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DATE: October 25, 2023

TO: College Committees and Selected College Programs

FROM: Martha Garcia, Ed.D., President/CEO

SUBJECT: **PLANNING FOR 2023-24**

The President’s Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting and reviewing the important work taking place at committee and program levels. We want to reflect this work in our reporting of institutional effectiveness. As a result, we are asking that each council/committee consider how the work of the council/committee contributes to moving us towards reaching College-wide priorities. As a college, we are continuing our efforts this year to examine all of our work with an equity lens and to make commitments to address issues that will increase equity. Therefore, in addition to connecting the work of your council/committee to College priorities, you are asked to speak how the council/committee will address equity in the work of the council/committee. Councils/committees whose purpose and function directly tie to the College’s strategic planning will participate in this process annually. A list of these committees/councils can be found below.

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| --- | --- |
| Accreditation Steering Committee | Health and Safety Committee |
| Assessment and Matriculation Committee | Information Technology Advisory Council |
| Basic Needs Committee | Institutional Effectiveness Committee |
| Behavior & Wellness Committee | Outcomes Committee |
| Budget Committee | Planning for Institutional Effectiveness |
| Campus Equity and Diversity Committee | Police and Campus Safety Advisory Committee |
| Climate Commitment and Environmental Justice Committee | President’s Advisory Council |
| Curriculum and Instruction Council | Professional Development Council |
| Diversity, Equity, Inclusion, Social Justice, and Anti-Racism (DEISA) Council | Strong Workforce Advisory Committee |
| Distance Learning Committee | Student Equity Committee |
| Educational Design Committee | Student Preparation, Equity, and Achievement Council |
| Employee Wellness Committee | VOICES |
| Facilities Advisory Committee |  |

Each council/committee is required to providethe following:

* Purpose and Function Statement. Your council**/**committee’s latest PAC-approved Purpose and Function Statement is attached to this email. ***Please make changes directly to this file* using strikethrough for deletions and bold and underlined for additions. DO NOT use track changes**. The purpose, function, and membership of councils/committees which report through this PAC-review process cannot be changed without PAC approval. If your council/committee believes that changes are warranted, they need to be recommended during this annual review process. Councils/Committees that report to the Academic Senate must get Academic Senate approval to change your purpose and function statement or add/delete members of your council/committee.
* Committee Goals and Progress Report. Use the attached template to *document the goals and accomplishments* that your council/committee worked on this year. [In Fall you are asked to set goals for the following year~~,~~ and in late Spring you will be asked to reflect on these goals and report your accomplishments]. You will note the first Goal has been completed for you. PAC encourages your group to be thoughtful with its goals. The College continues to use its priorities and College mission, vision, and core values (<https://www.mtsac.edu/about/mission-and-goals.html>) to drive planning. The attached Strategic Plan Priorites have been reviewed and approved by the Institutional Effectiveness Committee (IEC), PAC, the College President, and the Board of Trustees.
* To comply with Accreditation Standards, your College council/committee website needs to be maintained and kept up-to-date. An audit will be completed on November 14 to ensure that council/committee webpages are up-to-date.

Please submit your completed documents to Yadira Santiago ([yadira.santiago@mtsac.edu](mailto:yadira.santiago@mtsac.edu)) and the manager responsible for therespective council/committee using the attached templates. Please see the due dates below.

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| --- | --- |
|  | Due Date |
| Purpose and Function Statement Review | November 22, 2023 |
| Committee Goals and Progress Report – Columns 1 and 2 | November 22, 2023 |
| Website Audit | November 14, 2023 |
| Committee Goals and Progress Report – Column 3 | June 26, 2024 |

College Strategic Priorities

1. Advance and foster an equitable, diverse, inclusive, just, and anti-racist campus culture that empowers our community to make positive change in society.
2. Further develop, facilitate, and maintain a physically and emotionally safe and accessible campus environment.
3. Develop and expand strategies for and communication about opportunities for students that support retention, persistence, and success.
4. Effectively coordinate human, physical, technology, and financial resources to improve student accessibility, growth, and academic success.
5. Embed environmental, social, and economic sustainability into the work and decision-making processes of all areas of campus.
6. Ensure open and authentic communication and coordination among stakeholders to support achievement of all college goals.



**Committee Goals and Progress Report**

**2023-24**

***Committee name: Distance Learning Committee***

***Name of person completing the report: Carol Impara***

**Instructions: Due by November 22**, **2023:** Columns 1 and 2

**Due by June 26, 2024:** Column 3

Please enter your committee’s outcomes and accomplishments in Column 3 and submit electronically to [yadira.santiago@mtsac.edu](mailto:bhebert3@mtsac.edu) (on behalf of the President’s Advisory Council).

# (EXPAND AS NECESSARY)

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| --- | --- | --- | --- |
| **Committee Goal** | | **Link to College Goal #** | **Completed Outcomes/Accomplishments**  **(descriptive bullet list)** |
| **GOAL # 1:** | **Communicate to the campus community by maintaining an up-to-date website.** | **6** |  |
| **GOAL #2:** | **Review/revise/approve Distance Learning (DL) Amendment forms.** | **6** |  |
| **GOAL #3:** | **Provide input, recommendations, and support for Mt. SAC’s local Peer Online Course Review (POCR) team and participation in the California Virtual Campus (CVC).** | **3, 4** |  |
| **GOAL #4:** | **Provide guidance/input to Distance Learning Coordinators and Instruction Office on DL Amendment Forms as part of the curriculum process.** | **6** |  |
| **GOAL #5:** | **Make data-informed recommendations for improving equity and success for diverse online learners, and make recommendations to study and address gaps in online support.** | **1, 3, 4** |  |
| **GOAL #6:** | **Review/recommend faculty training and processes for distance learning certifications.** | **1, 2, 3, 4** |  |
| **GOAL #7:** | **Review and make recommendations to update and communicate policies and procedures as they pertain to Distance Learning, such as DL Handbook.** | **6** |  |
| **GOAL #8:** | **When requested by Faculty Association, make recommendations to address contract language related to Distance Learning.** | **6** |  |
| **GOAL #9:** | **Provide leadership and input on educational trends pertaining to distance learning including tools and policies related to equity and accessibility.** | **1, 2, 3, 4, 5** |  |
| **GOAL #10:** | **Research and revise the Distance Learning Master Plan as needed.** | **6** |  |