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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 | |  |  |  |  | |  |  |  |  | |  |  |
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| 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. | | |
|  | | 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. | | |
|  | | 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. | | |
|  | | 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. | | |
|  | | 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. | | | | |  | | |
|  | | Proposed fall meeting dates and times:  **Future meetings:**  2015-16 meeting dates and times  First 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 times  First 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 | | | | | | | |