



MT. SAN ANTONIO COLLEGE ■ ACCREDITATION STEERING COMMITTEE ■ MINUTES

JUNE 7, 2024
10:30A-12:00P – ZOOM

MEMBERSHIP

<input checked="" type="checkbox"/> KELLY FOWLER, CO-CHAIR	<input checked="" type="checkbox"/> BARBARA MEZAKI, CO-CHAIR	<input checked="" type="checkbox"/> MINERVA AVILA	<input checked="" type="checkbox"/> VALERIE BILLER, CSEA 262	<input checked="" type="checkbox"/> MICHAEL CARR	<input type="checkbox"/> MEGHAN CHEN
<input checked="" type="checkbox"/> KELLY COREAS	<input type="checkbox"/> TIKA DAVE´-HARRIS	<input checked="" type="checkbox"/> DIANA DZIB	<input checked="" type="checkbox"/> PENNY PEIYING FENG	<input type="checkbox"/> L.E. FOISIA	<input type="checkbox"/> ALLIE FRICKERT
<input checked="" type="checkbox"/> LIANNE MALDONADO-GREENLEE	<input checked="" type="checkbox"/> BETA MEYER	<input type="checkbox"/> ROBERT MONTOYA, CSEA 651	<input checked="" type="checkbox"/> PATRICIA QUINONES	<input checked="" type="checkbox"/> L R RODRIGUEZ	<input checked="" type="checkbox"/> MICHELLE SHEAR
<input checked="" type="checkbox"/> KOJI UESUGI	<input type="checkbox"/> MARYAM QURESHI, STUDENT	<input checked="" type="checkbox"/> TANIA ANDERS			
<input checked="" type="checkbox"/> MICHELLE SAMPAT (GUEST)	<input checked="" type="checkbox"/> CATHY STUTE (GUEST)				<input checked="" type="checkbox"/> WENDI ALCAZAR, RECORDER

	TOPIC	UPDATES/DISCUSSION	OUTCOME/ACTION
1.	Welcome & Thank you for Your Support! (Kelly)	<ul style="list-style-type: none"> Thank you to the committee for your guidance and expertise. We really did a good job. Thank you, Barbara, and Allie. We are grateful for your leadership. 	
2.	Agenda Review	<ul style="list-style-type: none"> Reviewed. 	
3.	Review of May 3rd , Minutes	<ul style="list-style-type: none"> Reviewed. Minutes approved. 	Approved.
4.	Finalize ASC Goals (Allie)	<ul style="list-style-type: none"> Tabled until next meeting. 	
5.	Brainstorm June Communication Plan (Barbara)	<ul style="list-style-type: none"> The commission met yesterday and the day before. We are waiting on the report to come out. We believe it will be next week or the week after that. Strategies for communication of Report (Multiple threads) <ul style="list-style-type: none"> Before June 14th/After June 14th (No Summer Surprise) If we get the letter in time for this. We want to avoid doing a Summer Surprise. 	

		<ul style="list-style-type: none"> • Breakout rooms utilized for discussion about communication to the campus community. <ul style="list-style-type: none"> ▪ Considerations: <ul style="list-style-type: none"> ○ Forum or Town Hall during beginning of Finals Week. ○ Letter sent home to faculty. ○ Postcard to faculty teaching online with QR Code/support resources for RSI. ○ What can we do by the end of the semester, summer and even for FLEX Day? ○ Kelly could reach-out to chairs and the chairs can do a reminder to faculty. ○ Another reminder to faculty who are teaching in the summer as well. ○ Usually, an email from the chair is noticed by all faculty. ○ Once we receive the report, group text to employees/faculty, something out on Announce, the portal and canvas. The Unions could assist with getting the information out. ○ Communication from Kelly and/or the Deans and working with Marketing to draft the message to get the word out. ○ Perhaps open hours from the managers so that those who have a question could drop in and get information. ○ Use different modalities. ○ A message regardless of receiving the report or not. This will allow faculty to be informed before Graduation. ○ Senate Executives will have their last meeting next week. Over ten people put their name in for the mentor positions. ○ A positive message from Academic Senate, Faculty Association and the Vice President of Instruction. ○ If we need improvement with RSI, it's important to take some of this away from 	
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		<p>faculty. They shouldn't feel as though this is all their fault.</p> <ul style="list-style-type: none"> ○ Information needs to include something relating to them that there is also work being done in the Accreditation area. ○ Sending it out early is a good idea especially for faculty. They should get an update before leaving for the summer. ○ Phase two-over the summer: target specific people who are teaching in the summer and fall. ○ As needed, the coordinators will contact and work with the faculty teaching online. ○ It's not a difficult task, so once faculty start looking at what they need to do they will realize that it's much easier than expected. ○ We need the Announce all, including a positive perspective. Including how the campus/accreditation is working on this in addition to or in support of the faculty. ○ There should be phases with sending out the information and it should be different depending on the recipients. ○ We also need to celebrate the weaving our story and the accommodations that we will likely receive from the Visiting Team. ○ It will be more general if we have not received the letter yet. ○ We may need two messages. A & B one for if we have received the report and one if we haven't. ○ Two drafts will be needed, so that we are prepared for either: receiving or not receiving the report. ○ This way people will know that we have yet to receive the report, we will have notified faculty to keep an eye out for the update. ○ We should avoid an email going to the campus. The details of work needing to be done should go to the specific groups (e.g. 	
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Sharing Our Story

		<p>faculty or accreditation). Who else needs to be pulled in to work on this?</p> <ul style="list-style-type: none"> ○ Why did RSI fall through the cracks. What did we miss? We need to reflect at multiple levels. ○ This is not just on faculty. Other groups also have a hand in the accreditation process and should reflect on this and how we need to improve this area. <ul style="list-style-type: none"> ● Content to Communicate: <ul style="list-style-type: none"> ▪ Report with Recommendations ▪ Possible Outcomes if RSI, if not validated during the October 2025 Visit. ▪ Current Actions ▪ Next Steps (Follow-Up Report & Possible Visit) ● Anticipated Timeline (18 Month report and revisit) <ul style="list-style-type: none"> ▪ June 2024 Commission Decision ▪ Summer 2024/Fall 2024 - RSI Implementation Efforts ▪ Spring 2025 - 50 random courses pulled for RSI review. ▪ October 2025 - Report and Visit. ▪ Although they met yesterday, they have a process that the report needs to go through before it is sent to us. ▪ If we haven't received the report by next week, we still need to send out an email. ▪ The email should have general info at least even if we haven't received the report. ● RSI Planning in Progress. <ul style="list-style-type: none"> ▪ "Reporting Year" for ASC Coordinators ▪ Implementation of RSI Taskforce Plan (pending negotiations). ▪ AS to send out communication to request interest for RSI Coordinators and Mentors, "pending negotiations". ▪ DL Handbook Development/Alignment with new ACCJC Standards. ▪ Alignment of RSI Definitions with ACCJC, federal, and state definitions in all College 	
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		documents (ex. AP 4105, DL Handbook, FA contract 13.A.3).	
6.	RSI 2024-25 Plan (Allie)	<ul style="list-style-type: none"> • New theme? The digital story (your remote story) • FLEX Day 8/23 - RSI Focused Breakout Session • Chair Training 8/21 (9-11 virtual) • Communication & Division Meetings • Collaboration with FCLT • RSI Core Team <ul style="list-style-type: none"> ▪ Includes: RSI Coordinators, Core Team, FCLT Liaison, DL Coordinator ▪ Begins in Summer ▪ Mentor Training (Appreciative Inquiry approach, etc.) ▪ RSI Training & Communication Plan ▪ Evidence Plan • DE Handbook Collaboration v5 • ASCCC Resolution - rubric for colleges & consistency in process implementation for every college. • ACCJC Collaboration with Kelly & Gohar. 	
7.	Implementation of the QFE & Improvement Plans (Lianne)	<ul style="list-style-type: none"> • Topic 1: Outcomes (IEPI Update) • Topic 2: Program Review (IEC Update) • Governance Handbook Taskforce Update <ul style="list-style-type: none"> ▪ Recommendation to PAC to include assigned accreditation standards on PFMs in Fall 2024. • Outcomes assessment reframing to increase the outcomes meaning. • Strengthen the program review process. • We also have some self-identified self-improvements. • IEC has spent the whole semester looking at the new standards on Wednesday we made recommendations to PAC on what that would look like. • This is a collaborative document. SCE is unique and gave some good feedback. • The goal is to make programs focused on data and how we are serving students. Instead of focusing on the resource allocation. 	

		<ul style="list-style-type: none"> • Create goals and actions that will impact student success. • Sharing resources and using resources that are already on campus. • Provide data, review the data, Understanding and reflection on the data. • There is a lot of really good work happening around this. • Governance Taskforce: recommendation is that the Accreditation Steering Committee assign the standards to certain committees, and they would become part of their P&F. This would allow them to build that standards work into their regular work throughout the year. • There are many people who assisted with this work. Thank you to all of them for assistance with the Governance Taskforce. • Many other schools have gotten recommendations on outcomes, and we did not, those involved did a great job. • Perhaps a link to some of the report in the email would be useful. • We've been wanting to do this work for along time, I'm glad that the accreditation process allowed for this work to begin. • We are leveraging data informed decisions. • Outcomes is really core to a lot of the work we are doing. 	
8.	ACCJC Updates (Kelly)	<ul style="list-style-type: none"> • New ACCJC liaison – Nickawanna Shaw • Barbara's experience on a Visiting Team report out: <ul style="list-style-type: none"> ▪ We made some recommendations to ACCJC, then I was asked to go back for the follow up visit. ▪ We tried to align what we asked them to do under the old standards and then also looking forward to the new standards. They had to look at how they are meeting standards and 	

		<p>what they need to do to prepare for the next visit with the new standards.</p> <ul style="list-style-type: none"> ▪ The follow up visit was a learning experience. You get to see things from a different perspective. • Kelly will be a Vice Chair in the Fall. • Up until now ACCJC had co-chairs. The next round of visits they are using a chair for the visits and also having a co-chair. • Kelly is honored to be on a visiting team. • ACCJC Conference and Poster Session Presentation. • Kudos to the Core Team. It was a great experience to be at the conference and to be asked to present the poster. 	
9.	SCE Update (Minerva)	<ul style="list-style-type: none"> • SCE is quiet now. We've submitted our feedback to the Team. There were a couple of things that they had to clean up. • We are awaiting official word from the commission. Which won't happen until July. 	
10.	Questions and Announcements	<ul style="list-style-type: none"> • If there is anyway, that IT can help, let Michael know. • Today is Barbara's last time with us. She has been our leader for two years. As a colleague and in leadership, her commitment to learning and growing is remarkable. Thank you, Barbara, for all that you do and have done. • Allie will replace Barbara and the new assistant will be Hong Guo from the Library. She is beloved by students, and very active in professional development, etc. she has done so much around the College. • Barbara will assist with Hong Guo's training over the summer. • Penny: I've learned so much from being on this committee. Not just the information learned but improved communication skills as well. 	

		<ul style="list-style-type: none"> Penny received honors and the Associated Students Legacy Leader award. Michelle Shear will also be moving on from the committee. 	
11.	Thank you!	<ul style="list-style-type: none"> Thank you everyone for your hard work. 	
Parking Lot/Upcoming Topics: <ul style="list-style-type: none"> None 		Future meetings: September 6 th , October 4 th , November 1 st , December 6 th , March 7 th , April 4 th , May 2 nd , June 6 th .	Standing Information: Accreditation Website Acronym List