

I.C: Institutional Integrity

I.C.1.

The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)

Evidence of Meeting the Standard

The College Uses Multiple Methods of Communication

Mt. San Antonio College (Mt. SAC) uses multiple methods including, but not limited to, emails, social media, and campus meetings to communicate to its current and prospective students, personnel, and organizations. College staff constantly update content and communication strategies to ensure accurate and accessible information about the College. The College website and Facebook page are constantly updated to ensure accurate information is available to students regarding consumer information, programs and services, and policies and procedures. Examples of conduits used include: kiosks, portal, large screens across campus, collective bargaining agreements for employees, webpages with programs and services information, committee meeting minutes, Board Policies, and Administrative

Procedures. The College marquee is also used to inform the public of major events.

For emergency notification, employees and students may opt into a text messaging system to receive timely information on major campus emergencies. The College continues to improve its communication systems, as demonstrated by the current implementation of text messaging for enrollment and financial aid purposes, the re-vamping of the College website based on current and prospective student input, and continued improvement in technology used to operate the College's key information technology services ([I.C.1-1](#)).

Each department has a point person responsible for updating content related to the department. The point person is required to attend regular OmniUpdate training. The College also invested in additional trained staff to assist departments and divisions in effectively managing the website transitions to minimize disruption of information availability. Schedules and catalogs are now electronic and undergo the same review process as print materials. Community Education and fee-based class schedules are also reviewed by the School of Continuing Education managers and staff on a semester basis ([I.A.4-1 pg. 15](#)).

Additionally, students use the Mountie App which allows them to:

1. Look up their next class location.
2. Find campus buildings or use the Map with GPS.

3. E-Mail their professor.
4. Check their final grades.
5. Track important dates and deadlines.
6. Find out if and why their registration is on hold.
7. Get financial aid status.

Press releases are used to communicate with the public, and employees serve as members of local organizations to facilitate community building. Many employees represent the College and/or their respective colleagues on statewide and federal endeavors, such as for basic skills and workforce development, resulting in a synergy of ideas both to and from the College. These various avenues of communication allow the College to influence student success beyond the College's walls.

The Mission is Clear, Accurate, and Provides Integrity of Information

The College mission provides a clear and accurate message of the current College focus and demonstrates the integrity and intention of the College:

The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The

College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences. Approved by the Board of Trustees on Feb. 17, 2016 ([I.A.1-2](#))

To validate that the College is abiding by its mission, the College ensures that its activities are driven by its mission. For example, program review, which all units/departments must complete, is clearly driven by the College's mission as are all major planning endeavors. All focus on the College's mission as the initial foray into the planning expanse ([I.B.3-5](#)). Clarity of information is evidenced by the work of councils and committees and is available to the public ([I.C.1-2](#)). The many awards the College and its students win are also evidence of its continued commitment to its mission.

Learning Outcomes are Clear, Accurate, and Provide Integrity of Information

Students can see what teachers are going to be measuring and have measured in all courses and programs via the web ([I.B.1-17](#), [I.B.1-34](#)). This information is made public and is extracted from the central repository, TracDat. Program learning outcomes are identified in the catalog. Student learning outcomes or the link to the Find Your SLO webpage is identified on course syllabi. Outcomes mapping

documentation is accessible via TracDat and indicates a concerted effort by faculty to align programs with the College institutional level outcomes ([I.C.1-3](#)).

Educational Programs are Clear, Accurate, and Provide Integrity of Information

The Annual Report can be found on the Mt. SAC website and informs the community about College accomplishments, including the number of degrees and certificates awarded, rankings for transfer, individual student honors, and student group and team honors. The next report will be available in November 2016 ([I.C.1-4](#), [I.C.1-5](#)). Annual program reviews (PIE) for units, departments, divisions, vice presidents, and the institution are posted on the College website ([I.C.1-6](#)). Mt. SAC's programs and services closely monitor the academic achievement of their students. The Research and Institutional Effectiveness Office assists with cohort tracking of students in order to provide programs with information on how well they are progressing. Examples of this work can be found with the Bridge Program, grant-funded projects such as Basic Skills, Pathways to Transfer, and other programs for special student populations. The College Student Success Scorecard provides a multi-year system wide perspective on Mt. SAC's student achievement ([I.C.1-7](#)).

Curriculum and program development are the purview of the faculty. In order for courses and instructional programs to be offered at Mt. SAC, faculty propose courses and programs, obtain departmental approval as evidenced by minutes, and forward the proposals for

approval to their division dean. New Career and Technical Education (CTE) programs at Mt. SAC are driven by local regional labor market demand for skilled workers within a particular field. CTE requires an advisory committee composed of local professionals who make recommendations for new and continuing programs.

New CTE credit programs must also be reviewed and approved by the Los Angeles and Orange County Regional Consortium. Proposed noncredit programs, including CTE (short term vocational programs), must provide rationale and evidence of regional labor demand but are not required to gain regional approval ([I.C.1-8](#)). An analysis of the need for regional noncredit vocational programs is done on an annual basis through the Adult Education Regional Consortium Plan ([I.C.1-9](#)). Credit and noncredit course and program proposals are reviewed and approved by the Educational Design Committee and Curriculum and Instruction Council. The Academic Senate, in spring 2016, voted to move curriculum and program approval directly from the Curriculum and Instruction Council to the Board of Trustees for final approval, as stated in AP 4020 and approved by the Academic Senate on May 19, 2016 ([I.C.1-10](#), [I.B.2-2](#), [I.C.1-11 pg. 7](#)). This change reflects increased confidence in the scrutiny completed by the Educational Design Committee and Curriculum and Instruction Council and reduces the time between curriculum proposal and implementation. The rigorous and inclusive course review allows all stakeholders an opportunity for input and

dialogue and ensures academic excellence ([I.C.1-12](#), [I.C.1-13](#), [I.B.1-33](#), [I.C.1-14](#)).

Every course and program at Mt. SAC is reviewed for currency on a four-year cycle. Credit CTE courses conduct a biannual review. Courses that are not current are deactivated in the fifth year ([I.C.1-15](#), [I.B.2-2](#)).

The Schedule of Classes is checked for accuracy after each download by department chairs, division administrative clerical support, division deans and the Instruction Office. The catalog is examined for accuracy by the Instruction Office, division deans, and Student Services program leads. Instructional programs are available on the web and in the catalog, and the College uses a standardized procedure for reviewing its curriculum. The new online catalog with “program clusters” provides a new way for students to locate and investigate related programs of study/majors. The catalog also provides information to students about CTE programs and outside accrediting organizations. School of Continuing Education programs, including noncredit, fee-based, and contract education, are named in the online catalog in a manner that adult education students easily identify. The new online catalog provides a good example of how the College is leveraging technology to improve student success ([I.A.4-1 pg. 15](#)).

Student Support Services are Clear, Accurate, and Provide Integrity of Information

Student Support Services collaborates with Instruction, Information Technology, and Marketing and Communication to ensure that all published and posted

materials related to access, enrollment, policies, procedures, and support services are clearly presented. In order to ensure that prospective and new students are provided with accurate information as well as transitional support, the High School Outreach department works closely with local feeder high schools to conduct information and application workshops for students, provide financial aid application assistance, and schedule and conduct assessment, orientation, and educational planning sessions. Additionally, all new students to the College are contacted immediately and invited to attend an information session to assist them in understanding the required procedures to enroll at the College and to enroll in specific support services.

The College follows federal policies related to the provision of Consumer Information:

- Financial Aid Program and Eligibility Requirements
- Consumer Information for Student Athletes
- Student Right-To-Know
- Security Policies and Crime Statistics
- FERPA and HIPAA
- Safeguarding of Consumer Information
- Loan Disclosures
- Gainful Employment Disclosures

Student support services are offered by Student Services as well as the Library and Learning Resource Division. Both provide students with numerous specialized and general types of support. Specialized services include Disabled Student Programs and Services, CalWORKs, CARE, EOPS, TRiO/ACES, veterans, foster youth,

and Dream, to mention a few. General support is offered in areas such as Admissions, Assessment Center, Counseling, Financial Aid, Student Life, and Health Services. The Library and Learning Resources Division is committed to providing a full line of resources and facilities that enable students to achieve academic success. Services include Library, Online Learning Support Center, and Learning Assistance Center (e.g., tutoring, labs) ([I.C.1-16](#), [I.C.1-17](#)).

Students are provided with a free Student Handbook/Planner that contains the College mission, policies and procedures, including grievance and complaint procedures, non-discrimination policies, the Student Code of Conduct and students' rights, support services program descriptions, educational planning, financial aid information, and student club listings. Both the College mission and accreditation status are contained in the College catalog, as are College policies and procedures. As part of the College's Student Success and Support Program (SSSP) and Student Equity Plan, purposeful efforts are in place to provide critical support services for students. Student Life provides multiple opportunities for students to receive and be included in communication efforts related to Student Support Services, including joining the Associated Students, student clubs, and a leadership training program known as LEAD ([I.C.1-18](#), [I.C.1-19](#)).

Through publications, web resources, New Student Orientation, College in-reach activities, counseling courses, the New Student Welcome, and the annual

Student Services Fair, students learn about the numerous academic and support services available to them on campus as well as student activities and clubs. Student Services and Library and Learning Resources use student learning outcomes to measure the impact of their work and use the assessment results for continuous quality improvement ([I.B.4-13 pg. 17](#), [I.B.2-18 pg. 15](#)). Many services and events are offered to allow students to access support services. One of the most impactful events is Cash for College which provides high school students and their families with direct assistance in accessing financial aid, California Dream Act, scholarships, admissions, and signups for student support services. By participating in this effort, students leave having completed their Board of Governor's Fee Waiver and Free Application for Federal Student Aid applications, college admissions application, and are signed up for specialized programs such as Summer Bridge, EOPS, or DSPS ([I.C.1-20](#)).

School of Continuing Education's robust student service offerings include tutoring, counseling, and resource referrals. Student support information is clearly provided to students in the Continuing Education Student Handbook, orientation materials, websites, and the College's online catalog ([I.C.1-21](#)). Community and fee-based programs are also marketed each semester in a brochure that is mailed to homes within the District. Noncredit vocational programs utilize alternative methods informing students about the School of Continuing Education program and support services. Therefore, staff distribute publications to off-campus locations such as libraries, laundromats,

and WorkSource Centers and advertise in local mailers ([I.C.1-22](#)).

Accreditation Status is Clear, Accurate, and Provides Integrity of Information

Information regarding the current accreditation status of the College and specific programs is available on the web and in the catalog. These multiple placements allow for accreditation information to be easily available to the public, demonstrating that the College has integrity in its operations.

Throughout these many cycles of accreditation review, Mt. SAC has maintained the highest level of accreditation standing, fully accredited. The College was first accredited in 1952; its last comprehensive review was in 2010. Its next comprehensive review is in spring 2017, for which this report is being written. The College is accredited by the Accrediting Commission for Community and Junior Colleges. The School of Continuing Education holds a six-year

status of accreditation as a post-secondary institution by the Accrediting Commission for Schools Western Association of Schools and Colleges (ACS WASC) and was re-affirmed in 2015 during a mid-cycle visit. Both are in full accreditation status, which also indicates the comprehensive integrity of the College ([I.C.1-23](#)).

On a program-level basis, the accreditation status and accreditor's contact information is noted for each program in the catalog description. For example, the Airframe and Aircraft Powerplant Maintenance Technology catalog description and webpage indicate both an overview of the program and provides verification of accreditation by the Federal Aviation Administration (FAA) as well as the accreditor's contact information. School of Continuing Education ACS WASC accreditation status is published on the division website and on division documents. ([I.C.1-24](#), [I.C.1-25](#), [I.C.1-26 pg. 2](#)).

Table I.C.1.- 1. Programs with Outside Accrediting Bodies

Program	Accrediting Body	Link
Air Conditioning and Refrigeration, A.S. Degree	Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA).	I.C.1-27
Airframe & Aircraft Powerplant Maintenance Technology, A.S. Degree	Federal Aviation Administration (FAA)	I.C.1-28
The Alcohol and Drug Counseling, A.S. Degree	California Association for Alcohol/Drug Educators	I.C.1-29
Certified Nursing Assistant	State of California, Health & Human Services, Department of Public Health, Licensing & Certification Section	I.C.1-30
Emergency Medical Services, A.S. Degree	Committee on Accreditation of Allied Health Education Programs (CAAHEP)	I.C.1-31
Emergency Medical Technician-Paramedic Program	Committee on Accreditation of EMS Programs (CoAEMSP) and Committee on Accreditation of Allied Health Programs (CAAHEP)	I.C.1-32
Fire Technology, A.S. Degree	Regionally Accredited Training Program (ARTP). The Office of the State Fire Marshal (OSFM) has a responsibility for accreditation of ARTP's throughout the State of California.	I.C.1-33
Histologic Training Program	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	I.C.1-34
Interior Design, A.S. Degree	National Kitchen & Bath Association (NKBA) Accreditation	I.C.1-35
Mental Health Technology Psychiatric Technician, A.S. Degree	Board of Vocational Nursing and Psychiatric Technicians	I.C.1-36
Licensed Vocational Nurse to RN. A.S. and Nursing, A.S. Degree	California Board of Registered Nursing (BRN)	I.C.1-37
Psychiatric Technician to RN, A.S. Degree	California Board of Registered Nursing	I.C.1-38
Phlebotomy Program	State of California, Health & Human Services, Department of Public Health, Licensing & Certification	I.C.1-39
Radiologic Technology. A.S. Degree	The Joint Review Committee on Education in Radiologic Technology (JRCERT)	I.C.1-40
The Registered Veterinary Technology, A.S. Degree	American Veterinary Medical Association (AVMA)	I.C.1-41
Respiratory Therapy. A.S. Degree	Western Association of Schools and Colleges, the State Department of Education, and the Committee on Accreditation for Respiratory Care (CoARC)	I.C.1-42
School of Continuing Education	Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC)	I.C.1-43

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission, learning outcomes, educational programs, and student support services. The College gives accurate information to students and the public about its accreditation status with all of its accreditors. Based on the narrative above, the College meets Accrediting Commission for Community and Junior Colleges Eligibility Requirement 20.

Accomplishments and Outcomes

- The mission represents the guide for the College as to what it should be accomplishing and on what it should be focused and is used in its many operations including major planning endeavors such as program review.
- Student learning outcomes are transparent, accurate, and have integrity.
- The College uses the web to accurately show the outcomes of assessment work

demonstrating its commitment to communication and importance of this work.

- Educational programs are evident on the web and the College uses a standardized procedure for reviewing its curriculum.
- Students can find information about the programs on the web.
- The new online catalog with program clusters provides a new way for students to identify related areas of study, providing a good example of how the College is leveraging technology to improve student success.
- School of Continuing Education programs provide alternative methods for informing students of programs and services.
- Many services and events are offered to allow students to use support services.
- Evidence of College accreditation and specific program accreditation is available on the web and in the catalog and is published in multiple locations to assure ease of access to the College accreditation status.

List of Evidence

I.A.1-2	Mission, Vision, Core Values
I.A.4-1	Catalog 2016-17 pg. 15
I.B.1-17	Institutional Level Outcomes Webpage
I.B.1-33	Educational Design Committee Purpose, Function, and Membership
I.B.1-34	Student Learning Outcomes Webpage
I.B.2-2	AP4020 Program and Curriculum Development
I.B.2-18	PIE - Library and Learning Resources 2014-15 pg. 15
I.B.3-5	Unit PIE Reports with ISS Data 2015-16
I.B.4-13	PIE - Student Services 2014-15 pg. 17
I.C.1-1	Emergency Notifications - Mt. Sac Website
I.C.1-2	Governance Committees
I.C.1-3	ILO Reports
I.C.1-4	Annual Report Website
I.C.1-5	Annual Report

I.C.1-6	PIE Archive
I.C.1-7	Student Success Scorecard 2016
I.C.1-8	Noncredit Program Approval Form
I.C.1-9	Adult Education Regional Plan
I.C.1-10	Recommendation to update AP4020
I.C.1-11	Academic Senate Minutes 5-19-2016 pg. 7
I.C.1-12	Course Proposal Cover Sheet
I.C.1-13	Educational Design Committee Minutes 10-24-2015
I.C.1-14	Supplemental Forms
I.C.1-15	Curriculum Report 5-22-2014
I.C.1-16	Student Support Services Website
I.C.1-17	Library and Learning Resources Website
I.C.1-18	Student Life Website
I.C.1-19	Student Grievances Procedure Form
I.C.1-20	Cash for College
I.C.1-21	School of Continuing Education Student Handbook
I.C.1-22	Job Guide Sample
I.C.1-23	Accreditation Website
I.C.1-24	Airframe and Aircraft Accreditation
I.C.1-25	Continuing Ed Accreditation Website
I.C.1-26	Program Accreditation Information pg. 2
I.C.1-27	Air Cond & Refrigeration A.S. Degree, Partnership for AC/Heat/Refrig Accreditation (PAHRA)
I.C.1-28	Catalog 2016 -17 - Accreditation - Aviation
I.C.1-29	Catalog 2016 -17 - Accreditation - Drug and Alcohol Counseling
I.C.1-30	Certified Nursing Asst, Calif Health & Human Svcs Dept of Public Health, Licensing & Certification Section
I.C.1-31	Emergency Medical Services A.S. Degree, Committee on Accreditation of Allied Health Ed Programs (CAAHEP)
I.C.1-32	Catalog 2016 -17 - Accreditation - Paramedic
I.C.1-33	Catalog 2016 -17 - Accreditation - Fire Tech.
I.C.1-34	Catalog 2016 -17 - Accreditation - Histology
I.C.1-35	Catalog 2016 -17 - Accreditation - Interior Design
I.C.1-36	Mental Health Technology Psychiatric Technician A.S. Degree, Board of Vocational Nursing and Psychiatric Technicians
I.C.1-37	Catalog 2016 -17 - Accreditation - Nursing
I.C.1-38	Catalog 2016 -17 - Accreditation - Psychiatric Tech
I.C.1-39	Phlebotomy Program, CA. Health & Human Svcs Dept of Public Health Licensing & Certification
I.C.1-40	Catalog 2016 -17 - Accreditation - Radiologic Tech
I.C.1-41	Catalog 2016 -17 - Accreditation - Veterinary Tech
I.C.1-42	Catalog 2016 -17 - Accreditation - Respiratory Therapy
I.C.1-43	School of Continuing Education ACS WASC

I.C.2.

The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the “Catalog Requirements”. (ER20)

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) provides an online catalog for students and prospective students with precise, accurate and current information on all facts, requirements, policies, and procedures. The College catalog is an easy to understand communication piece. The catalog is published annually and includes both general and specific information regarding the College’s rules, regulations, policies, and procedures. In instances when there are curriculum revisions or updates, the College publishes a catalog

addendum. The addendum is published and made available online ([I.C.2-1](#)).

The Mt. SAC catalog is developed, edited and reviewed annually by all offices responsible for catalog content. This review process is designed to ensure accuracy and currency and is the responsibility of the Office of Instruction in close collaboration with the Marketing and Communication Office. The College utilizes a Catalog Publications Calendar that uses key dates and contacts to ensure that the catalog receives timely and accurate updates and includes timely and accurate information. When publication limitations prevent inclusion in the catalog, the catalog provides references to additional sources where information can be easily found (e.g., phone numbers, websites, department offices, etc.) ([I.C.2-2](#), [I.C.2-3](#), [I.C.2-4](#), [I.A.4-1](#)).

Table I.C.2.-2. Alignment with Eligibility Requirement

Eligibility Requirement #20	2016-17 Mt. SAC Catalog Location
General Information	
Official college name, location, telephone, website	I.C.2-5 pg. 2 , I.C.2-6
Educational mission	I.C.2-7
Accreditation status: ACCJC	I.C.2-6
Accreditation Status: Program-Specific	I.C.1-28 , I.C.1-29 , I.C.1-32 , I.C.1-33 , I.C.1-34 , I.C.1-35 , I.C.1-37 , I.C.1-38 , I.C.1-40 , I.C.1-41 , I.C.1-42
Course, program, and degree offerings	I.C.2-8 , I.C.2-9 , I.C.2-10
SLOs for programs and degrees	I.C.2-11
Academic Calendar and Program Length	I.C.2-12
Academic Freedom Statement	I.C.2-13
Available Student Financial Aid	I.C.2-14
Available Learning Resources	I.C.2-15
Names and Degrees of Administrators and Faculty	I.C.2-16
Names of Governing Board Members	I.A.4-1 pg. 3
Requirements	
Admissions	I.C.2-14
Student Fees and Other Financial Obligations	I.C.2-14
Degrees, Certificates, Graduation and Transfer	I.C.2-17 , I.C.2-18
Major Policies Affecting Students	
Academic Regulations, including Academic Honesty	I.A.4-1 pg. 399
Nondiscrimination	I.C.2-19
Acceptance and Transfer of Credits	I.C.2-20
Transcripts	I.A.4-1 pg. 32
Grievance and Complaint Procedures	I.C.2-21 pg.2
Sexual Harassment	I.C.2-22 pg. 2
Refund of Fees	I.A.4-1 pg. 15

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) provides the public with an online catalog for all to review. The catalog contains necessary information for the public and prospective students to properly evaluate the College and its composition including location, contact information, mission, accreditation status, and degree offerings. Based on the narrative above, the College meets Accrediting Commission for Community and Junior Colleges Eligibility Requirement 20.

Accomplishments and Outcomes

- The College has an online catalog that allows students to review clusters of related program offerings in a way that will help them select and pursue a career.
- The College meets ER 20 as its catalog contains all general information, requirements, major policies affecting students, and other policies.

List of Evidence

I.A.4-1	Catalog 2016-17 pg. 3
I.A.4-1	Catalog 2016-17 pg. 15
I.A.4-1	Catalog 2016-17 pg. 32
I.C.1-28	Catalog 2016 -17 - Accreditation - Aviation
I.C.1-29	Catalog 2016 -17 - Accreditation - Drug and Alcohol Counseling
I.C.1-32	Catalog 2016 -17 - Accreditation - Paramedic
I.C.1-33	Catalog 2016 -17 - Accreditation - Fire Tech.
I.C.1-34	Catalog 2016 -17 - Accreditation - Histology
I.C.1-35	Catalog 2016 -17 - Accreditation - Interior Design
I.C.1-37	Catalog 2016 -17 - Accreditation - Nursing
I.C.1-38	Catalog 2016 -17 - Accreditation - Psychiatric Tech
I.C.1-40	Catalog 2016 -17 - Accreditation - Radiologic Tech
I.C.1-41	Catalog 2016 -17 - Accreditation - Veterinary Tech
I.C.1-42	Catalog - Accreditation - Respiratory Therapy
I.C.2-1	Catalog Addendum 2015-16
I.C.2-2	SPAS Agenda 10-19-2015
I.C.2-3	SPAS Minutes 10-19-2015
I.C.2-4	SPAS Minutes 12-7-2015
I.C.2-5	Catalog - College Name pg. 2
I.C.2-6	Catalog - Accreditation - Contact Info
I.C.2-7	Catalog - Mission
I.C.2-8	Catalog - Courses
I.C.2-9	Catalog - Programs
I.C.2-10	Catalog - Continuing Ed. Programs
I.C.2-11	Catalog - SLOs
I.C.2-12	Catalog - Academic Calendar
I.C.2-13	Catalog - Academic Policies and Requirements
I.C.2-14	Catalog - Student Support
I.C.2-15	Catalog - Library and Learning Resources
I.C.2-16	Catalog - Administrators
I.C.2-17	Catalog - Transfer
I.C.2-18	Catalog – A.A. Degree Requirements
I.C.2-19	Nondiscrimination
I.C.2-20	Career and Transfer services
I.C.2-21	Grievance and Complaint Procedures pg. 2
I.C.2-22	Sexual Harassment pg. 2

I.C.3.

The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public. (ER 19)

Evidence of Meeting the Standard

Assessment of Student Learning is Used to Communicate Academic Quality

Mt. San Antonio College (Mt. SAC) regularly evaluates the academic quality of its programs through a detailed assessment process. First, faculty assess student learning outcomes (SLOs) at the course level. Departments then map those SLOs to the program learning outcomes (PLOs) and the broader College institutional level outcomes (ILOs). The PLOs are also mapped to the ILOs. The assessment process is designed to ensure the quality and comprehensiveness of the academic experience. Results of this work are available for all to view on the College's website ([I.B.1-31](#)). The Outcomes Committee communicates with departments, divisions, and individual faculty, and also provides reports or recommendations to Curriculum and Instruction Council and Academic Senate.

Findings indicate that students are able to learn based on the outcomes being measured. In coordination with the Outcomes Committee, faculty set the criteria for success and base their curricular or pedagogical actions on these results. TracDat is the College repository for this work and is used to extract information for the public. Results of this

exceptional work is recognized in the annual Presidential Awards for Excellence and Innovation in Teaching and Learning ([I.B.1-34](#), [I.B.1-59](#), [I.C.3-1](#), [I.C.3-2](#)).

Student Achievement is Used to Communicate Academic Quality

Mt. SAC uses documented evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public. Mt. SAC's Fact Book provides information on accountability measures such as its goals for student success as well as more longer-term student achievements ([I.C.3-3](#), [I.C.1-7](#)).

Mt. SAC is an educational leader recognized across the state, nationally, and internationally. The prestige of Mt. SAC is not because of its age or its size; Mt. SAC has earned and continues to earn its distinguished place in the nation through its many state, national, and international awards and honors. It is noteworthy that national publications discuss Mt. SAC's honors and awards ([I.C.3-4 pg. 2](#), [I.C.3-5](#), [I.C.3-6](#), [I.C.3-7](#)).

- #1 Academic Award: ([I.C.3-8](#))
- #2 Athletic Awards: ([I.C.3-9](#))
- #3 Grants Awarded: ([I.C.3-10](#))

An example of how the College has excellent relationships with external funding agencies can be found in its Grants Office. During the 2015-16 fiscal year, the Grants Office monitored 30 active grant projects, for a total funding amount of more than \$15.7 million. The College is in fiscal compliance with all

funding agencies, which include state, federal, and private agencies ([I.C.3-10](#)).

The President's cabinet notes and the President's briefing to the Board of Trustees provide an opportunity for all to reflect on the academic achievements of Mt. SAC's students. These opportunities support ad hoc and guided dialogue about the current and future directions of the College and achievement of its mission ([I.C.3-11](#), [I.C.3-12](#)). These communication methods have become a relied upon means for information sharing that lead to dialogue across the campus. This level of transparency is pivotal to the effective operation of the College and its shared governance process.

Mt. SAC collects data on degree and certificate completion rates, student transfer rates, and student demographics, which are published on the Mt. SAC website in the Annual Report to the community, the Fact Book, School of Continuing Education Fast Facts, and the Student Success Scorecard ([I.C.3-13](#), [I.C.1-7](#), [I.A.1-10](#), [I.A.1-6](#), [I.C.3-14](#), [I.C.3-15](#)). The College's accountability data, as noted previously in this standard, allows for goal setting in order to determine which programs and services are needed to improve the metrics. Additionally, the College uses College Wage Tracker to review the status of student increases in salary to demonstrate the impact of

programs on students and the economy ([I.C.3-16](#)).

The Institutional Effectiveness Committee (IEC) oversees the Institution-set Standards based on regular review of data. IEC also conducts an annual review of data to assess institutional progress towards its goals and to make recommendations to the President's Advisory Committee regarding either the creation of new or the revision of existing College goals ([I.C.3-17](#)).

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) provides the public with many opportunities to engage in an evaluation of its learning, including student learning outcomes and the achievements of its students. The College's academic reputation is well known and respected. Based on the narrative above, the College meets Accrediting Commission for Community and Junior Colleges Eligibility Requirement 19.

Accomplishments and Outcomes

- The College outcomes database, TracDat, regularly updates the information available to the public on the Mt. SAC website.
- The Presidential Awards for Excellence and Innovation in Teaching and Learning provide for all outstanding examples of the use of outcomes at Mt. SAC.

List of Evidence

I.A.1-6	Continuing Ed Fast Facts
I.A.1-10	Fact Book
I.B.1-31	Qualitative Review of Outcomes Report 2015
I.B.1-34	Student Learning Outcomes Webpage
I.B.1-59	Outcomes Committee Report Web Page
I.C.1-7	Student Success Scorecard 2016
I.C.3-1	WebCMS
I.C.3-2	Presidential Awards for Excellence and Innovation in Teaching and Learning
I.C.3-3	IEPI Indicators Used in Setting ISS
I.C.3-4	State, National, and International Recognition pg. 2
I.C.3-5	New York Times 1
I.C.3-6	New York Times 2
I.C.3-7	Poynter
I.C.3-8	#1 Academic Award
I.C.3-9	NATYCAA Cup
I.C.3-10	Grants Annual Report 2015-16
I.C.3-11	President's Cabinet Action Notes Webpage
I.C.3-12	President's Board Briefs Webpage
I.C.3-13	Annual Report 2013 - 2015
I.C.3-14	RIE Mission
I.C.3-15	Board of Trustees Calendar
I.C.3-16	College Wage Tracker
I.C.3-17	IEC Minutes 3-23-2016

I.C.4.

The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes. The Mt. SAC catalog describes each degree and certificate of study and the courses required to earn them. Courses are described in terms of content, number of units, prerequisites and co-requisites, and potential for transferability. Each course has measurable objectives, which may be viewed in the public access window of WebCMS. Student learning outcomes (SLOs) are referenced in the catalog, indicating that outcomes may be located on the Outcomes website ([I.A.4-1 pg. 46-47](#), [I.C.3-1](#), [I.B.1-34](#)).

Mt. SAC adopted an online catalog format for the 2015-16 academic year. The new format allows students to print any page they need and is compatible with cell phones and personal devices, such as iPads. The Office of Instruction also supplied 2,000 printed copies to the campus for use by counselors, division and program offices, and students who required a printed copy. The online catalog continues to describe degrees and certificates ([I.A.4-1 pg. 46-47](#)).

The Academic Senate established syllabus guidelines and passed a recommendation that all faculty list the course student learning outcomes on their syllabus or provide a link to the same. To help monitor compliance, student evaluations at Mt. SAC include *“Makes the syllabus available at the beginning of the course.”* Student evaluations are conducted annually for adjunct faculty and every three years for full-time faculty. All faculty submit copies of their course syllabi to their division dean, where staff also verify that SLOs, or the link, are included ([I.C.4-1](#)). Classroom evaluations at Mt. SAC include prompts such as *“Information presented is accurate and compliant with current course outline and/or syllabus.”* Each course is rigorously reviewed on a four-year cycle as part of the curriculum process. Course objectives/learning outcomes are part of this review. Measurable objectives and outcomes can be viewed in the public access window of WebCMS ([I.A.4-1 pg. 46-47](#), [I.C.2-11](#), [I.C.4-2](#), [I.C.4-3](#), [I.C.4-4](#), [I.C.3-1](#), [I.C.1-21](#)).

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) describes its certificates and degrees relative to their purpose, content, course requirements, and expected SLOs.

Accomplishments and Outcomes

- Certificates and degrees are fully described in the College catalog.
- The Academic Senate supports inclusion of SLOs on all course syllabi.

List of Evidence

I.A.4-1	Catalog 2016-17 pg. 46-47
I.B.1-34	Student Learning Outcomes Webpage
I.C.1-21	School of Continuing Education Student Handbook
I.C.2-11	Catalog - SLOs
I.C.3-1	WebCMS
I.C.4-1	Syllabus Guidelines
I.C.4-2	Syllabus Includes Learning Outcomes
I.C.4-3	Faculty Evaluation Form
I.C.4-4	Faculty Contract Self Eval

I.C.5.

The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.

Evidence of Meeting the Standard

President's Cabinet regularly identifies Board Policies (BPs) and Administrative Procedures (APs) in need of updating, revision, or review. Cabinet members take BPs and APs to appropriate shared governance committees/councils for discussion and development of recommendations (e.g. Chief Business Officer to Budget Committee, Vice President of Student Services to Student Preparation and Success Council). Academic and Student Services recommendations are reviewed by the Academic Mutual Agreement Council, whose members are the Academic Senate President and Vice President and the Vice Presidents of Student Services and Instruction. The President's Advisory Council (PAC) is authorized to make final recommendations to the Board of Trustees ([I.B.5-6](#)).

Publications are regularly reviewed by the offices responsible for the content. The Office of Instruction leads the review of the College catalog and schedule of classes, assisted by the Dean of Enrollment Management (Admissions and Records), Counseling, and all instructional divisions. Research and Institutional Effectiveness and Marketing and Communication regularly review print and online publications for accuracy. The

Marketing and Communication Director advises the President's Cabinet regarding development and review of policies related to print and online publications and communications.

The School of Continuing Education holds bi-annual advisory team meetings during which division faculty, staff, and managers from all departments review policies, procedures, and division documents. This is done through an examination of unit and division planning, Western Association of Schools and Colleges (WASC) Action Plan, and other plans such as Basic Skills Initiative, Noncredit Student Success and Support Program, Regional Plan for Adult Education, and Workforce Innovation and Opportunity Act Plan. Advisory team members collaborate across departments to ensure that division programs and services accurately represent the College mission and division goals for serving School of Continuing Education students ([I.C.5-1](#)).

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.

Accomplishments and Outcomes

- PAC reviews all changes to Board Policies and Administrative Procedures, thus providing for authentic shared governance.
- The School of Continuing Education conducts an inclusive, regular review of all policies, procedures, and division documents.

List of Evidence

I.B.5-6	PAC Purpose, Function, and Members
I.C.5-1	Advisory Retreat Agenda 4-22-16

I.C.6.

The institution accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks, and other instructional materials.

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks and other instructional materials. The fees for units are listed on the Mt. SAC webpage and in the schedule of classes, the College catalog, and student's schedules.

In the schedule of classes, students are made aware of the enrollment fee (including resident, international, and non-resident fees), student health fee, parking permit fee, student activities fee, student representation fee, and student transportation fee. Fee payment options and policies are also listed. The Mt. SAC webpage provides students with a net price calculator that estimates the total cost of college ([I.C.6-1 pg. 7-9](#), [I.A.4-1 pg. 15](#), [I.C.6-2 pg. 31-32, 47](#), [I.C.6-3](#), [I.C.6-4](#), [I.C.6-5](#)). Community and fee-based program costs and requirements are listed in the Community Education fee-based brochure and on the School of Continuing Education website ([I.C.6-6 pg. 2](#)).

The College has several means to assist students in accessing textbooks and instructional materials. The bookstore has a book rental program, the library has hundreds of volumes of textbooks available for use, the Associated Students, in conjunction with the Financial Aid office, provides book scholarships, and the Financial Aid office manages a book loan fund. The Extended Opportunity Programs and Services program provides book grants to its students. Additional resources are available in special programs such as TRiO/ACES, Bridge, Arise, Aspire, and Disabled Student Programs and Services.

The Mt. SAC bookstore accurately informs students of the fees for textbooks. Instructors use their syllabus to inform students of the required textbooks for the course. The College catalog reminds students that they are responsible for purchase of their own textbooks and supplies.

Courses at Mt. SAC that require additional fees, such as field trips and art materials, notify students of required costs during the initial class meeting. The catalog and schedule of classes identify courses with field trips required ([I.C.6-7](#), [I.C.6-8](#), [I.C.6-1 pg. 7-9](#)).

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks and other instructional materials.

Accomplishments and Outcomes

- The College uses numerous means to advise current and prospective students of the costs for their higher education.
- The College offers students access to rental books, financial aid, and scholarships that offset the total cost of their education.

List of Evidence

I.A.4-1	Catalog 2016-17 pg. 15
I.C.6-1	Schedule of Classes Summer 2016 pg. 7-9
I.C.6-2	Student Handbook 2015-16 pg. 31-32 , 47
I.C.6-3	List of Fees
I.C.6-4	Student Schedule Example
I.C.6-5	Cost Calculator
I.C.6-6	Community Education Fee-Based Brochure pg. 2
I.C.6-7	AP4300 Field Trips and Excursions
I.C.6-8	Miscellaneous Material Fees List

I.C.7.

In order to assure institutional and academic integrity, the institution uses and publishes governing board policies on academic freedom and responsibility. These policies make clear the institution's commitment to the free pursuit and dissemination of knowledge, and its support for an atmosphere in which intellectual freedom exists for all constituencies, including faculty and students. (ER 13)

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) uses and publishes governing Board Policies on academic freedom and responsibility in order to assure institutional and academic integrity. Mt. SAC's academic freedom policies are stipulated and made public via the Mt. SAC website. The 2015-2016 College catalog includes an Academic Freedom Statement in the section on Academic Policies and Requirements ([I.A.4-1 pg. 20](#)). Board Policy (BP) 4030, adopted May 26, 2004, states the following:

The Board of Trustees acknowledges the following:

- A. That free discussion is a right extended to thoughtful citizens, but that no one has the right to abuse this freedom by advocating immediate or concrete acts of violence directed toward the overthrow of the government.
- B. That a free society functions efficiently only if its citizens have the right to discuss, debate, and disagree constructively.

- C. That the Constitutional guarantee of freedom of speech is meaningful only to the extent that the majority is willing to hear honest expressions of unpopular ideas by all.
- D. That an educated citizenry, fully aware of all the evidence, is best able to preserve the valuable heritage of American democratic institutions.
- E. Mt. San Antonio College has an obligation to its community to promote healthy discussion as an educative force ([I.C.7-1](#)).

Policies on academic freedom are also found in the Faculty Contract - Mt. San Antonio College District and Faculty Association Article 18N: Academic Freedom. Administrative Procedure (AP) 4030 specifically addresses the College's position on freedom for the faculty in teaching and learning and states, "It is agreed that it shall be the policy of the College to maintain and encourage freedom for its faculty, within the law, of inquiry, teaching and research, and the pursuit of knowledge" ([I.C.7-2 pg. 88](#), [I.C.7-3](#)).

The AP assures that the College is to "maintain and encourage freedom for its faculty, within the law, of inquiry, teaching and research, and the pursuit of knowledge" (AP 4030). This procedure also clarifies that the professor is to distinguish "between personal opinions and what is contemporarily regarded as factual information."

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) uses and publishes governing Board Policies on academic freedom and responsibility in order to assure institutional and academic integrity. Based on the narrative above, the College meets Accrediting Commission for Community and Junior Colleges Eligibility Requirement 13.

Accomplishments and Outcomes

- The College has policies and procedures in place that allow for academic freedom and academic honesty guidelines for faculty. The Faculty Contract also provides guidance for faculty.
- Guidelines, via policies, are also available for students

List of Evidence

I.A.4-1	Catalog 2016-17 pg. 20
I.C.7-1	BP4030 Academic Freedom
I.C.7-2	Faculty Agreement 2014-17 Year 2 of 3 pg. 88
I.C.7-3	AP4030 Academic Freedom

I.C.8.

The institution establishes and publishes clear policies and procedures that promote honesty, responsibility and academic integrity. These policies apply to all constituencies and include specifics relative to each, including student behavior, academic honesty and the consequences for dishonesty.

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) establishes and publishes clear policies and procedures that promote honesty, responsibility, and academic integrity. Mt. SAC informs students of the academic honesty policy in the College catalog, under College Policies and Notices. This section informs and defines cheating and plagiarism and provides students with examples of academic dishonesty. Students are informed that they may receive a failing grade if they are academically dishonest and that any alleged academic dishonesty incident will be reported to the Student Life Office. Students are advised of the seriousness of cheating and that incidents may lead to disciplinary sanctions including suspension and expulsion. This section outlines standards of conduct for students, including academic honesty ([I.A.4-1 pg. 399](#)).

Academic honesty is addressed in both Board Policy (BP) 4290 and Administrative Procedure (AP) 4290 at Mt. SAC. It is defined both online as well as in printed materials, including the College catalog and student handbook. It is outlined and defined in the College catalog, Section 12:

College Policies and Notices, which reads, “All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered. Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse” ([I.C.8-1](#), [I.C.8-2](#), [I.A.4-1 pg. 399](#), [I.C.6-2 pg. 72-73](#), [83](#), [I.C.8-3](#)).

BP 4290, under Academic Affairs, adopted May 26, 2004, outlines the responsibilities of the academic community and reads in part, “...faculty, students, administrative officials, staff, and governing Board members all share responsibility for maintaining this environment (of honesty and integrity).” AP 4290 is the Student Academic Honesty Administrative Procedure that focuses on cheating and plagiarism. The Student Life Office has the administrative authority to work with College faculty on issues related to student academic honesty issues. Continuous efforts are in place to assist faculty in clearly communicating to their students about cheating and plagiarism. A student discipline process is in place to provide students with due process in adjudicating cases related to academic honesty. A student development process is in place (Character Counts workshops) to assist students in taking greater personal responsibility over cheating and

plagiarism concerns in their academic work ([I.C.8-1](#), [I.C.8-2](#)).

The student handbook also informs students on the policy and violations regarding academic honesty. Violations of the Academic Honesty policy are tied to the College’s Student Code of Conduct: “#13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty” will result in disciplinary action. The student handbook is made available annually to all students at no cost ([I.C.6-2 pg. 72-73, 83](#)).

AP 4290 makes clear that the entire academic community is responsible for maintaining an environment of academic honesty and integrity. The Board of Trustees adheres to BP/AP 2715 Code of Ethics/Standards of Practice. ([I.C.8-4](#), [I.C.8-5](#))

Article 18.B.6 of the Faculty Contract reads that faculty should “... adhere to ethical principles governing interactions with students and colleagues” ([I.C.7-2 pg. 68, I.C.8-6](#)). A Faculty Code of Ethics was adopted in 2014 ([I.C.8-7](#)). It establishes a

“norm for all faculty. They are a commitment to a set of values guiding the faculty on ethical issues. The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all.”

Faculty have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort and of taking appropriate action if instances of academic dishonesty are discovered ([I.C.8-1](#)).

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) establishes and publishes clear policies and procedures that promote honesty, responsibility, and academic integrity.

Accomplishments and Outcomes

- The College provides students and employees with opportunities to understand the concepts of honesty, responsibility, and academic integrity.

List of Evidence

I.A.4-1	Catalog 2016-17 pg. 399
I.C.6-2	Student Handbook 2015-16 pg. 72-73, 83
I.C.7-2	Faculty Agreement 2014-17 Year 2 of 3 pg. 68, 87
I.C.8-1	BP4290 Academic Honesty
I.C.8-2	AP4290 Academic Honesty
I.C.8-3	Academic Integrity Task Force Analysis
I.C.8-4	BP2715 Code of Ethics-Standards of Practice
I.C.8-5	AP2715 Code of Ethics-Standards of Practice
I.C.8-6	Academic Senate Memo
I.C.8-7	AP7715 Faculty Code of Ethics

I.C.9.

Faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) faculty distinguish between personal conviction and professionally accepted views in a discipline. The College's Administrative Procedure (AP) on Academic Freedom (AP 4030) guarantees faculty the freedom "within the law, of inquiry, teaching and research, and the pursuit of knowledge" ([I.C.7-1](#)). The policy explicitly requires, however, that "the professor may discuss his/her subject or area of competence in the classroom as well as other relevant matters, including controversial materials, so long as he/she distinguishes between personal opinions and what is contemporarily regarded as factual information by leading academicians in the discipline being discussed." The College's procedure also states, "Professors may not use the classroom to promote a particular religious belief." This policy is further reiterated and communicated to faculty in the Faculty Contract, Section 18.N (page 88) ([I.C.7-2 pg. 88](#)).

Mt. SAC makes additional commitments to this standard in AP 7715 Faculty Code of Ethics, adopted by the Academic Senate in 2014. The preamble to the AP states a commitment to "the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of

democratic principles." These ideals are elucidated further in the AP by specific commitments made to Mt. SAC students that faculty "shall not unreasonably restrain the student from independent action in pursuit of learning; shall not unreasonably deny the student's access to varying points of view; shall not deliberately suppress or distort subject matter relevant to the student's progress" ([I.C.8-7](#)). The protection of student independence in learning as well as access to varying points of view and undistorted subject matter requires a faculty member to present information fairly and accurately and maintain professionally accepted views in his/her discipline to honor this ethical commitment. Faculty were provided professional development on the Faculty Code of Ethics at College-wide FLEX Days in spring 2015, fall 2015, and spring 2016 ([I.C.9-1](#)).

A student's ability to enjoy open access to fair and objective information is explained in AP 5310 Student Bill of Rights, Section B "Freedom in the Classroom." The policy states, "Faculty members in the classroom and in conference will encourage free discussion, inquiry, and expression. Student grades shall be determined only on an academic basis, not on opinions or conduct in matters unrelated to classroom activities." The policy also protects the free expression of students, stating "Students shall be free to take reasonable exception to any subject matter or views offered in any course of study." This guarantee of free expression serves as a reasonable check against a failure to distinguish between personal conviction and professionally accepted

views as well as the presentation of data/information without fairness or objectivity ([I.C.9-2](#)).

A further reasonable check on faculty adherence to this standard occurs in the evaluation process. The H.2.a Student Evaluation form includes student ratings on items such as “Presents subject matter clearly, thoroughly, and communicates ideas and concepts effectively,” and “Appreciates and respects students’ opinions; treats them ethically, courteously, and fairly” ([I.C.9-3](#)). While these measures do not directly address the verbiage of the standard, a student who perceives a faculty member to lack objectivity or unfairly conflate personal and professional views can provide a rating here and embellish further in the subsequent open-ended question “How might the professor improve this course?” The H.4.a Classroom Evaluation form, used by faculty peers and managers to evaluate probationary, regular, and adjunct faculty, includes response items such as “Information presented is

accurate and compliant with current course outline and/or syllabus” and “Demonstrates subject matter expertise in course design/delivery,” which can be used to note any perceived lack of objectivity or failure to distinguish between personal and professional views ([I.C.4-3](#)).

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.

Accomplishments and Outcomes

- The College has a Board Policy that addresses personal conviction versus professional accepted views.
- The Policy allows faculty to have discussions of the topic as it relates to curriculum development.
- The Academic Senate developed a Statement of Professional Ethics that further defines this concept.

List of Evidence

I.C.4-3	Faculty Evaluation Form
I.C.7-1	BP4030 Academic Freedom
I.C.7-2	Faculty Agreement 2014-17 Year 2 of 3 pg. 87
I.C.8-7	AP7715 Faculty Code of Ethics
I.C.9-1	Flex Day Spring 2015
I.C.9-2	AP5310 Student Bill of Rights
I.C.9-3	Student Evaluation Form

I.C.10.

Institutions that require conformity to specific codes of conduct of staff, faculty, administrators, or students, or that seek to instill specific beliefs or world views, give clear prior notice of such policies, including statements in the catalog and/or appropriate faculty and student handbooks.

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) staff, faculty, administrators, and students are required to conform to a specific code of conduct for professionalism at the College. Mt. SAC does not seek to instill specific beliefs or world views and takes special care to avoid doing so.

Board Policy (BP) 5500 Standards of Conduct and Administrative Procedure (AP) 5520 Student Discipline Procedures define the College's policy and procedures related to student discipline. BP 3900 and AP 3900 detail Freedom of Expression rights of students. AP 5530 Students Rights and Grievances describes student rights related to academic and non-academic grievances and discrimination complaints. This information is published in the College catalog and the student handbook. It is also disseminated through mandatory New Student Orientation ([I.C.10-1](#), [I.C.10-2](#), [I.C.10-3](#), [I.C.10-4](#), [I.C.10-5](#), [I.A.4-1 pg. 20](#), [I.C.6-2 pg. 82](#)).

Mt. SAC has a BP and an AP related to Grievance and Complaint Procedures, AP 3900 Student Rights and Grievances and AP 3435 Discrimination and Harassment Investigations ([I.C.10-6](#)) AP 5530 delineates that students may file complaints related to academic, non-

academic, discrimination, and financial aid challenges. Discrimination complaints and all concerns related to Title IX, 504 Compliance, and Equal Employment Opportunity (EEO) may be filed with the College, the California Community College Chancellor's Office, the Office of Civil Rights, and the Department of Fair Employment and Housing. AP 5530 further specifies that issues that are not resolved at the campus level may be presented to the Accrediting Commission for Community and Junior Colleges (ACCJC), the California Community Colleges Chancellor's Office, or through a petition filed through civil court. This information, including online links to Complaints and Grievances forms are contained in the College catalog. The student handbook also details information related to grievances and complaints.

AP 3435 contains information related to the responsible College officer in receiving complaints of discrimination or harassment as well as how and where to file a report related to discrimination and harassment. The College utilizes a collaborative approach between Human Resources, Student Services, and Public Safety to ensure that all reports, allegations, or concerns related to acts of discriminatory treatment, harassment, and sexual harassment or violence are reviewed, investigated, addressed and resolved. Appropriate training for both employees and students is coordinated through Human Resources and Student Life. Policies and procedures are regularly reviewed and amended relative to federal and state laws and regulations, including

Violence Against Women Act, Clery Act, Title IX, Office of Civil Rights, and Americans with Disabilities Act (504 and 508).

The College website, under Student Life, has direct links to forms that students need to access to file grievances and complaints: Student Grievance Form, State of California Complaint Form, ACCJC Complaint Process, Complaint Resolution Information (Human Resources), and Discrimination Information (Chancellor's Office). The Financial Aid website provides information on filing complaints related to Family Educational Rights and Privacy Act (FERPA) violations by Financial Aid and the right to challenge a financial aid decision. Students may file a grievance or complaint about financial aid administration at the College through the Department of Education's complaint process. The Department of Education works with the student and the College to assign a case number, investigate, and work through the issue. Students may also file financial aid complaints with the California Community Colleges Chancellor's Office. A case number is assigned, and the College's financial aid office is contacted for review and resolution.

Forms and information related to filing grievances and complaints are available in the offices of Student Life, Financial Aid, and the Vice President of Student Services. Student Life, Financial Aid, and Human Resources formally log and track all formal grievances and complaints with updated status and resolution

information. The College administration works to review any particular patterns related to grievances and complaints to ensure that de facto discrimination, mistreatment, or inappropriate actions are not occurring. Logs and resolutions of grievances and complaints are maintained and are available for review.

The Faculty Contract (July 2014-June 2017) outlines the "Teaching Faculty Performance Expectancies." These teaching expectancies form the framework for ongoing self-evaluation by the faculty and evaluation processes structured by the College in collaboration with the Faculty Association, particularly pertaining to codes of conduct and attendant responsibilities of the faculty; the agreement contains these expectancies ([I.C.8-7](#), [I.C.10-4](#), [I.C.10-5](#), [I.C.7-2 pg. 68](#)).

AP 3720 addresses Computer and Network Use: This AP establishes a code of conduct for all staff, faculty, and administrators for ethical and professional use of the College's electronic communication system ([I.C.10-7](#)).

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) requires conformity to specific codes of conduct of staff, faculty, administrators, or students and gives clear prior notice of such policies, including statements in the catalog and/or appropriate faculty and student handbooks.

Accomplishments and Outcomes

- Mt. SAC employees and students are required to conform to a specific code of conduct for professionalism at the College.
- Mt. SAC does not seek to instill specific beliefs or world views and takes special care to avoid doing so.
- The codes of conduct are widely disseminated.

List of Evidence

I.A.4-1	Catalog 2016-17 pg. 20
I.C.6-2	Student Handbook 2015-16 pg. 82
I.C.7-2	Faculty Agreement 2014-17 Year 2 of 3 pg. 68
I.C.8-7	AP7715 Faculty Code of Ethics
I.C.10-1	BP5500 Standards of Conduct
I.C.10-2	AP5520 Student Discipline Procedures
I.C.10-3	AP5530 Student Rights and Grievances
I.C.10-4	BP3900 Freedom of Expression
I.C.10-5	AP3900 Freedom of Expression
I.C.10-6	AP3435 Discrimination and Harassment Investigations
I.C.10-7	AP3720 Use of Technology and Information Resources and Employee Acceptable Use Agreement

I.C.11.

Institutions operating in foreign locations operate in conformity with the Standards and applicable Commission policies for all students. Institutions must have authorization from the Commission to operate in a foreign location.

Mt. San Antonio College (Mt. SAC) does not maintain any international campuses. As such, Standard 1.C.11 does not apply to Mt. SAC.

I.C.12.

The institution agrees to comply with eligibility requirements, Accreditation Standards, Commission policies, guidelines, and requirements for public disclosure, institutional reporting, team visits, and prior approval of substantive changes. When directed to act by the Commission, the institution responds to meet requirements within a time period set by the Commission. It discloses information required by the Commission to carry out its accrediting responsibilities. (ER 21)

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) has met and continues to meet all Accrediting Commission for Community and Junior Colleges (ACCJC) requirements to maintain its ongoing full accreditation status. It provides webpages to allow the public and employees to be well versed in its operations and accreditation standing. Substantive changes are submitted per the guidelines and well before they are implemented at the College. Discussions with the ACCJC occur when there is a need for clarification. Annual reports are submitted with clarifying information as needed ([I.C.1-23](#)).

The College received a letter confirming its accreditation by ACCJC in 2010 indicating that the College operates with integrity. While there were no citations indicating difficulty, three recommendations were received along with directions for a mid-term report, which was accepted. As such, the College provided information requested for the

midterm report and is doing the same for this Self Evaluation. In all cases, the College acts on the Commission's requests in a timely manner ([I.C.12-1](#)).

In March 2015, as part of the Accrediting Commission for Schools Western Association of Schools & Colleges Accreditation (ACS WASC) cycle, the School of Continuing Education participated in the required mid-cycle review. The School of Continuing Education updated the Commission on any new developments or substantial changes within the division, as well as outlining the process for completing the mid-cycle review. Furthermore, progress in critical areas that emerged from the 2012 Self Evaluation review Action Plan was reported along with data to support the progress. The ACS WASC commended the School of Continuing Education for its progress and responsiveness to recommendations for areas of growth and improvement ([I.C.12-2](#)).

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) provides the public and the ACCJC with many opportunities to demonstrate that it is complying with the ACCJC Eligibility Regulations, Policies, and Standards. Public disclosure occurs on the web and reports and evidence of actions taken by the College and the ACCJC are evident. Substantive change requests are made before they are enacted at the College. Timely response to ACCJC's requests is given. Based on the narrative above, the College meets Accrediting Commission for Community and Junior Colleges Eligibility Requirement 21.

Accomplishments and Outcomes

- The College continues to meet or exceed the ACCJC's accreditation standards, eligibility requirements, and policies.
- The College addresses the ACCJC's requests for information in a timely manner.

List of Evidence

I.C.1-23	Accreditation Website
I.C.12-1	ACCJC Accreditation Letter
I.C.12-2	Continuing Ed ACS WASC Mid-Cycle Report 2015

I.C.13.

The institution advocates and demonstrates honesty and integrity in its relationships with external agencies, including compliance with regulations and statutes. It describes itself in consistent terms to all of its accrediting agencies and communicates any changes in its accredited status to the Commission, students, and the public. (ER 21)

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) demonstrates continuous compliance with external regulatory agency requirements. The College is in compliance with all ACCJC requirements. The College also complies with federal and state mandates, as well as regulations from the California Community College Chancellors Office. Additionally, specific programs within the College are accredited by (Table: **I.C.13.-3**):

Table I.C.13.-3. Program Accreditation

Program	Accrediting Body	Link
Air Conditioning and Refrigeration, A.S. Degree	Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA).	I.C.1-27
Airframe & Aircraft Powerplant Maintenance Technology, A.S. Degree	Federal Aviation Administration (FAA)	I.C.1-28
The Alcohol and Drug Counseling, A.S. Degree	California Association for Alcohol/Drug Educators	I.C.1-29
Certified Nursing Assistant	State of California, Health & Human Services, Department of Public Health, Licensing & Certification Section	I.C.1-30
Emergency Medical Services, A.S. Degree	Committee on Accreditation of Allied Health Education Programs (CAAHEP)	I.C.1-31
Emergency Medical Technician-Paramedic Program	Committee on Accreditation of EMS Programs (CoAEMSP) and Committee on Accreditation of Allied Health Programs (CAAHEP)	I.C.1-32
Fire Technology, A.S. Degree	Regionally Accredited Training Program (ARTP). The Office of the State Fire Marshal (OSFM) has a responsibility for accreditation of ARTP's throughout the State of California.	I.C.1-33
Histologic Training Program	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	I.C.1-34
Interior Design, A.S. Degree	National Kitchen & Bath Association (NKBA) Accreditation	I.C.1-35
Mental Health Technology Psychiatric Technician, A.S. Degree	Board of Vocational Nursing and Psychiatric Technicians	I.C.1-36
Licensed Vocational Nurse to RN. A.S. and Nursing, A.S. Degree	California Board of Registered Nursing (BRN)	I.C.1-37
Psychiatric Technician to RN, A.S. Degree	California Board of Registered Nursing	I.C.1-38

Program	Accrediting Body	Link
Phlebotomy Program	State of California, Health & Human Services, Department of Public Health, Licensing & Certification	I.C.1-39
Radiologic Technology. A.S. Degree	The Joint Review Committee on Education in Radiologic Technology (JRCERT)	I.C.1-40
The Registered Veterinary Technology, A.S. Degree	American Veterinary Medical Association (AVMA)	I.C.1-41
Respiratory Therapy. A.S. Degree	Western Association of Schools and Colleges, the State Department of Education, and the Committee on Accreditation for Respiratory Care (CoARC)	I.C.1-42
School of Continuing Education	Accrediting Commission for School, Western Association of Schools and Colleges (ACS WASC)	I.C.1-43

Analysis and Evaluation

Mt. San Antonio College (Mt. SAC) maintains its integrity in describing itself to all accrediting agencies and communicates changes in its accredited status. The College discloses information as required by the ACCJC and complies with ACCJC requests, directives, decisions, and policies, and makes complete, accurate, and honest disclosure. Based on the narrative above, the College meets Accrediting Commission for Community and Junior Colleges Eligibility Requirement 21.

Accomplishments and Outcomes

- Mt. SAC's demonstration of honesty and integrity is clearly evident in its excellent and ongoing relationships with external entities such as accreditation bodies and funding agencies.
- The College adheres to eligibility requirements and Accreditation Standards, and ACCJC policies as described in this Self Evaluation report.

List of Evidence

I.C.1-27	Accreditation - Air Conditioning & Refrigeration A.S. Degree
I.C.1-28	Catalog - Accreditation - Aviation
I.C.1-29	Catalog - Accreditation - Drug and Alcohol Counseling
I.C.1-30	Catalog - Accreditation - Certified Nursing Assistant
I.C.1-31	Catalog - Accreditation - Emergency Medical Services A.S. Degree
I.C.1-32	Catalog - Accreditation - Paramedic
I.C.1-33	Catalog - Accreditation - Fire Tech.
I.C.1-34	Catalog - Accreditation - Histology
I.C.1-35	Catalog - Accreditation - Interior Design
I.C.1-36	Catalog - Accreditation Mental Health Technology Psychiatric Technician A.S. Degree
I.C.1-37	Catalog - Accreditation - Nursing
I.C.1-38	Catalog - Accreditation - Psychiatric Tech to RN A.S. Degree
I.C.1-39	Accreditation - Phlebotomy Program
I.C.1-40	Catalog - Accreditation - Radiologic Tech

I.C.1-41	Catalog - Accreditation - Veterinary Tech
I.C.1-42	Catalog - Accreditation - Respiratory Therapy
I.C.1-43	School of Continuing Education ACS WASC

I.C.14.

The institution ensures that its commitments to high quality education, student achievement and student learning are paramount to other objectives such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.

Mt. San Antonio College (Mt. SAC) does not have investors, does not respond to a parent organization, and does not have external interests to whom it must respond when considering the quality of its programs, student achievement, and student learning.

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