

Mt. San Antonio College Accreditation Steering Committee

Minutes
June 5, 2020
9:30am – 11am
Zoom Meeting

X	Richard Mahon (Co-Chair)	X	Diana Dzib	X	Joumana McGowan		Calvin Tran			
X	Rocio Avila (Co-Chair)		Lianne Greenlee	X	Barbara McNeice-Stallard	X	Chisa Uyeki			
X	Ron Bean		Grace Hanson	X	Beta Meyer					
X	Liza Becker		Johnny Jauregui		Kim-Leiloni Nguyen					
	Alexis Carter	X	Betsy Lawlor	X	Robert Stubbe					<i>Lisa Jackson, Recorder</i>

	Discussion	Action Item
1. Welcome		
2. Approval of the April 17 minutes	A motion to approve the minutes from April 17 was made by Joumana. The motion was seconded by Chisa. With there being no further discussion. Motion was carried and April 17 minutes were approved as submitted.	
3. Purpose, Function & Membership Statement (attachment):	<p>There was one change to the Purpose, Function & Membership Statement:</p> <ul style="list-style-type: none"> • Added Betsy Lawlor as Faculty Co-Coordinator • Membership increased to 19 members • There are still two vacant positions; noncredit member and member <p>Joumana moved to approve the Purpose, Function & Composition of the Accreditation Steering Committee. This motion was Seconded by Chisa. All members present voted to approve. With there being no opposition, the Purpose, Function & Membership Statement was approved as submitted.</p>	
4. ASC Committee Goals & Progress Report (click here to view)	<p>There was review and discussion of the Committee Goals to be submitted to PAC.</p> <ul style="list-style-type: none"> • We are not able to add the link to the timeline. This is still being worked on and a live link will be added at a later date. <p>A motion to approve was made by Chisa and seconded by Joumana. All were in favor of approving the goals as submitted. There were no nays and no abstentions. The completed document will be forwarded to PAC.</p>	

<p>5. ACCJC 2020-2021 Midterm Report</p>	<p>The Committee reviewed and discussed the webpage.</p> <ul style="list-style-type: none"> • Rocio asked for clarification regarding the Structure Chart. Chisa stated that the name of at least one group was changed and received mutual agreement on the structure and continue to work on the purpose and function. • Chisa to send the document to Rocio. It is further expected that the document will be mutually agreed upon at the next meeting. • There was discussion regarding the evidence of a library which wasn't clear to Rocio. Joumana shared that at EDC this was brought up by Jared and discussed with the team. <ol style="list-style-type: none"> 1. There are many research components in the course outlines and the team wanted to ensure that the Library was fully aware of what the research projects looked like. 2. The team also wanted to ensure that faculty reaches out to the Librarian's and have conversations and discussion of collaborating. 3. The issue is that it says "library" instead of "librarian". 4. The wording was changed to "evidence of a librarian sign off as part of the curriculum review process". 	
<p>6. ASC Website Updated and Upkeep</p> <ol style="list-style-type: none"> a. Midterm Report b. Program Accreditation c. ACCJC Annual Reports 	<p>Lisa has been working with Jeffrey in IT to format the 37-page midterm report into a working draft. Once all of the information has been copied to the webpage, formatted, and made accessible, the document will then be ready for public view.</p> <p>Barbara stated that they have been working with the ACCJC to get an accessible version of the annual reports. The PDF version that we have access to isn't accessible to put on the website. Eric Turner is helping with this process. The goal is to have the reports starting from this year up on the web. This isn't a requirement of the ACCJC, but rather a good transparency opportunity.</p> <p>Chisa shared her concern that the midterm timeline report needed to be updated with the placement of the red checkmark</p>	

	<p>by the completed tasks. Rocio stated that this would be done when the document is updated.</p>	
<p>7. Upcoming ISER 2024 (click here to view) Click here for link to ACCJC Formative/Summative Review Announcement</p>	<p>Rocio shared the email received from Gohar.</p> <ul style="list-style-type: none"> • Report is due June 2024. • Possible training in 2022. Because of our size, training should be moved to Fall 2021 which gives us 3 years to complete the ISER by 2024. <p>Rocio mentioned that based on the timeline, that she wanted to a small group together again to work on the timeline this summer for presentation to the committee in the Fall.</p> <p>Barbara added that this will be a new process and gives us the opportunity to submit our report to the team ahead of time. This would be an excellent opportunity to receive feedback and so by the time the report is formally submitted before our actual visit, a lot of the gaps will be closed.</p> <ul style="list-style-type: none"> • This aligns with how ACS WASC does it as well. 	
<p>8. School of Continuing Education Accreditation Update:</p>	<p>Liza stated that they are preparing for their mid-cycle review which is in Spring 2021.</p> <ul style="list-style-type: none"> • There will be no site visit at this time; however, a report is due. • Minerva Avila is coordinating for their Division in order to get started with a timeline of what needs to be done in order to prepare for the report. • They are looking into a new process of doing the mid-cycle visit and a team will not be required. 	
<p>9. Programmatic Accreditation</p>	<p>Betsy reported that SCE has been very helpful as she gathers various accreditation approvals and forms from across campus.</p> <ul style="list-style-type: none"> • Rocio is continuing Kristina’s work of accumulating the documents and dates of accreditation cycles from all programs. It’s very complicated because there are different accreditation bodies. • This information has never been gathered before in one place on campus. The idea is to have a repository for all of the recent documents which could help the college’s accreditation. • It could also help the programs as faculty come and go and the accreditation process moves to a new 	

	<p>faculty member who may be unfamiliar with the process of that program. Having a central place with the previous documents may prove to be helpful.</p> <ul style="list-style-type: none"> • Of all the programs, about ¾ of the information has been collected. A number of programs on the list in 2018 have moved. Some have moved to SCE and some have moved to Public Safety. • The phlebotomy program has been discontinued. Paolo Madrigal stated that their last accreditation cycle ended in 2016 and they have the documents (hard copy) and can have staff scan them which would require a visit to campus. 	
<p>10. Announcements/Other</p>	<p>Betsy announced that this would be her last meeting and that she would be withdrawing from the Committee and her position. She feels strongly that the position needs to remain, but it wasn't a good fit for her and the other commitments she has at this time.</p> <p>The Committee thanked Betsy for her time and commitment to the work that she assisted with.</p> <p>Barbara shared that as we progress with our work during the next fiscal year, the thought was to add the goals to bottom of our agenda. By doing this, it enables us to begin listing things in our completed outcomes section as we progress. This will also allow us to re-engage with the goals as we are progressing and note if the goal needs to be changed.</p> <p>Lianne stated that she realized that in the other committee's and councils's that they regularly align their work with the ACCJC standards because they had been asked to do that - ASC does not do that. So, if we are doing the alignment with the committee goals, then we might we want to align with the ACCJC standards as well as we have our conversations.</p> <p>Barbara agreed and Rocio stated that this is something that we want to discuss at our first meeting in the fall.</p> <ul style="list-style-type: none"> • Joumana recommended that we do this. Several committee's that she is on practice highlighting all of 	

	the items that meet the accreditation standards. Other committees need to be reminded to do this as well.	
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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 recommendations for continued progress to PAC.	1, 3, 4, 5, 9, 12, 14	