



MT. SAN ANTONIO COLLEGE

DATE: September 22, 2021

TO: College Committees and Selected College Programs

FROM: Bill Scroggins, Ph.D., President/CEO

SUBJECT: **PLANNING FOR 2021-22**

The President's Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting and reviewing the important work taking place at committee and program levels. We want to reflect this work in our reporting of institutional effectiveness. As a result, we are asking that each committee consider how the work of the council/committee contributes to moving us towards reaching college-wide goals. As a college we are making particular efforts this year to examine all of our work with an equity lens and to make commitments to address issues that will increase equity. Therefore, in addition to connecting the work of your council/committee to college goals you are asked to speak how the council/committee will address equity in the work of the committee. Each council/committee is required to complete the following:

- Purpose and Function Statement. Your committee's latest PAC-approved Purpose and Function Statement is attached to this email. **Please make changes directly to this file using strikethrough for deletions and bold and underlined for additions. DO NOT use track changes.** The purpose, function, and membership of council/committees which report to PAC cannot be changed without approval. If your council/committee believes that changes are warranted, they need to be recommended during this annual review process. Committees which report to Senate must get Senate approval to change your purpose and function statement or add/delete members to your committee.
- Committee Goals and Progress Report. Use the attached template to *document the goals and accomplishments* that your committee/program worked on this year. [In fall you are asked to set goals for the year, and in late spring you will be asked to reflect on these goals and report your accomplishments.] You will note the first Goal has been completed for you. To comply with Accreditation Standards, your College committee website needs to be maintained and kept up-to-date. PAC encourages your group to be thoughtful with its goals. The College continues to use its goals and College mission, vision, and core values <https://www.mtsac.edu/about/mission-and-goals.html> to drive planning. The attached goals have been reviewed and approved by the Institutional Effectiveness Committee (IEC), PAC, the College President, and the Board of Trustees. Also, if you have received recommendations from PAC to revise or add other goals, please do so on this form.

Please submit your completed documents to Brigitte Hebert (bhebert3@mtsac.edu) and the manager responsible for the program or respective council using the attached templates. Please see the due dates below.

| Form | Due Date |
|---|------------------|
| Purpose and Function Statement Review | November 5, 2021 |
| Committee Goals and Progress Report – Columns 1 and 2 | November 5, 2021 |
| Committee Goals and Progress Report – Column 3 | June 3, 2022 |

Strategic Plan Goals

- 1.** Advance and foster an equitable, diverse, inclusive, just, and anti-racist campus culture that empowers our community to make positive change in society.
- 2.** Further develop, facilitate, and maintain a physically and emotionally safe and accessible campus environment.
- 3.** Develop and expand strategies for and communication about opportunities for students that support retention, persistence, and success.
- 4.** Effectively coordinate human, physical, technology, and financial resources to improve student accessibility, growth, and academic success.
- 5.** Embed environmental, social, and economic sustainability into the work and decision-making processes of all areas of campus.
- 6.** Ensure open and authentic communication and coordination among stakeholders to support achievement of all college goals.



Committee Goals and Progress Report 2021-22

Committee name: Accreditation Steering Committee

Name of person completing the report: Laura Martinez

Instructions: Due by **November 5, 2021**: Columns 1 and 2

Due by June 3, 2022: 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: Communicate to the campus community by maintaining an up-to-date website. | 5, 6 | |
| GOAL #2: Review ACCJC standards in order to align with existing committee work. Collaborate with committees to support development of the ISER. | 5, 6 | |
| GOAL #3: Review and report committee progress and accreditation | 5, 6 | |

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| processes to President's Advisory Council (PAC). | | |
| GOAL #4: Review and report on Quality Focus Essay (QFE) projects and make recommendations to PAC for continued progress. | 5, 6 | |
| GOAL #5: Actively develop the expertise of ASC members to ensure understanding of the accreditation cycle, the standards, and the reporting requirements. | 5, 6 | |
| GOAL #6: Support the understanding of the relationship between accreditation and the ongoing operation and processes of the entire campus community. | 1, 2, 3, 4, 5, 6 | |
| GOAL #7: Ensure that the ISER captures, communicates, and celebrates the exceptional work of the Mt. SAC community. | 1, 2, 3, 4, 5, 6 | |
| GOAL #8: Establish editing protocols and workflow for the smooth operation of ASC and support staff. | 6 | |