

**ATTENDING:**

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| <input type="checkbox"/> IRENE MALMGREN, CO-CHAIR | <input checked="" type="checkbox"/> KRISTINA ALLENDE, CO-CHAIR | <input checked="" type="checkbox"/> ABE ALI (SOKHA SONG) | <input type="checkbox"/> MADELYN ARBALLO                     | <input checked="" type="checkbox"/> RON BEAN | <input type="checkbox"/> LIANNE GREENLEE                   |
| <input type="checkbox"/> AUDREY YAMAGATA-NOJI     | <input checked="" type="checkbox"/> LEE JONES                  | <input checked="" type="checkbox"/> DIANA DZIB           | <input checked="" type="checkbox"/> BARBARA MCNEICE-STALLARD | <input type="checkbox"/> MARTIN RAMEY        | <input checked="" type="checkbox"/> EMILY WOOLERY          |
| <input type="checkbox"/> JOHNNY JAUREGUI          |  |  |  |  | <input checked="" type="checkbox"/> LISA JACKSON, RECORDER |

	TOPIC	TIME	UPDATES/DISCUSSION	OUTCOME/ACTION
1.	Welcome:	2 Mins.	Welcomed every to the meeting.	
2.	Minutes of November 3:	2 Mins.	<p>There was a review of the minutes and the following corrections were made and will be reflected in the minutes:</p> <ul style="list-style-type: none"> <li>○ Topic number five, second paragraph, the word <i>look</i> should not be capitalized.</li> <li>○ Topic number five, third paragraph, change <i>year</i> to <i>years</i></li> <li>○ Topic number five, fourth paragraph, insert the word <i>to</i> between <i>go</i> and <i>PAC</i>.</li> <li>○ Topic number five, sixth paragraph, change <i>them</i> to <i>Committee Members</i>.</li> </ul> <p>With there being no other corrections, a motion was made by Co-Chair Allende, first by Ron Bean, second by Lee Jones, and one abstaining. Motion carried.</p>	
3.	Agenda Review:	1 Min.	There was a brief overview of the topics on the agenda.	
4.	ASC Purpose and Function Statement (handout)	5 Mins.	Discussion was held regarding the purpose and function of the Accreditation Steering Committee. It was noted that ACCJC.org is an excellent source of information regarding the basics of accreditation. A handout of the current Purpose and Function	

			<p>Statement of the Accreditation Steering Committee was reviewed. The proposed changes to membership are as follows:</p> <ul style="list-style-type: none"> <li>○ Johnny Jauregui was welcomed back to the Committee.</li> <li>○ Sokha Song will replace Abe Ali as the Human Resources representative.</li> <li>○ Lee Jones is the CSEA 262 Designee</li> <li>○ The Student Representative seat is currently vacant. Kristina to follow-up with Andy Sims regarding student representation on the Committee.</li> <li>○ Eric Kaljumagi replaced Thomas Edson</li> <li>○ Martin Ramey replaces Jeff Archibald</li> </ul> <p>Minor changes to the language were noted (see attached)</p> <ul style="list-style-type: none"> <li>○ An additional Function was added regarding cording with the School of Continuing Education on their accreditation process.</li> </ul>	
5.	<p>Changes at the ACCJC</p> <ul style="list-style-type: none"> <li>○ ACCJC Thought Paper on Peer Review of Distance Education</li> <li>○ Standard Changes III.A.6 and II.A.2</li> <li>○ The Charge of ASC Spring 2018</li> </ul>	15 Mins.	<p>Co-Chair Allende gave a general overview of the ACCJC and the recent changes in leadership. Co-Chair Allende stated that she attended the first meeting with the new leadership in place.</p> <ul style="list-style-type: none"> <li>○ One noticeable change was that previous team trainings consisted of approximately 150 regimented PowerPoint slides versus the new training consisting of about 40. The goal is to ensure that standards are met and deficiencies are addressed.</li> <li>○ The meeting also addressed ways in which we could be more communicative and collaborative.</li> </ul> <p>The “<i>ACCJC Thought Paper on Peer Review of Distance Education</i>” handout was discussed and reviewed. It’s still a draft at this point, but the rationale behind its development was through conversations both with institutions and chairs of peer review teams, the ACCJC has become aware of different ways in which institutions make distance education courses available for team</p>	

			<p>review and different levels of scrutiny practiced by peer review teams during comprehensive visits to colleges. The differences lead to inconsistencies in evaluation processes and in the results of those evaluations.</p> <ul style="list-style-type: none"> <li>○ Distance Education courses were reviewed and it is clear that everyone does it different. The focus is on how colleges meet standards and ensuring that those standards are uniform and more collaborative.</li> <li>○ Additional discussion was held regarding guidelines for peer review teams. Limiting the number of courses evaluators are looking at should give them more insight. The goal is to ensure consistency which is has been an issue in the past.</li> </ul> <p>There was also discussion regarding the proposal to change III.A.6 – Evaluation of Faculty. This was asserted with the last ACCJC administration and received a lot of pushback. Under the new leadership, the ACCJC has stated that they will be removing the entire standard. This is a huge win for students because faculty will be more open to using Student Learning Outcomes (SLOs).</p> <ul style="list-style-type: none"> <li>○ Mt. SAC has already met this standard. There was a change to the manager’s evaluations and they were asked if they objected to having this be a part of our evaluations indicating how we support Student Learning Outcomes(SLOs).</li> <li>○ III.A.6 was removed, II.A.2 was revised and this illustrates a very positive change that allows us to use SLO’s to the best advantage of our students.</li> </ul> <p>Emily was asked to share this information with her committee. Irene and Kristina are available to speak to the committee if needed.</p>	
6.	ACCJC Annual Report	10 Mins.	Every year we are asked to complete two annual reports. There was a review of the ACCJC 2018 Annual Fiscal Report handout	

		<p>(see attached). Barbara will send this report to the Committee for review once it is received from Rosa Royce.</p> <ul style="list-style-type: none"> <li>○ Rosa will attend our next meeting to discuss this report in more detail if she is available.</li> <li>○ The report is due April 2. The recommendation is to ask for an extension. ASC meets once a month and the next meeting is April 6. The extension allows the Accreditation Steering Committee time to review all of the reports from IEC, PAC, etc., and then bring back to ASC.</li> <li>○ ASC will be the last to see final report due to the meeting schedule. We can ask for an extension if needed. The consensus of the group was to ask to ask for an extension to the end of April.</li> <li>○ ASC will meet in April, May and June.</li> <li>○ Barbara stated that the Institutional Effectiveness Committee (IEC) will meet next week and review a draft of the report; however, we will have the final say before it goes to PAC and we will approve the report prior to it being reviewed by the other committees.</li> </ul> <p>Barbara shared the 2018 Annual Report Review that we are required to prepare and send to the ACCJC. Most of the information comes from Research and Institutional Effectiveness (RIE). Discussion was held regarding the information in the report, what it means, and its interpretation (see attached report).</p> <p>Barbara also distributed a memorandum from the Chancellor’s Office detailing suspending requirement and process for adopting Institutional Effectiveness Partnership Initiative (IEPI) Goals Framework and setting IEPI College/District goals. A simplified list of system-level metrics is being developed and applied across</p>	
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			all initiatives to accelerate educational reform efforts in the California Community College (CCC) system.	
7.	Lessons Learned from Mt. SAC Institutional Self-Evaluation Report & Visit 2017:		Barbara and Lianne worked on this. This item is tabled to the April meeting.	
8.	How to Keep Accreditation Infused Into Our Day-to-Day Operations (Committee Annual Report of Achievements, PIE)	10 Mins.	<p>Discussion was held regarding how to keep committees working collaboratively to ensure we show how we meet the required standards.</p> <p>This was taken to PAC and then brought back to ASC after finally getting PAC to buy in. Many ideas came from Dr. Scroggins, but ultimately it was decided that Barbara and Kristina would meet to draft the document that is to be used.</p> <ul style="list-style-type: none"> <li>○ Prior to doing anything, they went to PAC for their blessing to ensure that as a part of their regular process, committees report on whether or not they have discussed anything in their meeting related to accreditation standards.</li> <li>○ PAC was assured that this would be an easy process. Kristina's job will be to gather information and bring it here so that they will not have as much work to do.</li> <li>○ It is unclear as to whether or not some committees have a manageable number of standards assigned to them; however, Kristina will go through them and ensure they are represented and manageable.</li> <li>○ Barbara stated that the standards are repetitive. Work can be done with the co-chairs to determine what is being asked for which would allow them to pull it all together.</li> <li>○ If you serve on a committee, be advised that Barbara or Kristina are willing to attend and answer questions that</li> </ul>	

		<p>anyone may have. Irene has also said that she is available to do the same.</p> <ul style="list-style-type: none"> <li>○ The goal is that when we report, we will be gathering the information as we go and therefore, will be able to house it for future use and we can assure the commission that we are meeting their standards.</li> </ul> <p>Visiting committees will commence now.</p> <ul style="list-style-type: none"> <li>○ Ron to send Co-Chair Allende an invite to ITAC Meeting.</li> <li>○ Sohka Song to send invite for March 12 meeting Campus Diversity and Equity Committee Meeting (CDEC).</li> <li>○ Diana to send invite to Classified Professional Development Committee meeting (CPDC) held on the last Tuesday of the month.</li> </ul> <p>Everything done in PIE is connected to accreditation although it might not be obvious, but it's there; /especially the institution set standards.</p> <p>There being no further business, the meeting was adjourned at 11:55am</p>	
<b>Issue Bin/Future Agenda:</b>		<b>Future meetings: April 6, May 4, June 1</b>	