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| **Mt. San Antonio College ▪ Accreditation Steering Committee ▪ Minutes** | **March 4, 2015** |

**Attending:**

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|  | Irene Malmgren, Co-Chair | X | Kristina Allende, Co-Chair |  | Madelyn Arballo |  | Vic Belinski |  | Sandra Bollier |  | James Czaja |
|  | Diana Dzib | X | Eric Kaljumagi | X | Barbara McNeice-Stallard | x | Jonnatthan Ortez |  | Justin Ott | X  | Daniel Smith |
|  | Emily Woolery | X | Audrey Yamagata-Noji |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| X | Lianne Greenlee (guest) | X | Grace Hanson, Alternate |  | Cynthia Hoover, Alternate |  |  |  |  | X | Maria Valdez, Recorder |
|  |  |  |  |  |  |  |  |  |  |
|  | **Topic** | **Time** | **Updates/Discussion** | **Outcome/Action** |
|  | Welcome (Kristina): |  | A self-evaluation training workshop for Mt. SAC will be held Friday, April 1 at Bakersfield College. Irene has agreed to support funding for up to 10 committee members to attend training. It would require an overnight stay at the hotel on Thursday March 31, and returning trip on Friday, April 1. The deadline to register is March 15.  | If you would like to attend, please notify Laura before March 14.  |
|  | Follow-up from last meeting:* Minutes of December 4:
* New ACCJC Training Manual:
 | 5 Mins | Minutes approved with minor corrections. |  |
|  | Eligibility Requirements (Kristina):Handouts * Eligibility Requirements for Accreditation. (yellow)
* Accreditation Standards (green)
 | 45 Mins | **Group Exercise on Eligibility requirements** * If a college doesn’t meet **one** of the eligibility requirements, then the college isn’t “eligible” to get accredited.
* There has been a sight change the way the eligibility requirements are being addressed in the self-evaluation process.
* **1- 5**

Kristina will be doing a write-up on how we meet the first five. * **6-21**

We no longer have to address them separately. We just need to insure that it’s addressed in the analysis on how we meet the standard. When we’re writing the standard that we meet eligibility requirements. 1-516-25 6-2120-25**Eligibility requirements the team worked on (6-25):**8 C:\Users\mvaldez9\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5KI1KLLN\Check_mark_9x9.svg[1].png Evidence exists9 C:\Users\mvaldez9\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5KI1KLLN\Check_mark_9x9.svg[1].png Evidence exists 12 C:\Users\mvaldez9\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5KI1KLLN\Check_mark_9x9.svg[1].png - GE is strong; however there is a lack of documentation. No evidence of review. Not easy to prove. 13 - - Lack of evidence 14 C:\Users\mvaldez9\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5KI1KLLN\Check_mark_9x9.svg[1].png - Some evidence exists – poor documentation 15 C:\Users\mvaldez9\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5KI1KLLN\Check_mark_9x9.svg[1].png Evidence exists, however mission statement has changed, so it needs to be double checked.16 C:\Users\mvaldez9\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5KI1KLLN\Check_mark_9x9.svg[1].png Evidence exists19 C:\Users\mvaldez9\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5KI1KLLN\Check_mark_9x9.svg[1].png Evidence exists20 C:\Users\mvaldez9\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5KI1KLLN\Check_mark_9x9.svg[1].png - Some evidence exists. The catalog may not contain complete student financial aid information. *Locations or Publications where other policies may be found (*Standard 1.C.2) may also be missing from the catalog. |  |
|  | Timeline (Kristina):Handout | 5 Mins | The committee is on currently up to date and on track with the Timeline. * There will focus forums held during the spring 2016 semester
* Drafts will be sent to the committees
* Publicize the drafts to the campus community and will be uploaded on the Mt. SAC website.
* Irene and Kristina will be going to the Board study session in March to give an update.
* The goal in April is to focus on evidence.
* Barbara is working with IT and Research on a proof of concept to work with the evidence in Smartsheet, and to build hot links on the web and in the final PDF.
* April will be a good time to work on the Hot Pink sheet and the Accreditation Newsletter. There will be an opportunity for everyone to weigh in on content.
* The plan In May when the drafts are completed to send them back to the same teams who did the initial gap analysis. There were discussions about having open forums in May as well.
* The goal in June is to send a completed drat Dr. Scroggins and PAC. Pac meets on May 8. Irene will submit a Board agenda item.
 | * Barbara will be sending out an email on Monday in regards to the evidence that is needed.
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|  | Institution-set Standards-Update (Barbara):Handout  | 5 Mins | Annual report is due in March, which in part is a listing of current information. Institution Set Standards are also due, which are goals to achieve every year. The annual goals need to be decided on. Review of Handout:* Institutional set standard for success for persistence
* Non-Credit persistence is measured fall to spring.
* Fall-spring persistence for 2014-2015 is 56.4%.
* Re-enrolled is 10,501
* Chancellor approved certificates is something we need to think about.
* What are we offering
* What are they called
* what are the impactions of offering them
* What are the next steps
* The updated Institutional Set Standard will be included in the annual report.
* Barbara asked for approval to send out annual report out to everyone to get some feedback.
 | * Barbara will send out annual report to everyone for feedback.
 |
|  | Students’ Outcomes Campaign (Jonnathan & Emily): | 5 Mins | * They are currently working on the script and have the first draft ready. The need to add more evidence. It will be launched in the fall.
 |  |
|  | Newsletter/Hot Pink Sheet ideas (Lianne): | 5 Mins | Suggestions for the next Newsletter/Hot Pink sheet:* What should be done to prepare
* Identify closed gaps what we’ve done
* Trends

- How things were done- Recommendations we got-What we can expect in June-What’s trending * Updated timeline
 |  |
|  | Next Steps: | 5 Mins | * Review of new mission statement
 | * Mapping of new mission statement. Kristina will send out an email.
 |
| **Issue Bin/Future Agenda:** * Characteristics of Evidence
* Communication Structures:
* Task Management (Lotus Notes)
* Evidence Management
* Review of Writing Team Outlines
* Gap Analysis Progress
 | **Future meetings:** April 1, May 6, and June 3. – 8th next Friday * **April 1 meeting canceled**

**Dates to note:**  |