



MT. SAN ANTONIO COLLEGE

DATE: October 4, 2022

TO: College Committees and Selected College Programs

FROM: Bill Scroggins, Ph.D., President/CEO

SUBJECT: **PLANNING FOR 2022-23**

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 goals. 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 goals, 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.

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

Each council/committee is required to provide the 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 goals and College mission, vision, and core values (<https://www.mtsac.edu/about/mission-and-goals.html>) to drive planning. The attached Strategic Plan Goals 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 Brigitte Hebert (bhebert3@mtsac.edu) and the manager responsible for the respective council/committee using the attached templates. Please see the due dates below.

	Due Date
Purpose and Function Statement Review	November 14, 2022
Committee Goals and Progress Report – Columns 1 and 2	November 14, 2022
Website Audit	November 14, 2022
Committee Goals and Progress Report – Column 3	June 9, 2023

Strategic Plan Goals

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 2022-23

Committee name: _____

Name of person completing the report: _____

Instructions: Due by **November 14, 2022:** Columns 1 and 2

Due by June 9, 2023: Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

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:		
GOAL #3:		

GOAL #4:		
GOAL #5:		
GOAL #6:		