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| **Mt. San Antonio College ▪ Accreditation Steering Committee ▪ Minutes** | **June 5, 2015**  |

**Attending:**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| X | Irene Malmgren, Co-Chair | X | Kristina Allende, Co-Chair |  | Outcomes (Vacant) | X | Vic Belinski |  | Sandra Bollier |  | James Czaja |
| X | Lance Heard |  | Justin Ott | X | Barbara McNeice-Stallard |  | Deejay Santiago | X | Daniel Smith |  | Emily Woolery |
|  | Audrey Yamagata-Noji |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| X | Lianne Greenlee (guest) | X | Grace Hanson, Alternate |  | Cynthia Hoover, Alternate |  |  |  |  | X | Maria Valdez, Recorder |
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|  | **Topic** | **Updates/Discussion** | **Outcome/Action** |
|  | Welcome and Introduction: |  |  |
|  | Minutes of May 1, 2015: | Minutes not taken during May meeting. |  |
|  | ASC Self-Evaluation: How did we do this semester? Changes for fall? | * Irene and Kristina will be meeting with Chairs to discuss their experience and plan for next year.
* Discussion was held about the work that was done this year by the Committee. Overall, there were many positive experiences with the group.
* The Accreditation Writing Team training was successful and the Committee would like to do it again next year.
* Outcomes campaign is something to think about for the fall.
* Timeline deadlines have been met. Outline due dates will be reviewed and revised.
* Board presentation is already scheduled

  | * Irene and Kristina will meet with Chairs.
* Repeat Accreditation Writing Team training event in the fall.
* Schedule training/orientation for students joining the writing teams.
* Handout Timeline during Flex day.
* Send a few faculty members who are on writing teams to ASCCC.
* Timeline due dates for outline will be changed to Nov 2.
* Add Standards Team training in the fall.
* Review the outlines in the Spring
* Find out from Marketing how much time they will need to complete final version of the Self-Evaluation.
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|  | ASC Goals and Accomplishments (Handout - Maria): | * Goals and accomplishments completed and approved.
 | * Approved copy will be forwarded to the President’s office.
* Goals will be reviewed October 1.
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|  | Upcoming Writing Team Chair meeting (June 10, 2015, from 12-1:30 @ 4-2440)(Handout - Outline Review Notes May 1, 2015; Outlines from IIA Team) (Attached) | * Web page is being created to upload

 Smart Sheet.  | * Smart Sheet training for each team.
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|  | Upcoming Training: Who is going to lead each?* Fall Flex Presentation (Faculty, Classified, Managers)
* CSEA 262
* CSEA 651
* Managers
* Academic Senate
 | * Accreditation Writing Team training event in the fall.

 Information will be presented during Flex day.   | * Irene will create an Agenda over the summer.
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|  | Updates:* ACCJC Workshop, April 2015 (Irene, Barbara)
* Newsletter & Hot Pink Sheets – went out
 | * ACCJC will be discussed in the fall.
* Hot Pink Sheet went out.
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|  | Proposed fall meeting dates and times:**Future meetings:** 2015-16 meeting dates and timesFirst Friday of month in fall and spring from 1:30-3pm in 4-2440**Dates:** Sept 4, Oct 2, Nov 6, Dec 4, March 4, April 1, May 6, June 3 | * Suggested times for fall meetings:

10:30am-12:00pm or 12:00pm-1:30pm | * Starting in September, meetings will be held from 10:30am-12:00pm
 |
|  | Pink Sheets  | See #7 above |  |
| **Issue Bin/Future Agenda:** * ASC Purpose and Function Evaluation from President due in Oct.
 | **Future meetings:** 2015-16 meeting dates and timesFirst Friday of month in fall and spring from 1:30-3pm in 4-2440**Dates to note:** Sept 4, Oct 2, Nov 6, Dec 4, March 4, April 1, May 6, June 3 |