

Accreditation Steering Committee - Approved Purpose and Function Statement and Committee Goals

Hebert, Brigitte <bhebert3@mtsac.edu>

Fri 2/25/2022 4:21 PM

To: Fowler, Kelly <kelly.fowler@mtsac.edu>; Mezaki, Barbara <bmezaki@mtsac.edu>

Cc: Jackson, Lisa <ljackson35@mtsac.edu>; Martinez, Laura <lmartinez@mtsac.edu>

■ 4 attachments (225 KB)

1. Accreditation Steering Committee - Purpose and Function Statement - APPROVED.docx; 1. Accreditation Steering Committee - Purpose and Function Statement - CLEAN.docx; 1. Accreditation Steering Committee - Committee Goals and Progress Report - APPROVED.docx; 1. Accreditation Steering Committee - Committee Goals and Progress Report - CLEAN.docx;

Hello,

I have attached the following:

- P & F Statement – Approved (this version shows changes PAC may have made in bold/red)
- P & F Statement – Clean (this is the version to be posted to your website. I will also be posting a PDF version on the Governance webpage)
- Committee Goals – Approved (this version shows changes PAC may have made in bold/red)
- Committee Goals – Clean (only use this version when you submit your Completed Outcomes/Accomplishments due June 3, 2022)

Please feel free to contact me if you have any questions or concerns.

Thank you.



Brigitte Hebert

Executive Assistant, President's Office

Mt. San Antonio College

1100 North Grand Avenue

Walnut, CA 91789

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ACCREDITATION STEERING COMMITTEE

(Governance Committee – Reports to President's Advisory Council)

Purpose

The Accreditation Steering Committee guides progress and the processes related to ongoing Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation. Members are to become experts on accreditation policies and standards and serve as resources to the College.

Function

1. Be an active resource to the College regarding accreditation issues.
2. Guide the accreditation progress and process for the College.
3. Develop timelines and recommend policies and procedures for accreditation.
4. Provide guidelines for effective participation in and timely completion of accreditation tasks.
5. Coordinate training for faculty, staff, management, and students with regard to accreditation standards, policies, and procedures.
6. Review and provide input on reports for the ACCJC.
7. Recommend to the Accreditation Liaison Officer support needs for production and completion of accreditation reports for the ACCJC.
8. Coordinate with the School of Continuing Education on the Accrediting Commission for Schools WASC accreditation.

Membership (19 20)

	Position Represented	Name	Term
1.	Accreditation Liaison Officer – Acting Vice President, Instruction (Co-Chair)	Kelly Fowler	ongoing
2.	Faculty Accreditation Coordinator (Co-Chair) appointed by Academic Senate	Barbara Mezaki	ongoing
3.	Faculty Accreditation Co-Coordinator (appointed by Academic Senate)	Allie Frickert	ongoing
4.	Associate Vice President, Instruction	Meghan Chen	ongoing
5.	Director, Research and Institutional Effectiveness	Patty Quinones	ongoing
6.	Director, Professional & Organizational Development	Lianne Greenlee	ongoing
7.	Associate Vice President, School of Continuing Education or Designee	Liza Becker	ongoing
8.	Management from Student Services	Audrey Yamagata-Noji	2019-22
9.	Management from Administrative Services	Michael Carr	2018-21
10.	Management from Human Resources	Alexis Carter	2019-21
11.	Academic Senate President or Designee	Chisa Uyeki	2021-24
12.	Faculty Association President or Designee	Elizabeta Meyer	2019-22
13.	Classified Senate President or Designee	Diana Dzib	2021-24
14.	CSEA 262 President or Designee	Robert Stubbe	2019-22

15.	CSEA 651 President or Designee	Kimbery Butler	2018-21 <u>2021-24</u>
16.	1 to 2 Students (appointed by the Associated Students)	term prior <u>Amber Nuno</u>	<u>2021-22</u>
<u>17.</u>	<u>1 to 2 Students (appointed by the Associated Students)</u>	<u>Matthew Sosa</u>	<u>2021-22</u>
18.	Outcomes Coordinator	Kim-Leiloni Nguyen	2019-20 <u>ongoing</u>
19.	Noncredit Member (Appointed by the Academic Senate)	L.E. Foisia	2020-23
20.	Faculty Member (Appointed by the Academic Senate)	Michelle Shear	2020-24

Membership Meeting Times:

COMMITTEE TYPE	CO-CHAIRS	MEETING SCHEDULE	LOCATION	TIME
Governance	Irene Malmgren <u>Kelly Fowler</u> <u>and Barbara Mezaki</u>	1 st Friday of the month during the Fall and Spring Semesters	Zoom	10:30 a.m.- 12:00 p.m.

Person Responsible to Maintain Committee Website:

Lisa Jackson
Ljackson35@mtsac.edu x4655

College Website Link and Last Time Website Was Updated: 05/07/21
<http://www.mtsac.edu/governance/committees/accreditation/index.html>

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Committee Goals and Progress Report

2021-22

Committee name: Accreditation Steering Committee

Name of person completing the report: Laura Martinez

Instructions: Due by **November 5, 2021**: Columns 1 and 2

Due by June 3, 2022: 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.	5, 6	
GOAL #2:	Review ACCJC standards in order to align with existing committee work. Collaborate with committees to support development of the ISER.	5, 6	
GOAL #3:	Review and report committee progress and accreditation processes to President's	5, 6	

	Advisory Council (PAC).		
GOAL #4:	Review and report on Quality Focus Essay (QFE) projects and make recommendations to PAC for continued progress.	5, 6	
GOAL #5:	Actively develop the expertise of ASC members to ensure understanding of the accreditation cycle, the standards, and the reporting requirements.	5, 6	
GOAL #6:	Support the understanding of the relationship between accreditation and the ongoing operation and processes of the entire campus community.	1, 2, 3, 4, 5, 6	
GOAL #7:	Ensure that the ISER captures, communicates, and celebrates the exceptional work of the Mt. SAC community.	1, 2, 3, 4, 5, 6	
GOAL #8:	Establish editing protocols and workflow for the smooth operation of ASC and support staff.	6	



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