

MT. SAN ANTONIO COLLEGE ■ ACCREDITATION STEERING COMMITTEE ■ MINUTES

APRIL 6, 2018
10:30A-12:00P – 4-2460

ATTENDING:

<input checked="" type="checkbox"/>	IRENE MALMGREN, CO-CHAIR	<input checked="" type="checkbox"/>	KRISTINA ALLENDE, CO-CHAIR	<input type="checkbox"/>	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 type="checkbox"/>	DIANA DZIB	<input checked="" type="checkbox"/>	BARBARA MCNEICE-STALLARD	<input checked="" type="checkbox"/>	MARTIN RAMEY	<input checked="" type="checkbox"/>	EMILY WOOLERY
<input checked="" type="checkbox"/>	JOHNNY JAUREGUI									<input checked="" type="checkbox"/>	LISA JACKSON, RECORDER

	TOPIC	TIME	UPDATES/DISCUSSION	OUTCOME/ACTION
1.	Welcome:	2 Mins.		
2.	Minutes of March 2:	2 Mins.	<p>Committee reviewed the minutes from the April 6 meeting noting the following correction:</p> <ul style="list-style-type: none"> Page 2 last bullet, replace the word cording with <i>coordinating</i>. <p>With no further corrections offered, the minutes were approved as corrected.</p>	
3.	Agenda Review:	1 Min.	The Committee perused the agenda.	
4.	ASC Purpose and Function Statement: (Kristina A and Irene M.)	15 Mins.	<p>An additional function was added to the Accreditation Steering Committee's Purpose and Function Statement</p> <ul style="list-style-type: none"> 8. Noncredit Coordination. It will be brought back for feedback prior to going to PAC. There must be coordination with non-credit in terms of their accreditation process. Non-credit is not a separate entity and as the Accreditation Steering Committee, we should touch base with them. SCE will be required to go through WASC accreditation 	

			<p>Discussed the possibility and feasibility of ensuring that we have a faculty member on that committee.</p> <p>One of the main goals is having liaison communication occur when there is a site visit.</p> <p>Discussion was also held regarding other divisions being invited to share their accreditation process with ACS. It might prove helpful if the coordinators knew that they could come to ASC.</p> <ul style="list-style-type: none"> • As the Faculty Coordinator, Kristina Allende to reach out and let them know that we are here and can assist. • Barbara to bring the list to next meeting and then develop a timeline. 	
5.	<p>ACCJC Report</p> <ul style="list-style-type: none"> ○ Annual Fiscal Report (Barbara M-S.) ○ Student Achievement & Outcomes Report (Barbara M-S.) <p>The more you know....</p>	20 Mins.	<p>A draft of the first report was presented at the last meeting. There were some holes and gaps that have since been filled in.</p> <ul style="list-style-type: none"> • Barbara reported that an extension was asked for in case there was anything needed to be finalized at today's meeting. • There was an overview of the report. Overall we are closely aligned with our goals versus the actual number. <ul style="list-style-type: none"> • Job placement rates are a little more difficult to get. Have to reach out to graduates after they become employed. give graduates • ACCJC asks that we provide data if it's good, valid, and we have at least 10 graduates in that program that year. • The State is trying to give us employment data, but it's just not working yet. 	

			<p>Rosa Royce was unable to attend today's meeting due to prior commitments; however, she asked if Irene could provide a fiscal report update.</p> <ul style="list-style-type: none"> • There will be updates to Nos. 11 and 13. Other than that, no changes are anticipated. • Rosa has taken the lead to make sure that our report is accurate. She has also had to call the ACCJC to advise them that the new regulatory changes are not reflected in the report. • Discussion was held regarding item No. 16. Fiscal Services will send our annual report to the ACCJC. We may want to put this on our May agenda just to verify that this was done. 	
6.	Lessons Learned from Mt. SAC Institutional Self-Evaluation Report & Visit 2017: (Barbara M-S and Lianne G.)	25 Mins.	<p>Barbara distributed a handout to the group. Barbara, Kristina, and Lianne presented at a national conference. They provided an overview of the main components of the Institutional Self-Evaluation Report. This report show the progress from 2010 until 2017 and what needs to be done going forward.</p> <ul style="list-style-type: none"> • Comments about the first one are true. We did in fact do that and it benefited us. • One of the things we've done and may need to more of is to visit with those that work at night. Opportunities were provided for them to listen; however, there may need to be additional engagement. The best time is 6pm on Friday's, the rest of the time, they work from 10pm-2am. We are trying to engage them so they feel more involved. • Better results were received when there was interaction during the training versus coming back. • Discussion was held regarding concern that everyone on the committee participate in what's happening. 	

			<p>The fear is that a manager will take control and just do it, so there could be an issue with that. There has to be a process in place to include and encourage collaboration.</p> <p>Irene stated that as the Committee's work is shared, they will be responsible for the writing and then have an outside group who isn't immersed in the group read it to ensure that it makes sense.</p> <p>Discussion held regarding how to make that work. The concern is that with a team of eight, the majority of the work is done by three. There may be some training for the writing teams.</p> <p>The self-evaluation won't be different. There will be changes according to the new directives and we will adapt as needed. In the past, we relied heavily on RIE too much to pick up the slack.</p> <p>Marty asked for clarification regarding what the committees should actually be reviewing. We want to keep accreditation in front of people without creating extra work – it's not going away. The more groups are aware of what the standards are early would be a great thing. Visits need to be done to help them through that and we will be the ones who lead that conversation. This group are the experts on campus. Assembling the evidence is the hardest part. As this is done the evidence needs to be stored for easy retrieval</p>	
7.	How to Keep Accreditation Infused Into Our Day-to-Day Operations (Committee Annual Report of Achievements, PIE)	25 Mins.	<p>Kristina spoke on previous visits to PAC and other committees and what is actually being presented.</p> <ul style="list-style-type: none"> • Every standard has been assigned to someone with the exception of Standard 4a – We are giving them the title of their standard in order to cater to the part of that standard that fits in that committee 	

			<ul style="list-style-type: none"> ITAC and Budget were visited by Irene – they said yeah they can do it. The goal as we are reviewing minutes – how it links. <p>We need to get input for all constituency groups and faculty. If the minutes are in place, Kristina can review them and determine if they are to be cataloged. We will review to make sure it's appropriate evidence. Standardized minutes might be helpful.</p> <p>We have the rest of this term to determine whether or not we can use the same format or ask everyone to add a yes or no column.</p> <ul style="list-style-type: none"> If you find that a greater explanation is needed, have them view the website and walk them through the standard that applies. <p>The QFE handout was briefly reviewed. Please review and be prepared to discuss at our next meeting.</p> <ul style="list-style-type: none"> This is the essay portion of the self-evaluation. We chose three projects to be completed to ensure that this would benefit our students which include the following: <ol style="list-style-type: none"> Pie process Integration of different plans on campus Pathways <p>Within these three, there are tasks that have been assigned to responsible parties. Kristina will be checking to see what has been done. This project is due to the ACCJC in 2020. If you want context for these, please review our self-evaluation for accreditation. We will look at where we stand and get recommendations to see where we are and what is still needed.</p>	
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Issue Bin/Future Agenda: <ul style="list-style-type: none"> TBD 		Future meetings: May 4, June 1		