classes in speech communication and served as president of the Academic Senate from 1992 to 1994. In 1995, Estes became Dean of the Language Arts Division and served in that capacity until she became VPI in 2007. She holds a Ph.D. and M.A. in Speech and Dramatic Art from the University of Missouri and a Bachelor’s Degree from Monmouth College in Illinois.
Accreditation Team (continued)

Monte E. Perez, President, Moreno Valley Campus, Riverside Community College District

Dr. Monte Perez is currently the President of Moreno Valley Campus. Perez graduated from James A. Garfield High School in East Los Angeles, obtained his Bachelor's Degree in Social Science Government at California State University, Los Angeles, and his Master's and Ph.D. in Public Policy and Administration from the University of Southern California. His higher education career began as the assistant director of Admissions at Stanford University. Subsequently, he served as the Director of the Educational Opportunity Program and Student Support Services at California State University, Los Angeles while also teaching Political Science and Chicano Studies.

He implemented numerous outreach and retention programs at Stanford and California State University, Los Angeles. Selected as a Policy Fellow for the U.S. Department of Education, he became the Secretary's Senior Policy Analyst with expertise in financial aid, workforce education, TRIO, and youth employment. Upon returning to California, he was appointed the Director of Community and Organizational Relations for the Educational Testing Service's Western Regional Office and later promoted to Regional Office Director.

Perez' working knowledge of student and institutional assessment was crucial in his successful accreditation efforts at National Hispanic University and Golden West College. Perez then joined the National Hispanic University (NHU) in San Jose, California as the Director of Institutional Research and was promoted to Provost and Vice President of Academic Affairs. He engineered the successful Western Association of Schools and Colleges accreditation for NHU as the first Latino non-profit independent senior college on the West Coast. Perez was instrumental in the design and building of NHU's Library and Learning Resource Center. Perez also previously served as Vice President of Student Services at Golden West Community College in Huntington Beach, California.

Perez has participated in numerous academic presentations including his papers on the Integration of Academic Affairs and Student Services at Oxford University, revising the California Master Plan in Higher Education at the University of Vienna, and this May a presentation on Exemplary Enrollment and Retention Strategies in Community Colleges at the Education Testing Service's National Community College symposium.

Reagan Romali, Vice President for Business Services, Moreno Valley Campus, Riverside Community College District

Reagan Romali currently serves as the Vice President for Business Services at the Moreno Valley Campus of the Riverside Community College District. She oversees finance and construction for the campus, which serves over 10,000 students in Moreno Valley, California.

Janet Fulks, Microbiology Professor, Bakersfield College

Dr. Janet Fulks, Microbiology Professor at Bakersfield College and Academic Senate for California Community Colleges (ASCCC) North Area Representative, is a faculty member with experience in student learning outcomes assessment, curriculum and program review. She is currently serving as the statewide faculty chair of the Curriculum Committee and as the faculty representative on the ARCC (Accountability Report for Community Colleges) along with numerous other statewide committee roles. Her roles at Bakersfield College have included a variety of senate leadership positions, union leadership positions and Biology Department Chair.

Ramona Kincaid, Director of the University Center and Academic Support, Kaua‘i Community College

Ramona Kincaid is the Director of the University Center and Academic Support at Kaua‘i Community College. She received a BA from the University of Missouri-Columbia and a MLIS from the University of Hawaii at Manoa. In 1993, she became the Reference Librarian at Kaua‘i Community College and in 1999 she received a Certificate in Telecommunications and Information Resource Management through distance learning. Since 2002, Ramona has overseen Academic Support units such as the Library, computer services, interactive TV classrooms, etc. As the University Center Director she facilitates access to upper division programs via distance learning for Kauai residents.

Mitjl Capet, Assistant Superintendent/Vice President of Instruction, College of the Canyons

Dr. Mitjl Carvalho Capet currently serves as Assistant Superintendent/Vice President of Instruction in the Santa Clarita Community College District/College of the Canyons. The college serves 22,000 students at two campuses. He is familiar with the Oakland area having begun his college career at the California College of Arts and Crafts.

Capet’s resume includes experience in vocational education, the arts, educational/facilities master planning, enrollment management, budgeting, advocacy, involvement in the community, and a track record of aligning/supporting satellite educational centers.

Capet received his Doctorate Degree in education from UCLA with an emphasis in Curriculum and Occupational Education. He received his Master's of Fine Arts Degree from the Catholic University of America in Washington D.C. and his Bachelor's Degree in Philosophy from UCLA. He also earned a Certificate from Trinity College, Dublin, Ireland.
Overview of Merritt College Self Study Standards

Self Study by Section:
Organization for the Self Study
Self Study Steering Committee
Abstract of the Self Study
Merritt College Demographics
District Office and College Functions
Eligibility Requirements for Accreditation

Standard I: Institutional Mission and Effectiveness
IA: Institutional Mission
IA: References
IB: Improving Institutional Effectiveness
IB: References

Standard II: Student Learning Programs and Services
IIA: Instructional Programs
IIA: References
IIB: Student Support Services
IIB: References
IIC: Library and Learning Support Services
IIC: References

Standard III: Resources
IIIA: Human Resources
IIIA: References
IIIB: Physical Resources
IIIB: References
IIIC: Technology Resources
IIIC: References
IID: Financial Resources
IID: References

Standard IV: Leadership and Governance
IVA: Decision-Making Roles and Processes
IVA: References
IVB: Board and Administrative Organization
IVB: References

Planning Summary

Response to ACCJC Recommendations

Members of Self Study Steering Committee

Self-Study Steering Committee co-chairpersons:
Dr. Stacy Thompson (Faculty)
Dera Williams (Classified Staff)
Anika Toussant-Jackson (Research and Planning Officer; Classified Staff)

Accreditation Liaison Officer – Dr. Linda Berry (Vice President of Instruction)

Editors: Jon Drinnon, Siri Brown (Faculty)

Standard One: Institutional Mission and Effectiveness
Chair: Anthony Powell (Administrator)
Cie-Jae Allen (Faculty); Susana de la Torre (Classified Staff); Stacy Thompson (Faculty); Anika Toussant-Jackson (Classified Staff);
Yayo Tekpa (Classified Staff)

Standard Two: Student Learning Programs and Services
Hector Cordova (Administrator)

Standard II A: Instructional Programs
Chair: Siri Brown (Faculty)
Waaduda Karim (Classified Staff); Isela Gonzalez-Santana (Faculty)

Standard II B: Student Support Services
Co-Chairs: Steven Pantell (Faculty); Judy Adams (Classified Staff)
Minh Dao (Classified Staff); Cie-Jae Allen (Faculty); Marty Zielke (Faculty); Susana de la Torre (Classified Staff); LaShawn Brumfield (Classified Staff)

Standard II C: Library and Learning Support Services
Co-Chairs: Timothy Hackett (Faculty); Nghiem Thai (Classified Staff)
Audrey Trotter (Faculty)

Standard Three: Resources
Jacquelin Bell (Administrator)
Co-Chairs: Hank Fabian (Faculty); Lorna Pascual (Classified Staff)
Patricia Rom (Classified Staff); Gisele Giorgi (Faculty); Tom Branca (Faculty); Arja McCray (Faculty)

Standard Four: Leadership and Governance
Rebecca Kenney (Administrator)
Co-chairs: Hilary Altman (Faculty); Doris Hankins (Classified Staff)
Fereshteh Mofidifemof (Faculty); Shirley Mack (Faculty); Juana Martinez-Rodriguez (Faculty)
Accreditation Team (continued)

Capet’s extensive work history includes instruction and administration at the K-12, Community College, and the University level. He previously was the Vice President of Student Learning at the College of the Canyons, the Dean of Business, Art and Applied Technology at Rio Hondo College, and the Humanities Division Chair at Imperial Valley College.

Richard Mahon, Associate Professor, Humanities, Riverside City College

Dr. Richard Mahon is an Associate Professor of Humanities at Riverside City College, where he has taught since 1998. He also serves as local Academic Senate President, and is a member of the Executive Committee of the Academic Senate for California Community Colleges. He served as Standard IV coordinator and self-study co-editor for Riverside City College’s self study in preparation for a fall 2007 accreditation visit. He served on an accrediting visiting team to El Camino College in fall 2008. Prior to going to Riverside, Dr. Mahon taught at the University of California, Santa Cruz, West Valley College, Cabrillo College, Diablo Valley College, and Deep Springs College.

Virginia Moran, Executive Dean of Institutional Effectiveness, Victor Valley College

Core Values and Vision (continued)

Teamwork and Inclusion - We encourage everyone to participate in college governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences.

Campus Climate - We strive to create a student-centered learning environment that leads to student retention, persistence and success.

Diversity - We honor and respect the different backgrounds, experiences, languages, values and cultures of everyone at the college.

Merritt College Vision

Merritt College will:

Create learning experiences that stimulate intellectual curiosity and empower students to communicate effectively, think creatively, and embrace their potential.

Prepare students to become the future leaders of our interconnected global society.

Engage the community as an active participant and resource through creative partnerships.

Affirmed as corrected by College Council: 12/17/2008
## March 2009

### Spring 2009
Merritt College Shared Governance Committee Meetings

#### March 2009

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<th>Mon</th>
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<td><strong>Facilities Committee</strong>&lt;br&gt;3:00-4:30 R112A</td>
<td><strong>Student Outreach Committee</strong>&lt;br&gt;2:00-3:00 R112A&lt;br&gt;SLOAC&lt;br&gt;3:00-5:00 Q300&lt;br&gt;College Council Agenda Setting Meeting Q300</td>
<td><strong>Classified Senate</strong>&lt;br&gt;1:00 R106F&lt;br&gt;Recruitment Task Force&lt;br&gt;R112A 1:30&lt;br&gt;CDCPD 3:00 - 5:00</td>
<td><strong>Faculty Senate</strong>&lt;br&gt;12:30-2 R112A&lt;br&gt;Graduation Committee 1:30-2:30</td>
<td><strong>MAP</strong>&lt;br&gt;11:30-Noon R112A</td>
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<td><strong>Site Visit</strong>&lt;br&gt;Staff Development Committee&lt;br&gt;noon-1:00 Q311&lt;br&gt;Title III Planning Team&lt;br&gt;1:30– 2:30 R106F&lt;br&gt;Health &amp; Safety Committee 2:00-3:30 Q311</td>
<td><strong>Site Visit</strong>&lt;br&gt;Student Services Council&lt;br&gt;1:00-2:30 R112A&lt;br&gt;Financial Aid Petition&lt;br&gt;3:00-4:00 R112A</td>
<td><strong>Site Visit</strong>&lt;br&gt;Retention Task Force&lt;br&gt;1:30-2:30 R106F&lt;br&gt;TLC/Title III Ribbon Cutting Ceremony&lt;br&gt;2:30-3:00 R29, 23&lt;br&gt;College Council 3:00-4:30 R23</td>
<td><strong>Site Visit</strong>&lt;br&gt;Curriculum Committee 1:30-3:00 Q311</td>
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<td><strong>Matriculation Committee</strong>&lt;br&gt;noon-1:30 R106</td>
<td><strong>St. Patrick's Day</strong>&lt;br&gt;Scholarship &amp; Awards Committee&lt;br&gt;1:00-2:00 (Feb-April) SLOAC&lt;br&gt;3:00-5:00 Q300</td>
<td><strong>Classified Senate</strong>&lt;br&gt;1:00 R106F&lt;br&gt;Resource Development Task Force&lt;br&gt;1:30-2:30 R112&lt;br&gt;Budget Committee 3-5</td>
<td><strong>Faculty Senate</strong>&lt;br&gt;12:30-2 R112A&lt;br&gt;Graduation Committee 1:30-2:30</td>
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<td><strong>Title III Assessment Week</strong>&lt;br&gt;Staff Development Committee&lt;br&gt;noon-1:00 Q311</td>
<td><strong>Financial Aid Petition</strong>&lt;br&gt;3:00-4:00 R112A</td>
<td><strong>CEMPC</strong>&lt;br&gt;3-5</td>
<td><strong>Curriculum Committee</strong>&lt;br&gt;1:30-3:00 in Q311&lt;br&gt;Technology Committee 11:00-Noon R 112</td>
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