

Teach-Out Plan 2021

October 1, 2021





Merritt College Teach-Out Plan

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Submitted to:

Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

Date Submitted:

October 1, 2021

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A. Circumstances requiring a Teach-out Plan

Merritt College submitted an *Institutional Self Evaluation Report (ISER)* to the Accrediting Commission for Community and Junior Colleges (ACCJC) in December 2020. The College's comprehensive accreditation review process was completed during the virtual peer team visit that took place March 1-4, 2021. Upon reviewing the Merritt College *ISER*, the *Peer Review Team Report*, and hearing the testimonies of the Merritt College President, Dr. David M. Johnson, and the Peralta Community College District Interim Chancellor, Dr. Jannett Jackson, at the June 2021 Commission meeting, the ACCJC made the decision to extend that College's probation status.

Per the new Commission *Policy on Teach-Out Plans* (34 CFR §602.24 (c)(5), 34 CFR § 600.2, 34 CFR §602.23 (c), 34 CFR §602.23 (f) (1) (ii)) adopted in June 2021, a college is required to develop a *Teach-Out Plan* when the Commission places an institution on probation. Merritt College's *Teach-Out Plan* ensures equitable treatment of students in the event of the closure of the College.

B. Student Enrollment in all College Programs

Appendix A lists Merritt College's current associate degrees, associate degrees for transfer and certificates as published in the *2020-2021 Catalog*. It also includes student enrollment over the last three years.

C. Colleges with Degrees Similar to Merritt College

Appendix B lists colleges with similar degrees and certificates where students could reasonably complete their programs of study should Merritt College need to close. The primary college contact for all but one of the receiving institutions is the Vice President of Instruction. The contact for the eLearning Design Program at CSU East Bay is the Provost and Vice President of Academic Affairs.

D. Verification of Comparable Programs

Comparable program content, structure, scheduling, and accreditation status at the receiving institution were reviewed for all Merritt College degrees and certificates to ensure students could successfully complete their educational goals. Verification of comparable programs included reviewing college program websites including review of course offerings, learning outcomes, and degrees and certificates offered. This evidence is provided in Appendix B. The Peralta Community College District Chancellor communicated with the respective chief executive officers of the receiving institutions regarding the purpose of the new requirement of teach-out plans and notified them that their program(s) have been identified as a potential match for Merritt students.

E. Student Records Access and Notification to Students

Peralta Community College students will have uninterrupted access to necessary college records. A Peralta College Closure Resource (PCCR) website will be created to service all four colleges and each college website will have a link to that site. It will be available to students at the beginning of the first semester of the College's final year of operation. The website will include a *Student Records* request link where students can order any of their college records through one portal. The portal will provide clear prompts to guide students through the record request process.

The College and the District will implement multiple communication methods to disseminate information and instructions pertaining to record requests and other relevant closure information. Students will receive these notifications via email, text messages and Peralta/College social media alerts. After closure student records will be maintained by *Parchment*, a third-party student record repository. The PCCR website will serve as an ongoing resource for former Peralta students and will direct them to Parchment for all future college record requests.

F. Personnel and Resources to support Student Program Completion

During the final semesters of operation, the College focus will be on assisting as many students as possible with the transition to alternative institutions, completion of degree and certificate programs, and or facilitating transfer to 4-year institutions. No new students will be allowed to enroll at any of the Peralta Colleges during the last school year. As necessary, staff will be hired at the District Office and at the colleges to accommodate the increased demand for Student Services support, particularly in the areas of Counseling and Records. Training will be provided to existing and new staff to continue our commitment to student success even during this transition. Since many of the resources available to students will be online, the college Welcome Centers will have staff available to assist students with navigating the PCCR website. Regular hours of operation will include limited evening and Saturday service.

Appendix A. Merritt College Programs and Enrollment Data

| Program | Award | 2018-19 Enrollment | 2019-20 Enrollment | 2020-21 Enrollment |
|--|-------|-----------------------|-----------------------|-----------------------|
| Academic Composition Skills | CP1 | 1 | 1 | 0 |
| Accounting | AA | 76 | 64 | 61 |
| Accounting | CA | 9 | 19 | 5 |
| Administration of Justice | AS-T | 249 | 242 | 182 |
| Administration of Justice: Corrections | AA | 74 | 39 | 26 |
| Administration of Justice: Corrections | CA | 4 | 6 | 3 |
| Administration of Justice: Police Science | AA | 77 | 88 | 78 |
| Administration of Justice: Police Science | CA | 8 | 12 | 9 |
| Administrative Medical Assisting | CA | 18 | 17 | 26 |
| African-American Studies | AA | 80 | 62 | 43 |
| Anthropology | AA | 31 | 36 | 24 |
| Anthropology | AA-T | 0 | 0 | 0 |
| Applications Security | AS | 38 | 47 | 51 |
| Applications Security | CA | 43 | 57 | 40 |
| Arboriculture | AS | 32 | 29 | 30 |
| Art Foundation | CA | 73 | 55 | 25 |
| Assistant Teacher | CP | 12 | 15 | 9 |
| Associate Teacher | CP | 18 | 24 | 14 |
| Basic Employability Preparation | CP | 0 | 0 | 0 |
| Basic Employability Preparation | CP3 | 0 | 0 | 0 |
| Basic Landscape Horticulture | CA | 2 | 5 | 16 |
| Botanical Illustration | CP | 27 | 18 | 21 |
| Bridge to Credit ESOL | CP1 | 9 | 21 | 18 |
| Business Administration | AA | 201 | 164 | 128 |
| Business Administration | AS-T | 113 | 134 | 133 |
| Business Management | CA | 54 | 69 | 68 |
| Ceramics | CP | 28 | 33 | 8 |
| Chief Fire Officer | CA | 0 | 0 | 0 |
| Child Development | AA | 497 | 427 | 342 |
| Clinical Medical Assisting | CA | 76 | 69 | 74 |
| Communication Studies | AA-T | 116 | 101 | 74 |
| Community Social Services/Substance Abuse | AA | 125 | 84 | 87 |
| Community Social Services/Substance Abuse | CA | 29 | 27 | 12 |
| Computer Science | AS | 0 | 6 | 58 |
| Computer Science | CA | 0 | 5 | 19 |
| Computer Science and Information Systems Career Readiness | CP2 | 0 | 0 | 0 |
| Conservation and Resource Management | CA | 0 | 2 | 4 |
| Dietary Manager | CA | 24 | 12 | 13 |
| Dietetic Technology | AS | 35 | 30 | 24 |
| Digital Marketing | CA | 126 | 107 | 94 |
| Early Childhood Education | AS-T | 129 | 154 | 136 |
| Economics | AA | 0 | 0 | 0 |
| Economics | AA-T | 32 | 19 | 20 |

| Program | Award | 2018-19 Enrollment | 2019-20 Enrollment | 2020-21 Enrollment |
|--|-------|-----------------------|-----------------------|-----------------------|
| Emergency Medical Technician | CP | 134 | 79 | 43 |
| Entrepreneurship | CP | 21 | 13 | 23 |
| Family Child Care Provider | CP | 4 | 2 | 3 |
| Fire Officer | CA | 0 | 2 | 9 |
| Fire Technology | AS | 0 | 3 | 33 |
| Fire Technology | CA | 0 | 0 | 3 |
| Fluorescence Bioscience Microscopy | CA | 7 | 0 | 1 |
| Health Navigator | CA | 421 | 376 | 353 |
| Health Sciences | AS | | 2 | 6 |
| Histotechnician | CA | 42 | 56 | 67 |
| Homeland Security | CA | 7 | 9 | 9 |
| Human Resource Management | CP | 7 | 9 | 7 |
| Illumina Hiseq DNA Sequencing | CP | 7 | 16 | 11 |
| Infant/Toddler Specialist | CP | 6 | 10 | 9 |
| Infrastructure Security | AS | 70 | 90 | 62 |
| Infrastructure Security | CA | 19 | 27 | 23 |
| Intermediate Landscape And Parks Maintenance | CA | 153 | 151 | 120 |
| Intermediate Landscape Design and Construction | CA | 2 | 3 | 5 |
| Intermediate Nursery Management | CA | 12 | 8 | 11 |
| Introduction to Early Childhood Education for Child Care Providers | CP2 | 4 | 4 | 7 |
| Introduction to Infant/Toddler Care | CP2 | 29 | 14 | 6 |
| Landscape And Parks Maintenance Specialist | AS | 6 | 4 | 4 |
| Landscape And Parks Maintenance Specialist | CA | 17 | 19 | 10 |
| Landscape Architecture | AA | 11 | 10 | 4 |
| Landscape Design And Construction Specialist | AS | 122 | 101 | 122 |
| Landscape Design And Construction Specialist | CA | 55 | 33 | 28 |
| Liberal Arts: Arts and Humanities | AA | 2 | 0 | 0 |
| Liberal Arts: Cross-Cultural Studies | AA | 115 | 94 | 57 |
| Liberal Arts: CSU GE-Breadth | CA | 34 | 12 | 12 |
| Liberal Arts: IGETC | CA | 689 | 684 | 577 |
| Mathematics | AS | 0 | 0 | 0 |
| Mathematics | AS-T | 74 | 70 | 59 |
| Natural History and Resources | CA | 55 | 62 | 43 |
| Natural Sciences | AS | 107 | 117 | 107 |
| Nursery Management Specialist | AS | 25 | 26 | 21 |
| Nursery Management Specialist | CA | 19 | 16 | 18 |
| Nursing | AS | 1435 | 1436 | 1283 |
| Nutrition And Dietetics | AS-T | 74 | 61 | 70 |
| Online Teaching | CP | 22 | 22 | 68 |
| Optical Microscopy | CA | 10 | 4 | 2 |
| Paralegal Studies | AA | 90 | 96 | 114 |
| Paralegal Studies | CA | 39 | 56 | 25 |
| | | | | |

| Award | 2018-19 Enrollment | 2019-20 Enrollment | 2020-21 Enrollment |
|-------|--|--|--|
| CP | 10 | 11 | 7 |
| CP | 34 | 27 | 25 |
| CP | 0 | 0 | 0 |
| AA-T | 308 | 307 | 299 |
| AS | 262 | 261 | 256 |
| CA | 70 | 71 | 43 |
| AA | 123 | 117 | 132 |
| CA | 75 | 80 | 27 |
| CP1 | 0 | 0 | 0 |
| CP | 0 | 0 | 0 |
| AA | 167 | 163 | 160 |
| AA-T | 95 | 91 | 65 |
| CA | 44 | 37 | 30 |
| CA | 9 | 15 | 10 |
| CA | 1 | 2 | 3 |
| CA | 0 | 0 | 3 |
| | СР СР СР АА-Т АS СА АА СА СР1 СР АА СР1 СР АА СА СР СР СР | Award Enrollment CP 10 CP 34 CP 0 AA-T 308 AS 262 CA 70 AA 123 CA 75 CP1 0 CP 0 AA 167 AA-T 95 CA 44 CA 9 CA 1 | Award Enrollment Enrollment CP 10 11 CP 34 27 CP 0 0 AA-T 308 307 AS 262 261 CA 70 71 AA 123 117 CA 75 80 CP1 0 0 CP 0 0 CA 75 80 CP1 0 0 CA 4167 163 AA-T 95 91 CA 44 37 CA 9 15 CA 1 2 |

Appendix B. Colleges with Similar Degrees to Merritt College

| Merritt College Program | AD-T | AA/ AS | СА | СР | Referral College | Referral College Website |
|--|------|-----------|----|----|-----------------------|---|
| Academic Composition Skills | | | | х | Chabot | https://www.chabotcollege.edu/ academics/language-arts/english/index. php |
| Accounting | | х | Х | | Chabot | https://www.chabotcollege.edu/ academics/applied-technology- business/business/programs.php |
| Administration of Justice | x | | | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/administration- justice/administration-justice-degrees- certificates/ |
| Administration of Justice: Corrections | | x | х | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/administration- justice/administration-justice-degrees- certificates/ |
| Administration of Justice: Police Science | | x | | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/administration- justice/administration-justice-degrees- certificates/ |
| | | | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/administration-justice |
| Administrative Medical Assisting | | | х | | Marin | https://marin.elumenapp.com/catalog/ current/meda#mainContent |
| African-American Studies | | х | | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/african- american-studies/ |
| Anthropology | х | x | | | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/ anthropology/index.php#degrees |
| Applications Security | | x | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/computer-networking-and- information-technology |
| Arboriculture | | х | | | Diablo Valley | https://www.dvc.edu/academics/ departments/biology/horticulture/ |
| Art Foundation | | | х | | Chabot | https://www.chabotcollege.edu/ academics/arts-media-communications/ art/index.php |
| Assistant Teacher | | | | х | Chabot | https://www.chabotcollege.edu/ academics/programs.php |
| Associate Teacher | | | | х | Diablo Valley | https://www.dvc.edu/academics/ programs.html |
| Basic Employability Preparation | | | | x | Santiago Canyon | https://www.sccollege. edu/Departments/oec/ continuingeducationprogramsoffered/ Programs-for-Adults-with-Disabilities/ Pages/default.aspx |
| Basic Landscape Horticulture | | | х | | Diablo Valley | https://www.dvc.edu/academics/ departments/biology/horticulture/ |
| Botanical Illustration | | | | х | Chabot | https://www.chabotcollege.edu/ academics/arts-media-communications/ art/index.php |
| Bridge to Credit ESOL | | | | х | Chabot | https://www.chabotcollege.edu/ academics/language-arts/esl/index.php |
| Business Administration | х | х | | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/business/ degrees/ |

| Merritt College Program | AD-T | AA/ AS | СА | СР | Referral College | Referral College Website |
|---|------|-----------|----|----|---------------------|---|
| Business Management | | | х | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/business/ degrees/ |
| Ceramics | | | | х | Chabot | https://www.chabotcollege.edu/ academics/arts-media-communications/ art/index.php |
| Chief Fire Officer | | | х | | Las Positas | http://www.laspositascollege.edu/fst/ index.php |
| Child Development | | x | | | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/ecd/index. php |
| Clinical Medical Assisting | | | x | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/medical- assisting-office-technician/medical- assisting-office-technician-degree- certificates/ |
| Communication Studies | х | | | | Chabot | https://www.chabotcollege.edu/ academics/arts-media-communications/ communication-studies/index.php |
| Community Social Services/ | | х | | | Diablo Valley | https://www.dvc.edu/academics/ programs.html |
| Substance Abuse | | | x | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/health-human- services/degree/ |
| | | х | | | Chabot | https://www.chabotcollege.edu/ academics/programs.php |
| Computer Science | | | х | | Foothill | <u>https://foothill.edu/programs/ programs.html?title_id=Computer%20 Science&t=1</u> |
| Computer Science and Information Systems Career Readiness | | | | х | Ohlone | https://www.ohlone.edu/program/ computer-fundamentals |
| Conservation and Resource Management | | | Х | | West Valley | https://westvalley.elumenapp.com/ public/?orgEntityId=98 |
| Dietary Manager | | | х | | Santa Rosa | https://curriculum.santarosa.edu/all- certificates |
| Dietetic Technology | | х | | | Santa Rosa | https://curriculum.santarosa.edu/all- majors |
| Digital Marketing | | | Х | | Diablo Valley | https://www.dvc.edu/academics/ programs.html |
| Early Childhood Education | х | | | | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/ecd/index. php |
| Economics | х | x | | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/economics/ economics-degrees/ |
| Emergency Medical Technician | | | | х | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/emergency- medical-sciences/emergency-med- certificate/ |
| Entrepreneurship | | | | х | Chabot | https://www.chabotcollege.edu/ academics/applied-technology- business/business/index.php |
| Family Child Care Provider | | | | х | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/ecd/index. php |

| Merritt College Program | AD-T | AA/ AS | СА | СР | Referral College | Referral College Website |
|---|------|-----------|----|----|-----------------------|---|
| Fire Officer | | | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/fire-science-technology |
| Fire Technology | | x | х | | Chabot | https://www.chabotcollege.edu/ academics/applied-technology- business/fire-technology/index.php |
| Fluorescence Bioscience Microscopy | | | Х | | Ohlone | https://www.ohlone.edu/biotech |
| Health Navigator | | | Х | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/medical- assisting-office-technician/medical- assisting-office-technician-degree- certificates/ |
| Health Sciences | | х | | | Diablo Valley | https://www.dvc.edu/academics/ programs.html |
| Histotechnician | | | x | | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/biological- sciences/biological-sciences-degrees- certificates/ |
| Homeland Security | | | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/administration-justice |
| Human Resource Management | | | | х | Chabot | https://www.chabotcollege.edu/ academics/applied-technology- business/business/index.php |
| Illumina Hiseq DNA Sequencing | | | | Х | Ohlone | https://www.ohlone.edu/biotech |
| Infant/Toddler Specialist | | | | Х | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/ecd/index. php |
| Infrastructure Security | | х | Х | | Las Positas | http://www.laspositascollege.edu/ compstudies/cis/index.php |
| Intermediate Landscape And Parks Maintenance | | | Х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/environmental-horticulture |
| Intermediate Landscape Design and Construction | | | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/environmental-horticulture |
| Intermediate Nursery Management | | | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/environmental-horticulture |
| Introduction to Early Childhood Education for Child Care Providers | | | | х | Contra Costa | https://www.contracosta.edu/classes/ academic-departments/early-childhood- education/degrees/ |
| Introduction to Infant/Toddler Care | | | | Х | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/ecd/index. php |
| Landscape And Parks Maintenance Specialist | | х | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/environmental-horticulture |
| Landscape Architecture | | х | | | San Francisco City | https://www.ccsf.edu/degrees- certificates/architecture |
| Landscape Design And Construction Specialist | | х | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/environmental-horticulture |
| Liberal Arts: Arts and Humanities | | х | | | Las Positas | http://www.laspositascollege.edu/ onlinelearning/las_arts_humanities-aa. php |
| Liberal Arts: Cross-Cultural Studies | | x | | | San Mateo | https://catalog.collegeofsanmateo. edu/current/programs/interdisciplinary- studies-option-1-intercultural-studies- aa.php |
| Liberal Arts: CSU GE-Breadth | | | х | | Chabot | https://www.chabotcollege.edu/ academics/programs.php |

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| Merritt College Program | AD-T | AA/ AS | СА | СР | Referral College | Referral College Website |
|--------------------------------|------|-----------|----|----|-----------------------|--|
| Liberal Arts: IGETC | | | х | | Chabot | https://www.chabotcollege.edu/ academics/programs.php |
| Mathematics | х | х | | | Chabot | https://www.chabotcollege.edu/ academics/science-math/mathematics/ |
| Natural History and Resources | | | х | | De Anza | https://www.deanza.edu/career-training/ resource-management.html |
| Natural Sciences | | х | | | Santa Rosa | https://curriculum.santarosa.edu/all- majors |
| Nursery Management Specialist | | х | х | | San Francisco City | https://www.ccsf.edu/degrees- certificates/environmental-horticulture |
| Nursing | | х | | | Chabot | https://www.chabotcollege.edu/nursing/ |
| Nutrition And Dietetics | х | | | | Chabot | https://www.chabotcollege.edu/ academics/health-kinesiology-athletics/ health-nutrition/index.php |
| Online Teaching | | | | x | CSU East Bay | https://ce.csueastbay.edu/campaign- landing/eld-adwords-20-21.html?https:// www.ce.csueastbay.edu/campaign- landing/eld-adwords-20-21.html &gclid=Cj0KCQjwpf2IBhDkARIs AGVo0D3SYhlkkD7uxOTnX9rq yX0tcCiL7W5-og8K1thBurfoW4- Lg2zZLm8aAhd3EALw_wcB |
| Optical Microscopy | | | Х | | Ohlone | https://www.ohlone.edu/biotech |
| Paralegal Studies | | х | | | De Anza | https://www.deanza.edu/career-training/ paralegal.html https://www.chabotcollege.edu/ |
| | | | Х | | Chabot | academics/applied-technology- business/paralegal/index.php |
| Permaculture Design | | | | х | Ohlone | https://www.ohlone.edu/program/ introduction-permaculture-design-and- entrepreneurship |
| Personal Trainer | | | | х | Chabot | https://www.chabotcollege.edu/ academics/health-kinesiology-athletics/ kinesiology/index.php |
| Phylogenetic Analysis | | | | Х | Ohlone | https://www.ohlone.edu/biotech |
| Psychology | Х | | | | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/psychology/ |
| Radiologic Science | | х | | | San Francisco City | https://www.ccsf.edu/academics/ ccsf-catalog/courses-by-department/ radiologic-sciences |
| | | | Х | | Santa Rosa | https://curriculum.santarosa.edu/all- certificates |
| Real Estate | | х | х | | Chabot | https://www.chabotcollege.edu/ academics/applied-technology- business/ |
| Research Skills | | | | Х | Diablo Valley | https://www.dvc.edu/academics/ programs.html |
| Retail Management | | | | Х | Chabot | https://www.chabotcollege.edu/ academics/applied-technology- business/business/programs.php |
| Social And Behavioral Sciences | | Х | | | De Anza | https://www.deanza.edu/academics/ |
| Sociology | Х | | | | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/sociology/ |

| Merritt College Program | AD-T AA/ AS | СА | СР | Referral College | Referral College Website |
|-------------------------|----------------|----|----|---------------------|---|
| Teacher | | х | | Chabot | https://www.chabotcollege.edu/ academics/social-sciences/ecd/index. php |
| Tree Care Specialist | | х | | Diablo Valley | https://www.dvc.edu/academics/ departments/biology/horticulture/ |
| Tree Climber Specialist | | х | | Diablo Valley | https://www.dvc.edu/academics/ departments/biology/horticulture/ |
| Urban Agroecology | | х | | Santa Rosa | https://ag.santarosa.edu/sustainable- agriculture-curriculum |