The following are the accomplishments of the committees organized by the 2009-2010 college goals. Most accomplishments listed in the reports are recorded below. No analyses/synthesis of the information was completed other than a general comment that the committees appear to be taking their work seriously and completing many admirable outcomes. Within the PIE Summary, IEC has traditionally included “Examples of Reported Accomplishments” for committees.

As of now, the request for and delivery of these reports is done through Diana Casteel on behalf of the President’s Advisory Committee that is doing it on behalf of the Institutional Effectiveness Committee (IEC). The questions for IEC to consider are:

- Does IEC see value in continuing this accomplishments process for committees?
- Does IEC see this procedural process continuing as is with PAC helping collect the information?
- Is there a different process/procedure IEC should be recommending to PAC?

### College Goals and Committee Accomplishments

**CG1. The college will secure funding that supports exemplary programs and services.**

**President’s Advisory Council**

- Received regular updates on Budget Committee and Institutional Effectiveness Committee.
- Received regular updates from Institutional Effectiveness Committee.
- Received recommendation for Strategic Objectives from IEC.
- Approved the theme for 2009-10 – The Year of Improving Success Through the Use of Data.
- Held a debriefing on Integrated Planning Summit held October 12, 2009.
- Received regular updates from Mike Gregoryk on the College budget.
- Received regular updates on state budget and impact on college.
- Recommended that the President approve the Budget Review and Development Process Guide.

**Curriculum and Instruction (C&I)**

- Included agenda items that required direction for action and then completed C&I’s recommendations before forwarding to the Academic Senate
- Completed CB 21 Coding and assigned new TOP codes provided by Chancellor’s Office based on discussion and planning prior to release of official codes and data
• Resolved TBA concerns through curriculum modifications, course updates, and discussion with faculty
• Worked on plan for 2-year course review for CTE courses and programs with ongoing meetings to establish a feasible implementation plan
• Updated disciplines list by contacting all departments
• Discussed and implemented ideas for improving Educational Design Committee efficiency
• Developed Style Sheet of Local Course Review Practices in response to faculty and management requests for guidelines for course outline of record review and analysis

The Developmental Education Study Team created and awarded the Developmental Education Professor of the Year Award.

Distance Learning Committee
• Certified 20 SPOT faculty
• Oversaw the deans’ and chairs’ workshops on Distance learning practices and issues
• Revised display of Schedule Notes for DL courses, clarified DL information on new DL web pages and in schedule of classes Summer and Fall 2010
• Monitored student success—worked with Research for Institutional Effectiveness to obtain Argos report on student success rates for DL courses by term, available Summer 2010.

Education Design Committee
• Contacted CTE departments concerning the two-year review cycle and discussed the possibility of developing a CTE Educational Design Subcommittee
• Developed database element to identify CTE courses
• Forwarded preliminary plan for CTE subcommittee to Curriculum and Instruction (C&I)
• Moved phase-in planning to C&I
• Approved Academic Senate’s updated disciplines list
• Required review of hours to units ratio by EDC members during the course review process
• Submitted resolution to Academic Senate to authorize EDC to take action on courses to ensure Title 5 compliance and record in minutes without reporting individual course actions to Academic Senate until 2012
• Collaborated with Curriculum Specialist, Dean, Instructional Services, and faculty to resolve hours to unit discrepancies

The Outcomes Committee reported the following:
• As of February 2010, 95% of all active courses have developed at least two SLOs with means of assessment and criteria for success. (See SLO Progress Report)
• As of May 2010, 31% of courses in unit have “Summary of Data” in ePie. (See SLO Progress Report)
• As of May 2010, 15% of all active degrees and certificates have at least one SLO with means of assessment and criteria for success.
The Outcomes Committee also reported that:

- Courses in Areas B, D1, D2, and E will have completed at least one GEO Assessment by June 2010 and the results indicated the following:
  - Area A, Communications: 100%
  - Area A, English: 0%
  - Area B, The Physical Universe and Life: 22%
  - Area D, U. S. History and American Institutions (D1): 46%
  - Area D, Social, Political, and Economic Institutions (D2): 27%
  - Area E, Lifelong Understanding and Self-Development: 68%

- Faculty in Areas A, E and D1 will complete workgroups to review compilation of findings, use of results, and evaluation by June 2010 and the results indicate the following:
  - Area A, Communications: Cycle complete for 3 of 4 GEOs
  - Area A, English: Cycle complete for 0 of 3 GEOs
  - Area D1: Use of results Discussion Schedules for May 20, 2010
  - Area E: Cycle Complete

The Scholarship Committee developed student learning outcomes (SLO’s) for the “Writing the Mt. SAC Scholarship Personal Statement” workshop such that the:

- Means of assessment was a pre-/post-test,
- Criteria for success was that at the end of the workshop 90% of learners will report that attending the workshop was beneficial to them,
- Summary of data indicated that 95% of attendees, when asked, “Did the workshop benefit you?” reported, “Yes, very much so.” 100% of attendees reported that the workshop was at least in some way beneficial, and
- Data will allow the Scholarship Committee to improve the effectiveness of workshops.

The Student Preparation and Success Council (SP&S) received and approved the following recommendations that were forwarded to the Academic Senate for approval:

- Develop and adopt a college-wide textbook adoption policy
- Develop a process to increase the number of faculty who submit their book orders to the bookstore on time
- Encourage the use of free or low-cost open source digital textbooks and learning resources
- Provide an on-going educational program for faculty
- Promote and expand the use of library reserves
- Promote and support on-going efforts that are currently in place

SP&S was also involved in the Multiple Measures Retreat on March 5, 2010. The following recommendations will be reviewed before the end of this academic year and forward to the Academic Senate early Fall 2010.

- Faculty are working on student success inventory to assist with student course placement
- Jim Ocampo is working with IT to automate student success inventory and to allow faculty access to the student responses
CG3. The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.

CG4. The college will improve the quality of its partnerships with business and industry, the community, and other educational institutions.

CG5. The college will utilize and support appropriate technology to enhance educational programs and services.

Distance Learning Committee
• Created and obtained approval on Academic Senate Resolution 2009-11: “Improving Success in Distance Learning Courses”
• Created and obtained approval on DLC Recommendation – Blackboard-only process for SPOT
• Created and obtained approval on DLC Recommendation - Authentication and verification of students in DL courses to ensure program integrity
• Created and obtained approval on DLC Recommendation - Changes to SPOT
• Attended Blackboard World 2009 conference – July 2009
• Trained over 130 faculty in Blackboard Basics
• Supported 11,400 (duplicated) students in 326 sections of DL courses
• Approved 27 DL courses
• Worked closely with IT in the integration of Blackboard with Banner – June 2009
• Created DLFaculty listserv
• Created DLC Group in Portal
• Created DL Faculty Group in Portal
• Previewed Desire 2 Learn course management system
• Created and offered Blackboard Basics training in self-paced online mode
• Began development of online delivery of SPOT certification

The Compliance Training & Recordkeeping sub-committee of the Health and Safety Committee is tasked with reviewing existing online training capabilities, as well as, reviewing proprietary training programs and making recommendations to the Health & Safety Committee. The sub-committee performed the following tasks:
• Used POD’s software to assess its ability to appropriately track employee training requirements. As a beta test, the task force used the AB1825 Sexual Harassment Training online module as provided by ASCIP. While the POD software did not allow for online registering, it proved to be somewhat cumbersome because we had to take the training data, develop an Excel spreadsheet and track the information through the use of the spreadsheet.
• Reviewed the ASCIP training and tracking site. This site is proprietary and if the District were to no longer contract with ASCIP, we would loose access to their system. While there are some reporting capabilities through ASCIP, we were forced to export data in order to maintain the data in the format in which we desired it.
Received a brief overview of Keenan’s SafeColleges website. This system is also proprietary and if the District were to cease contracting with Keenan, we would lose access to the system. However, this system would allow us to obtain disks with our information that could then be downloaded for subsequent use. Plans are underway to schedule a formal demonstration of this system.

In Fiscal Year 2009-2010, the Risk Management office trained approximately 700 full-time faculty and staff in ICS 100, 200 & 700 NIMS/SEMS training course requirements.

**Information Technology Advisory Committee** reported on the following actions:

- ITAC meeting agendas and minutes are posted on inside.mtsac.edu
- ITAC encouraged IT to update the Mt. SAC Home page with increased access to the Portal and the Schedule of Classes.
- ITAC encouraged the offering of Course Studio and Group Studio training workshops through POD.
- ITAC recommended that IT begin the development of an integrated faculty directory in the Portal for students to be able to find information on faculty.
- ITAC recommended the exploration of the development of a tab in the Portal dedicated to Blackboard.

**CG6. The college will provide opportunities for increased diversity and equity for all across campus.**

The **Student Equity Committee** has numerous accomplishments including that they:

- Shared the Student Equity Plan across the campus. The co-chair presented the Student Equity Plan to the membership of Student Prep and Success in the Fall of 2009.
- Presented The Equity for All data and the Student Equity Plan to the Chair of the Math Department. We are working with him to develop a plan to present to the Math Department meeting that will be held on June 4, 2010 at 2:45pm. We have tabled meeting with the English Department for the Fall 2010.
- Presented at the Equity and Diversity Institute on Feb 19th. The presentation was titled, “Creating a Culture of Equity: Institutional Responsibility/ Institutional Accountability. We have included a hardcopy of the evaluation of our presentation.
- Worked closely with Madelyn Arballo and Bailey Smith to continue a dialogue to on Basic Skills Initiative projects and those that align with Student Equity. We have continued to announce the submission dates for new proposals. Madelyn Arballo will continue to serve as the primary contact to both committees.

**CG7. The college will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.**

**Assessment and Matriculation** reported that the IELTS has been added as an option for international students for admission to Mt. SAC. In addition, international students who are already in the country may opt to take the Mt. SAC AWE for admission purposes.
**CG8. The college will encourage and support participation in professional development to strengthen programs and services.**

The Developmental Education Study Team planned, sponsored, and carried out a Developmental Education Conference for Mt. SAC and other off campus faculty members.

The Scholarship Committee had a goal to increase the number of students applying for awards. The number of applicants applying for the Mt. SAC Scholarship Program increased nearly 25% between spring 2009 and spring 2010. The Scholarship Committee also had the following to report:

- Via the student portal, application materials and information were available via the Financial Aid Tab to all students.
- Scholarship information sessions/presentations were made to multiple student groups, including the following: the ASPIRE Program, EOP&S, International Students Orientation attendees, Pathways students (current and former foster youth), Parent Academy participants, Nursing Program Orientation attendees, Inter Club Council Representatives, Associated Students, and Phi Theta Kappa members.
- Scholarship workshops were held for multiple campus-based clubs, including the membership of: the Accounting and Finance Club, First Division of Student Veterans, Psychology Club, LAMBDA Club, and Architecture Club.
- Targeted emails were sent to nearly 5,000 scholarship list-serve recipients, over 700 EOPS students, and approximately 450 student Veterans.

**CG9. The college will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community.**

The Policies & Procedures sub-committee of the Health and Safety Committee is tasked with reviewing and making recommendations for modifications to those Board Policies & Procedures that relate to Health & Safety matters. This year, this committee is reviewing the following policies & procedures for accuracy and to ensure that the college is in compliance with any state and/or federal rules and regulations:

- BP 3550 Drug Free Environment – in progress
- AP 3550 Drug Free Environment – in progress
- AP 3510 Workplace Violence Plan – in progress
- BP 4300 Field Trips and Excursions – move to 2010/2011 goals
- AP 4300 Field Trips and Excursions – move to 2010/2011 goals
- AP 4350 Student Travel Guidelines – move to 2010/2011 goals

**CG10. The college will ensure that basic skills development is a major focus in its planning efforts.**

Basic Skills Coordinating Committee indicated that all funded projects have one of the following completed or in-progress methods of assessment to evaluate effectiveness:

- Student Learning Outcomes
- Administrative Unit Objectives
- Strategic Actions
• Job Descriptions

The Basic Skills Coordinating Committee also indicated that these assessments will be completed by August of 2010. The outcome and assessment data will be examined by the project participants, the project managers, and the committee. Recommendations to strengthen assessment or revise projects will be made by September of 2010. The Basic Skills Coordinating Committee will review all recommendations and develop the 2010-11 Basic Skills Action plan to be completed by October 2010 and submitted to the Chancellor’s Office.

CG11. The college will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.

Assessment and Matriculation: All departments are currently working together to assure that students are placed in courses based on the use of multiple measures. A completed plan will be available at the end of spring 2010 and the use of multiple measures will be fully integrated into the assessment process for all areas by fall 2010.

Basic Skills Coordinating Committee
• Learning Communities faculty presented highlights and successes of their projects at the Strengthening Student Success conference in October 2009.
• The Basic Skills Faculty Coordinator has made visits or had contacts with the AmLa, LERN, Math, English, and ABE faculty in order to answer questions about Basic Skills and promote project development.
• RIE compiled research from all the BSI projects for an end-of-the-year report. This report was distributed campus wide.
• All of the conferences and workshops funded by Basic Skills through FPDC and the TLC were posted on the POD website.
• Conference participants were required to complete a survey after attending a Basic Skills funded conference. The participants were required to summarize how they shared the information learned at the conference with their peers.

Curriculum and Instruction (C&I)
• Conducted meetings to encourage input, debate, and analysis for all agenda items
• Developed duplication and overlap philosophy and updated mediation steps after analysis of existing documents, review of Title 5, and consultation during institutes and workshops
• Reviewed and discussed administrative procedures to ensure that documents were developed with input from appropriate faculty and management
• Attended webinars for upcoming changes in prerequisite validation, electronic submission of courses and programs to the Chancellor's Office, and CB 21 and TOP code assignment
• Met with faculty to resolve issues concerning TBA, units to hours ratio, articulation, and curriculum philosophy and development and reported outcomes of meetings to C&I for further discussion and recommendations

Distance Learning Committee
• Calibrating the GPS – A Distance Learning Dialogue conference
• Created Portal announcements to Distance Learning faculty and students
• Updated the College’s Distance Learning Program web pages
• Implementing a virtual Blackboard focus group for Bb users

**Educational Design Committee**
• Included faculty, deans, and department chairs in e-mail responses to all submitted courses
• Implemented an Access database to streamline reporting functions and improve readability of minutes and agendas
• Contacted faculty members when all Educational Design requests are satisfied and courses are ready for the final step in the curriculum process
• Instituted pre-screening process to alert faculty and deans about courses that need further review
• Interim Dean, Instructional Services provided regular curriculum reports to Instruction Team
• Gave instructional workshop on course outline of record review and evaluation to Instruction Team

**President’s Advisory Council**
• Reviewed IEC website and information available – PIE/SLOs
• Held Integrated Planning Summit on October 12, 2009.
• Approved distributing the Annual Review of College Committees memo.
• Recommended that the President approve the 2009-10 College Goals as proposed by IEC.
• Received regular updates on Budget Committee and Institutional Effectiveness Committee.
• Received Emergency Preparedness Update from Karen Saldana and Dante Jackson.
• Reviewed CLASS Project and were introduced to the Smart Tool.
• Received OSS Employee Survey.
• In the spring began receiving regular updates from ITAC.
• Received regular updates from Institutional Effectiveness Committee.
• Received proposed 2009-10 College Goals from IEC.
• Received recommendation for Strategic Objectives from IEC.
• Conducted annual review of College committees.
• Changed designation of Campus Equity & Diversity Committee and Information Technology Advisory Council from operational committees to governance committees, reporting to PAC.
• Asked Interim Vice President Miyamoto to get the Campus Equity and Diversity Committee up and running.
• Academic Senate recommended that a complete evaluation of the College committee structure be conducted this spring.
• ITAC forwarded proposed revisions to purpose/function/membership. PAC recommended that this committee become a governance committee with oversight over the Technology Master Plan.
• Received regular reports on EAS.
• Began receiving regular updates from ITAC.
• Received regular updates from Mike Gregoryk on both the College budget and information from the Budget Committee.
The **Outcomes Committee** reported on their communications that allowed for dialogue within and across departments:

- August Spotlight
- September Spotlight
- November-December Spotlight
- March Spotlight
- May Spotlight
- SLO Progress Reports

More information about the committee’s work can be found at the following link: http://www.mtsac.edu/instruction/outcomes/newsletter/

The SLO and GEO Coordinators along with some **Outcomes Committee** members had a goal to attend the department meetings as needed. The final results of their meetings indicated:

- GEO Coordinator attended Humanities and Social Sciences Division Meeting and Natural Sciences Division Meeting. Joe T. met in person with the Business Division Dean, Business Division Associate Dean, Arts Division Dean and Arts Division Coordinator, and with the Associate Dean of the Technology and Health Division. He has been in contact e-mail contact with the Physical Education Dean. Personal contact has been made with 83% of Divisions with courses in the Mt. SAC general education curriculum.
- SLO Coordinator attended Business Division meetings and Arts Division meetings and has been in e-mail contact with the Associate Dean of the Natural Sciences and the Associate Dean of the Technology and Health Division.
- The SLO Coordinator met with Agriculture, Physics, Chemistry, Psychology, Mathematics, Office Technology, and Dance.

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**CG12. The college will engage students in activities and programs designed to increase their term-to-term enrollment (i.e. persistence).**

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**CG13. The college will improve integration of campus-wide planning activities.**

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**Information Technology Advisory Committee** reported the following:

- ITAC was converted to a shared governance committee reporting to PAC so technology information can be shared across the campus.
- ITAC revised their Purpose & Function statement to reflect its liaison position between the campus community and IT.
- ITAC is in the process of revising AP 3720 to provide more current language for the college on the appropriate and secure use of technologies.
- ITAC advised IT to explore changing third-party, 24/7 Blackboard Help Desk providers but ultimately the college stayed with the current provider. The Asst. Director of Academic Technology & Infrastructure now monitors their service weekly.
• ITAC encouraged the consistent format for technical help requests by faculty and staff via the Help Desk rather than with their local technical support personnel. This ensures all issues are tracked and resolved in a timely manner.

President’s Advisory Council
• Received update on development of accreditation self study.
• Received self study update and formed sub-committee to work with Accreditation co-chair Allende on Rubric for Evaluating Institutional Effectiveness – Part II: Planning.
• Received accreditation updates and provided leadership as needed.
• Recommended that the President accept the self study and forward it to the Board for approval.
APPENDIX A. LISTING OF COMMITTEES

The “**” indicates that a goals and accomplishments report was reviewed for this paper.

GOVERNANCE COMMITTEES
Governance committees participate in the short and long term global planning of the college. Functions of these bodies include recommending rules, procedures, direction, and processes.

- BUDGET COMMITTEE
- CAMPUS EQUITY AND DIVERSITY COMMITTEE
- **INFORMATION TECHNOLOGY ADVISORY COMMITTEE
- **INSTITUTIONAL EFFECTIVENESS COMMITTEE
- PROFESSIONAL DEVELOPMENT COUNCIL
- **PRESIDENT’S ADVISORY COUNCIL

ACADEMIC SENATE COMMITTEES
Academic Senate committees make recommendations regarding academic and professional matters.

- ACADEMIC MUTUAL AGREEMENT COUNCIL
- **ASSESSMENT AND MATRICULATION COMMITTEE
- **BASIC SKILLS COORDINATING COMMITTEE
- **CURRICULUM AND INSTRUCTION COUNCIL
- **DISTANCE LEARNING COMMITTEE
- **EDUCATIONAL DESIGN COMMITTEE
- EQUIVALENCY COMMITTEE
- **OUTCOMES COMMITTEE
- **STUDENT EQUITY COMMITTEE
- **STUDENT PREPARATION AND SUCCESS COUNCIL

GENERAL EDUCATION OUTCOMES COMMITTEE (defunct)
STUDENT LEARNING OUTCOMES COMMITTEE (defunct)

OPERATIONAL COMMITTEES
Operational committees participate in the short and long term planning of individual departments or cross department groups. These bodies make recommendations affecting local projects and operations.

- BOARD OF APPEALS COMMITTEE
- BANNER STEERING COMMITTEE (defunct)
- CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE
- FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
- **HEALTH AND SAFETY COMMITTEE
- INSURANCE COMMITTEE
- PROFESSIONAL RELATIONS COMMITTEE
- **SCHOLARSHIP COMMITTEE
- SENATE EVENTS PLANNING COMMITTEE