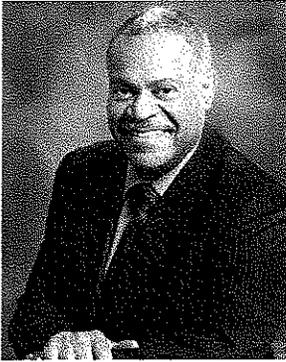


# Merritt College

February 23, 2010  
Newsletter

Robert A. Adams  
President



## Accreditation Update

I would like to provide you with the latest campus update since communication within our college community is essential.

Our most pressing concern is the college's "Warning" accreditation status. In addition to the finance issues that are being addressed by district office personnel, Merritt College must satisfy the Accrediting Commission that it takes seriously the Commission's directives to complete program reviews and faculty/staff evaluations.

Below are reports from Instructional Services, Student Services, and Business Services describing how Merritt is

addressing the ACCJC recommendations, as well as information on accomplishments in these areas during Fall 2009 and the first part of Spring 2010. Thank you for your participation in all of our important endeavors.

*Robert Adams*  
President



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## Instructional Services

### PROGRAM REVIEW

Deans, Department Chairs, Program Directors, and program faculty are to be commended for their work in tying unit plans to program review. A preliminary status report was given at College Council on February 17. The final summary reports will be submitted to College Council on March 17.

### EVALUATIONS

Instructional units have completed 100% of classified, administrative, and tenure-track faculty evaluations. 95% of adjunct and tenured faculty evaluations have been completed.

### CEMPC: College Educational Master Planning Committee

CEMPC is a college-wide committee that grew out of the Integrated Planning Committee. CEMPC includes faculty, staff and administrators from Instruction, Student Services, and Administrative Services.

CEMPC makes recommendations to the College Council. Currently, CEMPC is drafting a list of college priorities - gleaned from college unit plans and program reviews to forward to College Council.

### GRANTS

One of Merritt's significant partners, The Unity Council, was awarded a \$3.5 million Dept of Labor grant to develop a Chronic Care Assistant program in partnership with Merritt College and community health clinics. In addition, the Council was awarded a \$1 million grant for the same purpose. Thanks to Marsha Murrington of The Unity Council and our community health clinic partners for this exciting opportunity to grow a career ladder from Medical Assistant to Chronic Care Assistant.

*Linda Berry*  
Vice President of Instruction

## Upcoming Events

"Home of the Black Panther Party" Viewing  
Date: February 25, 2010  
Time: 11:00am - 1:00pm  
Location: R110 Newton/Seale Student Lounge

"FILM FRIDAYS"  
Michael Jackson's "This is It"  
Time: 11:00am - 1:00pm  
Location: R127, ASMC Chambers



### Upcoming Events (continued)

Student Success Committee  
Brown Bag Series

Dates: March 25, 2010  
April 26, 2010  
May 12, 2010

Cesar Chavez Celebration  
Date: March 31, 2010

Concert  
Pablo Menendez, Cuban  
Performing Artist  
Date: April 2, 2010  
Time: 8:00pm  
Location: R110 Newton/Seale  
Student Lounge

## Student Services

### **Evaluations, Program Reviews and Resource Priorities**

- Evaluations - 100% completion of classified and administrative staff, and tenure review/evaluation of counseling faculty.
- Program Reviews - The Student Services Program Reviews will be completed by March 15, 2010.
- Unit Resource Priorities are to be submitted to CEMPC by March 1, 2010.

### **Process Improvement**

- Customer Service Leadership Institute Three sessions: Teambuilding/Quality Services - January 8, 2010; Enhancing Communication Skills - March 5, 2010; Leadership in Action - May 2010). Participants include key personnel in Student Services, Business Service and Instructional Services.
- Customer Service Request - student initiated form that identifies service request needs. Documented follow-up/resolution by staff is within 72 hours.
- Closure of the Office of Financial Aid on Fridays - improved the processing

of aid and follow-up with students.

- Re-designed delivery of Student Services for peak enrollment.
- Monthly accomplishment reports and 90-day action plans from all Student Service units.

### **Vice President's Participation on Shared Governance Committees:**

- Campus - (College Council; CMPCE; Budget Committee; Title III; Co-chair of Technology Committee; Co-chair, Student Success Committee).
- Division - Chair: Student Services Group Leaders; Enrollment Development Planning Team; MAP Implementation Team; Latino Strategic Planning Team.
- District-wide - Technology Committee; Education Committee; Matriculation Committee; Board sub-committee on Student Success; CTE/Student Services; People Soft Resolution Team; VP/Deans of SS; VPI/VPSS.

*Eric Gravenberg*  
*Vice President of Student Services*

## Business Services

Thank you Merritt College faculty and staff, for welcoming me back to Merritt College.

During my first few days, I met with various departments and managers regarding their issues and concerns related to the Business Office (communications, accessibility, keys, processes, etc). I can assure you that we are all working together to improve our services and implement changes if

necessary. You will be notified through your managers of changes taking place. I invite you to call me on ext. 3891 if you wish to meet with me or have additional concerns or questions.

*Alice Marez*  
*Interim Business Services Manager*