

Mt. San Antonio College

Accreditation Steering Committee

December 4, 2020
10:30am-12:00pm
Zoom Meeting

X	Rocio Avila (Co-Chair, Faculty Accreditation Coordinator)	X	Lianne Greenlee (Director, POD)	X	Robert Stubbe (CSEA 62)	X	L.E. Foisia, (Noncredit)
X	Irene Malmgren (VPI/ALO, Co-Chair)		Diondre Mc Bride (CSEA 651)	X	Chisa Uyeki (Senate President)	X	Kristina Allende (Guest)
	Ron Bean (Management, Admin Services)		AVP, Instruction (vacant)		Audrey Yamagata-Noji (Management, Student Services)	X	Meghan Chen (Guest)
X	Liza Becker (SCE)	X	Barbara McNeice Stallard (Director, RIE)		Student Rep (vacant)		
	Alexis Carter (Management, HR)	X	Beta Meyer (FA appointee)		Faculty Accreditation Co-Coordinator (vacant)		
X	Diana Dzib (Classified senate)	X	Loni Nguyen (Outcomes Coordinator)	X	Michelle Shear (Faculty Credit)	X	<i>Lisa Jackson, Recorder</i>

	Time	Discussion	Action Item
1. Welcome	10:30		
2. Approval of the Agenda	10:30		
3. Approval of the November 6 minutes	10:35	<ul style="list-style-type: none"> • For the Minutes of November 6 – change heading <i>agenda</i> to <i>minutes</i>. • Mark Chisa as being present at the November 6 meeting. • Ron Bean retiring – will need to replace him on the Committee. • Minutes approved as submitted with the noted corrections. 	
4. Announcements	10:40	<ul style="list-style-type: none"> • Midterm report approved by Academic Senate during last meeting. • Irene to take to Cabinet with her recommendation for approval. <ul style="list-style-type: none"> ○ 1st reading in January and the 2nd reading will be in February. ○ Irene is writing a new cover letter for the report. She is also the official ALO as the Interim VPI. 	

<p>5. Accreditation Midterm Report (Rocio)</p>	<p>10:50</p>	<ul style="list-style-type: none"> • Rocio acknowledged and thanked everyone for their contribution to the Midterm Report. • We are on track with the timeline. The Midterm will be presented to Cabinet on December 8. • Barbara will handle the ADA compliance work as well as documenting the evidence by working with IT. <ul style="list-style-type: none"> ○ Laura to finish the table of contents ○ A final look at the document will be just for any corrections or any other minor edits. ○ Rocio made a motion to approve the 2021 Midterm Report. Motioned moved, seconded, and carried. 	
<p>6. Key Performance Indicators (KPI)(Barbara)</p> <ul style="list-style-type: none"> • BOT Agenda Item 2020-06-24 KPI • BOT Report 2020-06-24 • President’s Cabinet Action Notes • President’s Cabinet Report-1c KPM w/Equity Focus 	<p>10:55</p>	<ul style="list-style-type: none"> • Barbara reminded the Committee of the KPIs that we are required to do from outside entities: <ul style="list-style-type: none"> ○ Institution-Set Standards from accreditation ○ Vision for Success Metrics required by the Chancellor’s Office. • Referenced the documents linked in Topic 6. <ul style="list-style-type: none"> ○ Other metrics will be forthcoming (Student Equity and Achievement Program) ○ In the process of drafting a 3-year, report for the Chancellor’s Office – due in January. • Expanded PAC met recently which focused heavily on IECs direction on Strategic Planning. <ul style="list-style-type: none"> ○ Part of the planning process are the KPIs – how well are we evaluating? How well are we doing in certain areas and certain metrics? ○ There are certain things we have to do because others are requiring it. Also important for us to consider metrics and ways we want to measure ourselves. ○ Strategic Planning will be discussed in our next ISER and should be completed by 2024. ○ A key component of that ISER will be how we measure things from year to year. • We may need to have a conversation that focuses on what we need to keep our eyes on and how and when are we getting the data and the updates. 	

		<ul style="list-style-type: none"> ○ We may need to insert something into the timeline on yearly basis so that the metrics the college has decided to look at can be reviewed. ○ How is the data being public and how can we facilitate thoughtfulness about what we do? 	
7. Accrediting Commission for Schools (ACS/SCE) Accreditation Update (Liza)	11:15	<ul style="list-style-type: none"> • Dually accredited in School of Continuing Education. <ul style="list-style-type: none"> ○ Mid-cycle report for Adult School due in spring '21. ○ Subcommittee of writers, data analysts, and researchers from within the SCE Division are drafting of the report. ○ Draft of the report to be shared with ASC. • Advisory meeting held October 19-20. Breakout rooms were created to discuss and review ILOs and Manager PIE. Internal and external stakeholders were also in attendance at the meeting. <ul style="list-style-type: none"> ○ The mission and vision statement and decided to update it to ensure that equity and social justice appear more prominent in the statement. Revision should be completed by end of winter break. 	
8. ISER 2024 Timeline (Rocio)	11:20	<ul style="list-style-type: none"> • There was a review of the of the 2024 ISER timeline. • Gohar stated that training would be offered online in fall '21. Would we prefer the training be presented in spring '21? This will need to be decided as a committee. <ul style="list-style-type: none"> ○ It would be beneficial for those coming in be given a semester to get up to speed with everything. To receive training from the ACCJC and having no background or understanding of standards, evidence, etc., wouldn't be beneficial and would be overwhelming. ○ May want to wait until next VPI is on board before training is done. • Finished draft of the ISER due in August 2023. When should this be done? This document will need to be reviewed by all of the constituency groups. <ul style="list-style-type: none"> ○ This draft needs to be as close to done as possible because that will determine the team that comes out. 	

		<ul style="list-style-type: none"> ○ We need to think through the outline concept. It may be time for the teams of experts to write and campus-wide teams to read and make sure that it makes sense and that it's accurate and reflective. • Accessibility needs to be kept in mind. Although charts look good, these documents must be accessible as well. • Irene to assemble a small group during the winter to begin the pre-work prior to the committee meeting in the spring. This would give the committee the running start needed to continue the work from this semester. <ul style="list-style-type: none"> ○ Rocio volunteered to participate in the small group that will meet over the winter although she will no longer be a part of the committee. 	
9. THANK YOU Rocio!	11:25	The Committee thanked Rocio for all of her hard work and dedication. Rocio was instrumental in creating the midterm report and ISER timeline as well as updating the programmatic accreditation webpage.	
10. Adjourn			
Parking Lot/Upcoming topics: <ul style="list-style-type: none"> ○ ISER 2024 Timetable 			
Future Meetings: March 5, April 2, May 7, June 4, 2021			



Committee Goals and Progress Report 2020-21

Committee name: Accreditation Steering Committee

Name of person completing the report: Richard Mahon, Vice President, Instruction (Co-Chair) and Rocio Avila, 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	
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	
GOAL #3: Review and report committee progress and accreditation processes to President's Advisory Council (PAC)	1, 2, 3, 4, 12, 14	
GOAL #4 Review and report on Quality Focus Essay (QFE) projects and make	1, 3, 4, 5, 9, 12, 14	

	recommendations for continued progress to PAC.		
GOAL #5	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 Essay (QFE) as central to maintaining the ongoing quality of Mt. SAC	10, 12, 14	
GOAL #6	Develop accreditation expertise across campus by increasing the number of employees participating on ACCJC accreditation visiting teams.	10, 12, 13, 14	
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	