



MT. SAN ANTONIO COLLEGE

DATE: September 22, 2020

TO: College Committees and Selected College Programs

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

SUBJECT: **PLANNING FOR 2020-21**

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 give consideration to 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.*** 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 2, 2020
Committee Goals and Progress Report – Columns 1 and 2	November 2, 2020

Committee Goals and Progress Report – Column 3	June 1, 2020
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Strategic Plan Goals

1. The College will prepare students for success through the development and support of exemplary programs and services.
2. The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
3. The College will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.
4. The College will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.
5. Student entering credit programs of study will be ready for college level academic achievement.
6. The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.
7. The College will secure funding that supports exemplary programs and services.
8. The College will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support program.
9. The College will provide opportunities for increased diversity and equity for all across campus.
10. The College will encourage and support participation in professional development to strengthen programs and services.
11. The College will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.
12. The College will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.
13. The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
14. The College will improve the effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.



Committee Goals and Progress Report 2020-21

Committee name: Student Preparation Equity and Achievement Council

Name of person completing the report: *Audrey Yamagata-Noji and Lance Heard*

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, 14	<ul style="list-style-type: none"> <u>The Committee's website was updated in March 2021.</u>
GOAL #2: <u>Review and monitor the progress of the Student Equity Plan and Budget</u> through the governance process.	6, 9, 12, 14	<ul style="list-style-type: none"> <u>The Council reviewed and accepted the draft Student Equity and Achievement Plan Annual Report due January 1st, 2021.</u>
GOAL #3: Work with committees reporting to the Council to clarify purpose, function, membership <u>and review updates and recommendations</u>	1, 4, 14	<ul style="list-style-type: none"> <u>The Council reviewed, revised and approved changes to the purpose, function and membership of the Assessment and Matriculation Committee, Student Equity Committee and Retention and Persistence Committee by Academic Senate.</u>
GOAL #4: Review and make recommendations for accuracy and consistency for Board	1, 14	<u>Reviewed and accepted the following AP/BPs:</u> <ul style="list-style-type: none"> <u>AP 5140 – Students with Disabilities: The Council reviewed and accepted the revised AP. Status: Forwarded to Academic Senate October 2020. Approved at Academic Senate April 2021 and forwarded to AMAC.</u>

	Policies and Administrative Procedures related to student preparation, equity and achievement.		<ul style="list-style-type: none"> • <u>BP 5140 – Students with Disabilities: The Council reviewed and accepted the revised BP. Status: Forwarded to Academic Senate October 2020. Approved at Academic Senate April 2021 and forwarded to AMAC.</u> • <u>AP 4240 - Academic Renewal: The Council reviewed and accepted revisions made by a workgroup. Status: Forwarded to Academic Senate April 2021.</u> • <u>BP 4240 - Academic Renewal: The Council reviewed and accepted revisions made by a workgroup. Status: Forwarded to Academic Senate April 2021.</u> • <u>AP 5055 - Enrollment Priorities: The Council reviewed and accepted the revised AP. Status: Forwarded to Academic Senate May 2021.</u>
GOAL #5:	Receive, review and recommend strategies related to assessment, placement methods, and impact of assessment outcomes (AB705).	1, 3, 5, 6, 8, 9, 10, 14	<ul style="list-style-type: none"> • <u>Regular updates regarding Multiple Measures and the Assessment Questionnaire were provided at the meetings.</u> • <u>Recommendations received by the Assessment and Matriculation Committee.</u> • <u>Received reports and presentations by English, READ, AMLA, Research.</u>
GOAL #6:	<u>Review the impact of COVID-19 on student enrollment, student retention and student success for all students</u>	1, 4, 5, 6, 8, 9, 10, 11, 14	
GOAL #7:	<u>Receive and respond to recommendations from the Retention and Persistence Committee and the Textbook and Instructional Materials Committee.</u>	3, 4, 6, 8, 9, 14	