



# 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**

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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](mailto: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:** Assessment & Matriculation Committee

**Name of person completing the report:** David Beydler

**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](mailto: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)
<b>GOAL # 1:</b>	<b>Committee website up-to-date</b>	<b>6, 11, 14</b>	<ul style="list-style-type: none"> <li>Committee website was last updated on May 23, 2021.</li> </ul>
<b>GOAL #2:</b>	<b>Recommend refinements to the assessment process with regards to special populations, including special admit students, English Language Learners, ACCESS students, students highly unlikely to succeed in college-level coursework, and students with high school equivalencies.</b>	<b>1, 3, 5, 9</b>	<ul style="list-style-type: none"> <li>The Committee approved and sent forward the following recommendations to SPEAC, and after approval by Academic Senate helped implement the changes:               <ul style="list-style-type: none"> <li>Recommendation 53 (MATH 100 and AQ): Math 100 was included in the recommended math course list for Arts &amp; Humanities majors in the AQ.</li> <li>Recommendation 54 (AMLA AQ Changes): This recommendation was a response to Title 5 updates and involved major changes to the placement of students into English and AMLA courses.</li> <li>Recommendation 55 (AMLA AQ Branch Updates): This recommendation streamlined the questions that potential English Language Learners are asked in the AQ, and made the assessment process more efficient for certain students. This new assessment</li> </ul> </li> </ul>

		<p>process was described in detail in the Credit ESL Adoption Plan form to be submitted to the Chancellor's Office.</p> <ul style="list-style-type: none"> <li>○ Recommendation 56 (PSYC 10 and AQ): PSYC 10 was included in the recommended math course list for Psychology majors in the AQ.</li> <li>• The Committee finished the implementation of Recommendation 51, which provides math support recommendations based on GED Math scores.</li> <li>• The Committee reviewed and provided feedback about a proposed Chemistry placement system.</li> </ul>
<b>GOAL #3:</b>	<b>Review research action plan regarding multiple measures, and investigate options to share the results with campus stakeholders.</b>	<b>3, 9, 14</b> <ul style="list-style-type: none"> <li>• Committee members reviewed the research action plan and submitted research requests.</li> <li>• Research reports related to assessment were shared with the following departments/committees: <ul style="list-style-type: none"> <li>○ SPEAC</li> <li>○ Retention and Persistence Committee</li> <li>○ Math Department (including AB 705 Math Committee)</li> <li>○ AMLA Department</li> <li>○ English Department</li> <li>○ President's Cabinet</li> </ul> </li> <li>• Placement distributions were posted on Assessment &amp; Placement website.</li> </ul>
<b>GOAL #4:</b>	<b>Submit research requests to study disproportionate impact resulting from assessment process on equity groups.</b>	<b>3, 9</b> <ul style="list-style-type: none"> <li>• Committee members submitted research requests.</li> <li>• 2019-20 throughput report included disproportionate impact analysis.</li> <li>• Spring 2020, Summer 2020, and Fall 2020 course success reports included disproportionate impact analysis.</li> </ul>
<b>GOAL #5:</b>	<b>Revise assessment practices, as needed, based on research findings.</b>	<b>3, 5, 6, 9</b> <ul style="list-style-type: none"> <li>• Due to the current pandemic, the Committee hasn't implemented revisions to assessment practices based on research findings, but plans to review and make recommendations for future revisions as needed.</li> <li>• This academic year, the Committee has requested and reviewed the following research projects: <ul style="list-style-type: none"> <li>○ Fall 2020 AQ survey</li> <li>○ Spring 2020 and Fall 2020 course success data</li> <li>○ 2019-20 Throughput Data</li> <li>○ Math Corequisite Research</li> </ul> </li> <li>• The Committee has started planning a Fall 2021 AQ survey.</li> <li>• After June 1, 2020, the Committee worked on the transition from the AWE test to an online credit ESL guided self-placement process.</li> </ul>
<b>GOAL #6:</b>	<b>Review updates regarding orientation, educational planning, counseling, and follow-up.</b>	<b>1, 4, 6</b> <ul style="list-style-type: none"> <li>• The Committee reviewed the new online orientation.</li> <li>• The Committee reviewed and updated websites (including the AQ website, Assessment &amp; Placement website, and enrollment webpages) and catalog language to ensure currency.</li> <li>• Updated ELL placement guidelines for counselors and AMLA faculty.</li> </ul>

