CHANGES AND PLANS ARISING OUT OF SELF EVALUATION PROCESS
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Introduction

Mt. San Antonio College (Mt. SAC) began its work on a gap analysis in March 2014. This gap analysis allowed the College to identify areas for growth during the Self Evaluation process. The process began with the Accreditation Steering Committee (ASC) reviewing the Accreditation Standards and then moved to college-wide committees discussing Standards related to their purpose and function statements. In October 2014, 19 campus-wide committees submitted gap analysis documents in which they identified gaps between new Accrediting Commission for Community and Junior Colleges (ACCJC) Standards and Mt. SAC’s evidence for meeting those Standards.

What the College Identified in 2014

A review of the documents submitted resulted in emerging themes identified in the following synthesis and plan:

Theme 1: College Mission

I.A.1., I.A.2., and I.A.3.: As the College mission statement is vague and cannot be measured (I.A.1.), the College cannot provide evidence that it uses the mission in evaluation (I.A.2. and I.A.3.).

Next Steps: The President’s Advisory Council (PAC) will review the College’s mission statement relative to the new ACCJC Standards. Feedback will be given to the ASC by April 30, 2015.

Responsible Party: PAC

Theme 2: Outcomes

I.C.3. and II.A.12.: The College lacks a usable venue for communicating matters of academic quality evidenced by the assessment and evaluation of learning outcomes (I.C.3.). Additionally, the General Education Outcomes process needs to be transitioned to an Institutional Level Outcomes (ILO) process, and this is currently in progress.

Next Steps: The Outcomes Committee (OC) will review this recommendation and provide direction as to how its Outcomes webpage could be re-worked to improve upon communicating matters of academic quality as well as the ILO components. Feedback will be given to ASC by April 30, 2015.

Responsible Party: OC

Theme 3: Library

II.B.1.: The library needs to be part of the curriculum review process in order for the College to fully meet this Standard. Currently, with the exception of its part in the Associate Degree for Transfer process, it is not.

Next Steps: The Dean of Library and Learning Resources will discuss this matter with the chairs of Curriculum and Instruction and the Associate Vice President of Instruction and recommend a plan of action. Feedback will be given to the ACS by April 30, 2015.
Responsible Party: Dean of Library and Learning Resources and Associate Vice President of Instruction

Theme 4: Evaluation

III.A.5.: While some constituency groups at the College have regular evaluation procedures, not all do.

Next Steps: Human Resources will provide a one-page outline of how evaluations are being done for all College employees. Feedback will be given to the ASC by April 30, 2015.

Responsible Party: Vice President of Human Resources

What the College Did to Address the Gaps in 2014 and Onward

Beginning work on the gap analysis commenced immediately after the synthesis was presented. Working groups that were charged to focus on systematic improvement in these areas to ensure a full meeting of the Standard were put into place. Individuals to be part of these working groups were identified and contacted upon recommendation of the ASC. A follow-up to this first gap analysis synthesis, completed in September 2015, revealed that all five of the identified themes in the gap analysis were either filled or close to being filled. By June 2016, all identified gaps were filled.

The changes arising from the Self Evaluation process, as a result of the initial gap analysis and follow up resulted in Mt. SAC meeting all of the Accreditation Standards.

Theme 5: Online Instruction

III.C.4.: While faculty are required to be trained in order to teach in the online or hybrid format, there is no required or organized training for students who take classes in the online or hybrid format.

Next Steps: The Distance Learning Committee (DLC) will review the Standard and provide input as to the totality of training offered and required for its online and hybrid programs. Feedback will be given to the ASC by April 30, 2015.

Responsible Party: DLC
### Table Changes and Plans-1. Timeline, Process, and Outcomes

<table>
<thead>
<tr>
<th>Theme and Standards</th>
<th>Change/Improvement</th>
<th>Completion Date</th>
<th>Outcome(s)</th>
<th>Future Action(s)</th>
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| **College Mission: I.A.1, I.A.2, and I.A.3** | • PAC reviewed the mission  
• Mission was revised  
• Uses the mission in evaluation | February 2016  | • Mission accurately reflects the intention of the College                 | • Continue with annual mission review by PAC                                      |
| **Outcomes: I.C.3 and II.A.12**      | • OC created a process for transitioning to ILOs  
• OC created a process for tracking completion of Program Learning Outcomes (PLOs) | September 2016  | • ILOs and PLOs are assessed as part of the outcomes process  
• The results of ILOs and PLOs are used for improvement  
• PLOs are listed for each program in the College Catalog | • Continue with regular review by the OC                                      |
| **Library: II.B.1**                  | • The Curriculum Liaison provided evidence of a library as a sign-off as part of the curriculum review process | n/a             | • This perceived gap was determined not to exist when evidence was presented | • Continue with regular review of the process                                      |
| **Evaluation: II.A.5**               | • Human Resources identified each group’s evaluation procedures and shared them with the ASC | n/a             | • This perceived gap was determined not to exist when evidence was presented | • Continue with regular review of the process                                      |
| **Online Instruction: III.C.4**      | • The DLC identified training opportunities for students and shared them with the ASC | n/a             | • This perceived gap was determined not to exist when evidence was presented | • Continue with regular review of the process                                      |

The action plans resulting from the Self Evaluation process are addressed in the Quality Focus Essay.
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