



**MT. SAN ANTONIO COLLEGE ■ ACCREDITATION STEERING COMMITTEE ■ MINUTES**

**OCTOBER 6, 2023**  
**10:30A-12:00P – ZOOM**

**MEMBERSHIP**

- |  |  |   |  |   |   |
|--|--|---|--|---|---|
| <input type="checkbox"/> KELLY FOWLER, CO-CHAIR    | <input checked="" type="checkbox"/> BARBARA MEZAKI, CO-CHAIR | <input checked="" type="checkbox"/> ROSA ASENCIO  | <input checked="" type="checkbox"/> MINERVA AVILA      | <input checked="" type="checkbox"/> MICHAEL CARR  | <input type="checkbox"/> MEGHAN CHEN                        |
| <input checked="" type="checkbox"/> KELLY COREAS   | <input type="checkbox"/> TIKA DAVE´-HARRIS                   | <input checked="" type="checkbox"/> DIANA DZIB    | <input checked="" type="checkbox"/> PENNY PEIYING FENG | <input type="checkbox"/> L.E. FOISIA              | <input type="checkbox"/> ALLIE FRICKERT                     |
| <input type="checkbox"/> LIANNE MALDONADO-GREENLEE | <input checked="" type="checkbox"/> BETA MEYER               | <input type="checkbox"/> ROBERT MONTOYA, CSEA 651 | <input checked="" type="checkbox"/> PATRICIA QUINONES  | <input checked="" type="checkbox"/> L R RODRIGUEZ | <input type="checkbox"/> MICHELLE SHEAR                     |
| <input checked="" type="checkbox"/> KOJI UESUGI    | <input type="checkbox"/> VACANT, STUDENT                     | <input checked="" type="checkbox"/> ROGER WILLIS  |  |   |   |
| <input type="checkbox"/> MICHELLE SAMPAT (GUEST)   | <input checked="" type="checkbox"/> CATHY STUTE (GUEST)      |   |  |   | <input checked="" type="checkbox"/> WENDI ALCAZAR, RECORDER |

	TOPIC	UPDATES/DISCUSSION	OUTCOME/ACTION
1.	Welcome	<ul style="list-style-type: none"> <li>•</li> </ul>	
2.	Agenda Review	<ul style="list-style-type: none"> <li>• Reviewed</li> <li>• Postpone item 4 until the next meeting.</li> <li>• Accepted with postponement.</li> </ul>	
3.	Review of <a href="#">September 1<sup>st</sup></a> , Minutes	<ul style="list-style-type: none"> <li>• Reviewed</li> <li>• 12 – Update Visiting Team dates to 4/22/24-4/24/24.</li> <li>• Motion to approve the minutes with the changes as listed above to section 12, B. Meyer, 2<sup>nd</sup> R. Asencio, approved.</li> </ul>	
4.	<a href="#">Purpose and Function</a> , and <a href="#">Goals Review</a> (2022-2023 working versions)	<ul style="list-style-type: none"> <li>• New goals suggested in the last meeting:               <ul style="list-style-type: none"> <li>○ Start familiarizing ourselves with the new standards.</li> <li>○ Review the new standards to align with planning, budgeting (Vision 2030), and college work.</li> </ul> </li> </ul>	Postpone until the November meeting.

5.	Updates to Constituent Groups	<ul style="list-style-type: none"> <li>• ASC Members please alert your membership to the October Forum. Detailed information can be found on the <a href="#">2024 ISER</a> webpage.</li> <li>• The Core Team visited and shared information with the Associated Students, CSEA, and FA.</li> <li>• Targeted emails were sent out to constituent groups.</li> <li>• ASL interpreters will be available at the forum.</li> </ul>	<ul style="list-style-type: none"> <li>• Thursday, October 12<sup>th</sup>, 5:30 p.m. &amp; 6:45 p.m.</li> </ul>
6.	Website Updates / Acronyms List	<ul style="list-style-type: none"> <li>• The Core Team continues to ask people to update their web pages.</li> <li>• Eric Turner offered OmniCMS training on September 28<sup>th</sup>.</li> <li>• IT updated the main college webpage and put out a call to the College to submit a request if they would like their web page updated.</li> <li>• Do we want to have a regular annual “Update Your Webpage” workday?</li> <li>• We used to have production due dates for printed materials, do we want to have something like this for web pages?</li> <li>• Can we do something like what we did with the ISER, and have an open forum with IT available to assist? <ul style="list-style-type: none"> <li>○ IT support is very important.</li> </ul> </li> <li>• An annual, bi-annual, or quarterly reminder to update would be much appreciated.</li> <li>• Would this be PAC driven? We believe so. One of the goals of every committee is to keep their web page up to date. <ul style="list-style-type: none"> <li>○ The web pages should be updated when working on the Purpose and Function and the Goals.</li> <li>○ The Weaving Teams and Core Team relied on the web pages for information. It is crucial that this information is up to date.</li> <li>○ It’s up to each committee to make sure they are meeting their goals and updating their webpage.</li> <li>○ We are looking for something that is more specific than just the web page is up to date. Perhaps a checklist.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ This should go to PAC as a recommendation so that they can decide how to move forward. Keep in mind that not all committees are governance committees and don't necessarily report to PAC.</li> <li>● B. Mezaki will draft something to go to PAC and bring it to the next meeting for a vote. If possible, the ACCJC checklist of what is required will be included.</li> </ul>	
7.	Timeline and Next Steps	<ul style="list-style-type: none"> <li>● October – Visiting Team ISER (virtual) review. <ul style="list-style-type: none"> <li>○ <a href="#">Visiting Team bios</a> were emailed out by Laura Martinez</li> <li>○ Open Zoom Forum: October 12, 2023, 5:30 p.m. or 6:45 p.m.</li> <li>○ ASC members please plan on attending one of the two forums. Please ask your constituent groups to attend as well.</li> <li>○ The Core Team will meet with them before the 12<sup>th</sup>.</li> </ul> </li> <li>● Video – Maybe forthcoming. The video would include the widespread participation that we had in creating the ISER. <ul style="list-style-type: none"> <li>○ When will the video be used? After the forum before the visiting team comes to campus.</li> <li>○ Something after the forum would be ideal to get more people involved and interested in accreditation.</li> <li>○ B. Meyer has volunteered to assist with PowerPoint slides.</li> </ul> </li> <li>● Core Inquiries: Will be given after the open forums. We may reach out to specific people for assistance depending on what the feedback is.</li> <li>● Focused Visit: February 26, 2024 – to discuss areas of improvement.</li> </ul>	
8.	Friday Fall (or Spring) Forums	<ul style="list-style-type: none"> <li>● ASC Ideas: Should we have breakout rooms for brainstorming? <ul style="list-style-type: none"> <li>○ Showcase the new Student Center</li> </ul> </li> </ul>	Tabled until next meeting

		<ul style="list-style-type: none"> <li>○ Regular Substantive Interaction and one on the general process of accreditation.</li> <li>● Review The Why: Why are we doing this? Why is it important? Why does it serve the college's future? How will it benefit everybody? <ul style="list-style-type: none"> <li>○ Transferability, and certification, explain the benefits of going through accreditation for different areas.</li> </ul> </li> </ul>	
9.	Lessons Learned and How They Can Inform Decisions Going Forward	<ul style="list-style-type: none"> <li>● How relevant is accreditation to our daily work?</li> <li>● Showcase our students during the forums.</li> <li>● We need to link why we do all this paperwork.</li> </ul>	
10.	ACCJC Fall Webinars	<ul style="list-style-type: none"> <li>● Tuesday, October 10, 2023, 1:00-2:00 p.m. PDT <ul style="list-style-type: none"> <li>○ <a href="#">Zoom Registration Link</a></li> <li>○ Not required but is about the new standards.</li> <li>○ These are recorded, so you can view them afterward.</li> </ul> </li> </ul>	
11.	Accreditation Process Survey Results (P. Quinones)	<ul style="list-style-type: none"> <li>● There are thirty-four responses.</li> <li>● The survey is still open. Perhaps we can send it out to the different constituencies.</li> <li>● We can certainly put it out there again and remind everyone that we need their feedback. <ul style="list-style-type: none"> <li>○ There's still time to get more feedback.</li> </ul> </li> <li>● The open forum should be hyped up and then after the forum send a reminder about the survey.</li> <li>● This survey was originally sent out in late Spring.</li> <li>● The weaving teams alone are more than 30 people, we can reach out to them to see about getting their response.</li> <li>● Will the Visiting team forums be anonymous? We are not sure. We will have to investigate this. <ul style="list-style-type: none"> <li>○ It can be set up so that everyone is anonymous. There's a special set up for Zoom, to do this.</li> <li>○ If attendance is low will that affect the way the visiting team views the college?</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ There could be a chat or other ways to communicate with the visiting team.</li> <li>○ If there are questions about setting up the Zoom M. Carr is happy to assist with the set up.</li> <li>○ The time is after hours for most staff. Something to incentivize this would be great.</li> <li>○ More people would have been able to attend if the forum were held during work hours. Most CSEA 651 employees are off at 1 p.m. We don't know if staff will have the time to attend after hours.</li> <li>○ Associated Students have not responded yet, P. Feng will follow up with them.</li> </ul>	
12.	SCE Update (M. Avila)	<ul style="list-style-type: none"> <li>● Accreditation focus groups are meeting for the last time this month.</li> <li>● There are four members that have been assigned to our visiting team. Our CE is the largest in terms of head count. FTES is held by another college.</li> <li>● We currently have a GED in Spanish. We are exploring offering other classes in different languages.</li> </ul>	
13.	Questions and Announcements	<ul style="list-style-type: none"> <li>● Is there an action item for IT? No, not yet. We will contact IT once we have more direction to give.</li> <li>● Are you asking that we take a recommendation that the committees update their website? No, the committee will review the language to recommend to PAC at our next meeting.</li> <li>● POD Open house on October 30<sup>th</sup>, to show off their newly renovated space.</li> </ul>	
14.	Thank you!		
<b>Parking Lot/Upcoming Topics:</b>		<b>Future meetings:</b> November 3 <sup>rd</sup> , December 1 <sup>st</sup> , March 1 <sup>st</sup> , April 5 <sup>th</sup> , May 3 <sup>rd</sup> , June 7 <sup>th</sup> .	<b>Standing Information:</b> <a href="#">Accreditation Website</a>