

Mt. San Antonio College

Accreditation Steering Committee

Agenda
May 7, 2021
10:30am-12:00pm
Zoom Meeting

X	Kelly Fowler (VPI/ALO, Co-Chair)	X	Lianne Greenlee (Director, POD)		Robert Stubbe (CSEA 262)	X	L.E. Foisia, (Faculty, Noncredit)
X	Barbara Mezaki (Co-Chair, Faculty Accreditation Coordinator)	X	Diondre Mc Bride (CSEA 651)	X	Chisa Uyeki (Senate President)		Kristina Allende (Guest)
	Michael Carr (Management, Admin Services)		AVP, Instruction (vacant)		Audrey Yamagata-Noji (Management, Student Services)		Meghan Chen (Guest)
X	Liza Becker (SCE)	X	Barbara McNeice Stallard (Director, RIE)		(Vacant) Student Rep	X	Daniel Berumen (Guest)
	(Management, HR)	X	Beta Meyer (FA appointee)		Vacant (Faculty Accreditation Assistant Coordinator)	X	Minerva Avila (Guest)
X	Diana Dzib (Classified senate)	X	Kim-Leiloni Nguyen (Outcomes Coordinator)	X	Michelle Shear (Faculty Credit)	X	<i>Laura Martinez, Recorder</i>

Topic	Time	Discussion	Action Item
1. Welcome Introduction of Kelly Fowler	10:30	<ul style="list-style-type: none"> Kelly welcomed the Committee and asked each member to introduce themselves. 	
2. Approval of the Agenda	10:35	<ul style="list-style-type: none"> Accepted. 	
3. Approval of the April 2 Minutes	10:40	<ul style="list-style-type: none"> Amend minutes to reflect Chisa was in attendance. 	<ul style="list-style-type: none"> Approved as amended.
4. ACCJC Symposium – Equity, Quality, and Innovation Through Action <ul style="list-style-type: none"> Barbara & Kristina 	10:45	<ul style="list-style-type: none"> Barbara shared the ACCJC Symposium website. Lianne, Liza, and Barbara attended the symposium. <ul style="list-style-type: none"> The information was exceptional and it is recommended that all listen in to the webinars. This equity work will be good for us to incorporate in our writing. Build out the resource’s page on the ASC webpage. Which will build on the repository and can help those new to accreditation a location to obtain information. 	<ul style="list-style-type: none"> Update webpage Resource page to include this webinar and future training sessions. Lisa will work on updating webpage and will work with IT.

<p>5. ISER 2024 Timeline (Kristina)</p>	<p>11:00</p>	<ul style="list-style-type: none"> • Barbara reviewed the Timeline. <ul style="list-style-type: none"> ○ Beginning to put check marks where work has been completed. ○ Major component of work concludes in Summer of '24, but the work continues year round and not just during a writing time. ○ Kelly asked whether the group discussed the changes as a result to the summative/formative nature of the report. <ul style="list-style-type: none"> ▪ The way we work will change. ▪ Evidence can be the most challenging piece and Kelly would like us to work with that first. ▪ Liza expressed that the process has changed based on each submission. Highly recommends process is clearly outlined to avoid having to change mid-cycle. <ul style="list-style-type: none"> • Kelly agreed this is critical and expectations need to be clear up front. ▪ Make sure Committees are aware of the identified naming convention and where the evidence is captured. ▪ Depth of evidence – the more detail the better – identify if it is not a positive picture, work on fixing the problem. Finding evidence from the last three years and demonstrating we are meeting the Standard. 	<ul style="list-style-type: none"> • Information Only
<p>6. Engagement/Launch Strategies</p> <ul style="list-style-type: none"> • Classified, Confidential, Faculty, Managers • FLEX • Marketing/SWAG 	<p>11:15</p>	<ul style="list-style-type: none"> • Tabled to next meeting. 	<ul style="list-style-type: none"> • Tabled to 6/4
<p>7. Approval of Completed Outcomes and Accomplishments of ASC Goals (Barbara)</p>	<p>11:45</p>	<ul style="list-style-type: none"> • Thorough discussion on the ASC Goals and the Committee approved the additional language to Goal #2 and #3, and 	<ul style="list-style-type: none"> • Laura will send updated information to Brigitte.

		collaborated to enhance outcome statement in Goal #5 and #7.	
8. Accrediting Commission for Schools (ACS/SCE) Accreditation Final Report (Madelyn/Liza)	11:50	<ul style="list-style-type: none"> • Madelyn provided an overview of the work involved in completing the SCE ACS/WASC report. Many thanks to Minerva and Liza. • Next visit will be Spring '24. 	<ul style="list-style-type: none"> • Information only
9. Announcements	11:55	<ul style="list-style-type: none"> • 	
10. Adjourn			
Parking Lot/Upcoming topics: <ul style="list-style-type: none"> ○ Keep timeline link. ○ Associated Students Training Schedule for Fall 			
Future Meetings: June 4			



Committee Goals and Progress Report 2020-21

Committee name: Accreditation Steering Committee

Name of person completing the report: Kelly Fowler, Vice President, Instruction (Co-Chair) and Barbara Mezaki, Faculty Accreditation Coordinator (Co-Chair)

Instructions: Due by **November 2, 2020**: Columns 1 and 2
 Due by **June 1, 2021**: Column 3
 Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1: Committee website up-to-date	6, 11, 12, 14, 15	Ongoing.
GOAL #2: Review campus committees' minutes to ensure they align with ACCJC standards and be able to identify what has been done well and gaps that need to be addressed.	3, 6, 12, 14	As part of the October 28, 2020, PAC update from ASC, the Memo provided to PAC indicates that Richard Mahon sent email messages to most standing committee chairs encouraging them to include links to ACCJC Standards in their Committee Purpose and Function statements. For example, the Budget Committee was asked to review Standard III.D and confirm areas where compliance can be improved and make recommendations in collaboration from appropriate constituent groups. As ASC did last year, we also encouraged committees to add a notation to their minutes if an agenda item aligns with the ACCJC Standards.

		<p>ASC was focused on its Midterm Report and did not review the work of the committees. This review will be done in fall 2021 and may include providing support for new chairs and refreshing this effort with all committees.</p> <p>Results of the review indicate we should re-evaluate the Standards versus Committees' work. Roadshow, anyone? It would be helpful for new chairs to receive support.</p> <p>{Researching to determine when/if Rocio brought to ASC results of her review and if it indicated that we need to re-evaluate our process.}</p>
<p>GOAL #3:</p> <p>Review and report committee progress and accreditation processes to President's Advisory Council (PAC)</p>	<p>1, 2, 3, 4, 12, 14</p>	<p>Ongoing: Provided ASC progress and accreditation process updates to PAC and led Expanded PAC meetings on the following dates:</p> <ol style="list-style-type: none"> 1. September 9 2. October 28 3. November 18 (Expanded PAC) 4. December 9 5. March 10 6. March 24 7. April 14 (Expanded PAC) <p>{Researching dates of PAC meeting dates.}</p>
<p>GOAL #4</p> <p>Review and report on Quality Focus Essay (QFE) projects and make recommendations for continued progress to PAC.</p>	<p>1, 3, 4, 5, 9, 12, 14</p>	<p>Completed via Midterm Report</p>
<p>GOAL #5</p> <p>Ensure all ASC members and their constituent groups have a clear understanding of the accreditation cycle, the standards, the reporting requirements, and the Quality Focus</p>	<p>10, 12, 14</p>	<p>Ongoing. ASC members reviewed ACCJC videos and webinars. Members attended April Symposium (enter title and date) [Link to full ACCJC webinars/education videos]. ASC members attended foundational (look up name) training. Gohar Momjian attended previous meeting to answer questions, etc.</p>

	Essay (QFE) as central to maintaining the ongoing quality of Mt. SAC		[create and maintain a smartsheet that lists all training committee members have attended. Provide access to ASC]
GOAL #6	Develop accreditation expertise across campus by increasing the number of employees participating on ACCJC accreditation visiting teams.	10, 12, 13, 14	Ongoing. Faculty and deans, vice presidents, and presidents can be part of the group. The ACCJC guidelines do not allow classified members on Visiting Teams. All employees are encouraged to be part of the Mt. SAC ISER process.
Goal #7	Capture & communicate the work done across the Mt. SAC campus to ensure that the quality of instruction and services is conveyed to the ACCJC.	3, 12, 14	Midterm provides support for this goal by outlining the QFE and all the work the college has done to support and demonstrate the quality of instruction and services.
Goal #8	ASC will have support staff who will work to support the College in its accreditation matters, including but not limited to supporting ASC's work (e.g., meetings, agendas, minutes, training, facilitate communications, reports to ACCJC, programmatic accreditation, and webpages) and the work of those supporting ASC, such as the Accreditation Liaison Officer and the Faculty Accreditation Coordinators.	[MAP]	Support team has been established and is in place. Leadership and support teams have been expanded.