



**MT. SAN ANTONIO COLLEGE ■ ACCREDITATION STEERING COMMITTEE ■ MINUTES**

**JUNE 4, 2021**  
10:30A-12:00P

**MEMBERSHIP:**

<input type="checkbox"/>	KELLY FOWLER, CO-CHAIR	<input checked="" type="checkbox"/>	BARBARA MEZAKI, CO-CHAIR	<input checked="" type="checkbox"/>	LIZA BECKER	<input type="checkbox"/>	MICHAEL CARR	<input checked="" type="checkbox"/>	DIANA DZIB	<input checked="" type="checkbox"/>	L.E. FOISIA
<input checked="" type="checkbox"/>	LIANNE GREENLEE	<input checked="" type="checkbox"/>	DIONDRE MCBRIDE	<input checked="" type="checkbox"/>	BARBARA MCNEICE-STALLARD	<input checked="" type="checkbox"/>	BETA MEYER	<input checked="" type="checkbox"/>	KIM-LEILONI NGUYEN	<input checked="" type="checkbox"/>	MICHELLE SHEAR
<input checked="" type="checkbox"/>	ROBERT STUBBE	<input checked="" type="checkbox"/>	CHISA UYEKI	<input checked="" type="checkbox"/>	AUDREY YAMAGATA-NOJI	<input type="checkbox"/>	AVPI (VACANT)	<input type="checkbox"/>	FACULTY ACCRED. ASSIST. COORDINATOR (VACANT)	<input type="checkbox"/>	STUDENT REP (VACANT)
<input checked="" type="checkbox"/>	KRISTINA ALLENDE (GUEST)	<input checked="" type="checkbox"/>	MEGHAN CHEN (GUEST)	<input checked="" type="checkbox"/>	DANIEL BERUMEN (GUEST)	<input checked="" type="checkbox"/>	MINERVA AVILA (GUEST)	<input type="checkbox"/>		<input checked="" type="checkbox"/>	KYMBERLY MACALA, RECORDER

	TOPIC	TIME	UPDATES/DISCUSSION	OUTCOME/ACTION
1.	Welcome	10:33a	Barbara McNeice-Stallard welcomed everyone to the meeting and noted that Laura Martinez will not be in attendance today and the notes will be taken by Kymberly Macala. <ul style="list-style-type: none"> <li>• Kymberly briefly introduced herself.</li> <li>• Kelly Fowler could not join us today. Barbara Mezaki will co-chair today's committee meeting.</li> </ul>	
2.	Agenda Review	10:35a	Barbara Mezaki reviewed the agenda. <ul style="list-style-type: none"> <li>• Agenda approved as submitted.</li> </ul>	
3.	Approval of <a href="#">May 7</a> Minutes	10:37a	<ul style="list-style-type: none"> <li>• Barbara McNeice-Stallard asked if anyone was joining this meeting via telecom. L.E. Foisia confirmed that she was joining via the app and able to hear the discussion as well as see the chat conversation.</li> <li>• A motion to approve the May 7<sup>th</sup> minutes was made by Beta Meyer and seconded by Kim-Leiloni Nguyen. There were no abstentions. Minutes were approved as submitted.</li> </ul>	

4.	<p>October Training Launch w/Gohar (Save the Date - October 22, 1-4p)</p> <ul style="list-style-type: none"> <li>• Start with week of events with Accreditation information. <ul style="list-style-type: none"> <li>○ Include President and BOT members.</li> <li>○ All campus leadership (AS, CSEA 262, CSEA 651, Classified Senate, FA, Associated Students, Management Steering)</li> </ul> </li> <li>• Friday afternoon Zoom for Institution (2-2 ½ hours) <ul style="list-style-type: none"> <li>○ Plan for Friday afternoon.</li> </ul> </li> <li>• 1 hour – campus wide</li> <li>• 1 – 1 ½ hours – ASC</li> <li>• Theme for Accreditation</li> </ul>	10:40a	<ul style="list-style-type: none"> <li>• The Launch Event is the kickoff for Accreditation.</li> <li>• B. McNeice-Stallard reviewed the event’s format and those who will be attending.</li> <li>• Gohar Momjian is the ACCJC Vice President assigned as the liaison to Mt. SAC.</li> <li>• B. Meyer asked if the Faculty Association, Senate, and Campus Leadership would be contacted about their time slots or to give an idea of how much time each has to get their members onboard or do their presentations. <ul style="list-style-type: none"> <li>○ B. McNeice-Stallard confirmed that this is the plan.</li> </ul> </li> <li>• Logistics are being finalized. The Committee to use this meeting to brainstorm for preparation. <ul style="list-style-type: none"> <li>○ Please ask your constituent groups to save the date – October 22.</li> </ul> </li> <li>• K. Fowler stated that the initial logistics-planning workgroup has been assembled to help move this work forward during the summer. <ul style="list-style-type: none"> <li>○ This workgroup includes K. Fowler, B. Mezaki, K. Allende, and L. Greenlee. All work will come back to this group for final discussion. It is important that everyone is involved in Accreditation.</li> </ul> </li> <li>• Flex Day will be remote again this year. There was improved attendance in the spring and more flexibility for speakers. <ul style="list-style-type: none"> <li>○ C. Uyeki and B. Mezaki gave kudos to B. Meyer and the Flex Planning Committee for making this happen.</li> </ul> </li> </ul>	Kymberly to ask Laura to send a Save the Date Notice for October 22 to the Committee.
5.	<p>Engagement/Launch Strategies Post October 22.</p> <ul style="list-style-type: none"> <li>• Accreditation Roadshow (@ Committees)</li> <li>• Classified, Confidential, Faculty, Managers <ul style="list-style-type: none"> <li>○ Needs of CSEA 651</li> </ul> </li> <li>• FLEX</li> <li>• Marketing/Swag</li> </ul>	10:49a	<p>Barbara McNeice-Stallard reviewed the details of this event.</p> <ul style="list-style-type: none"> <li>• The goal is for all employees to be engaged and onboard.</li> <li>• An entire week of activities is planned, including display tables set up along Miracle Mile to allow people to provide their input.</li> </ul> <p>Marketing, Swag, and Theme</p> <ul style="list-style-type: none"> <li>• The question about this year’s theme was brought up in the chat.</li> <li>• B. Mezaki suggested perhaps having a contest or give-a-way to engage more participation and to suggest a theme. <ul style="list-style-type: none"> <li>○ Theme will be on ongoing discussion. If any ideas arise or specific vendors are preferred, please inform Laura Martinez.</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>○ Last year’s theme was “Got Evidence.” We also distributed various promotional items to promote the theme, including bags, tee shirts, lanyards, and flashlights.</li> <li>○ C. Uyeki asked that consideration be given to formative, sustainable, regenerative, and useful items such as notebooks when considering swag. This also connects to the role of education and the community.</li> <li>○ D. Dzib suggested going to students (Studio 13) prior to seeking an outside vendor for the creation of swag i.e. graphic design for tee shirts.</li> <li>○ We must remember to include Marketing in this process. They are very supportive of student-created work.</li> </ul> <p>Event location was discussed, and committee member shared the following concerns:</p> <ul style="list-style-type: none"> <li>● Audrey Yamagata stated that Miracle Mile is under construction. The passageway is closed from building 60 up to building 13. There is a lawn area by the library and near the building 26 courtyard for student activities. The conditions of these areas i.e., sidewalk cracks and weeds need to be considered.</li> <li>● Spring of 2024 is the physical visit. Campus needs to be ready before then.</li> <li>● A. Yamagata-Noji says that it is possible that the new Instruction office will be completed, however, the Student Center will certainly be complete by then.</li> <li>● B. McNeice-Stallard shared that the campus store/Instruction Office may be completed by 2023.</li> <li>● Liza Becker pointed out that the layout will be new and have different building numbers. We may need an event such as a barbeque to encourage people to come to our central location. Michelle Shear agreed with L. Becker that faculty engagement on Fridays can be challenging. Perhaps having the Culinary Department set up a social hour from 12:00 – 1:00 prior to the start of the training.</li> </ul> <p><b>Inclusion of 651</b></p> <ul style="list-style-type: none"> <li>● K. Allende reminded group that this is not just about faculty. When looking at 651 we may have to arrive at odd hours or across the street to accommodate attendance. We must encourage everyone to participate especially those who arrive early in the morning or work late at night.</li> </ul>	
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6.	<p>Associated Students Training – Schedule in Fall</p> <ul style="list-style-type: none"> <li>• Topics</li> <li>• In Person/Zoom</li> <li>• Facilitators</li> </ul>	11:17a	<p>B. McNeice-Stallard shared that our student rep position remains vacant. It is especially important to have student representation on this committee. We may have to have an onboarding process to bring students together as a body of students on all campus committees.</p> <ul style="list-style-type: none"> <li>• L. Greenlee recently had a conversation with Dr. Andie Sims about student engagement committees and councils. Dr. Sims made a recommendation to put out a consistent call for student reps. To facilitate the process, if a committee member knows of an interested student, please direct them to Dr. Sims. Student Life will assist students in completing the necessary paperwork. <ul style="list-style-type: none"> <li>○ C. Uyeki said that she has tried to assign mentors to students to help review agendas and sit with them during meetings. Chisa suggested a student handbook.</li> <li>○ Accreditation is at the top of the list of committees where student representation is essential. Other areas we can look is other groups where students are very active and may be interested in being involved in other committees or groups.</li> </ul> </li> <li>• Dr. M. Chen stated that Leonardo on the Distance Learning Committee all year. Leonardo was very involved in all meetings and processes. Because of the long year, we have asked Associated Students for a few students hoping to at least receive one to participate. We have also considered staggering students at various points of their academic career so that we have longevity and do not lose all our students at once due to graduation.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Dr. Chen also encouraged us to point out how students can use their shared governance process experiences and how those experiences apply to their personal lives as well as their studies. We should encourage students to indicate their experiences on college and employment applications. Point out new acquired skills such as public speaking. This student representative experience is very powerful.</li> <li>• L. Nguyen gave kudos to Andrew, the Outcomes Committee student who is now transferring to UCLA. Andrew, previously a tutor, was personally recommended by a faculty member to participate on the Outcomes Committee. The Competency Based Education committee is also personally inviting students to serve.</li> </ul>	
7.	Announcements	11:31a	<ul style="list-style-type: none"> <li>• L. Becker shared that they had submitted their mid-cycle report. Minerva Avila stated that they hope to receive feedback from WASC by the summer</li> <li>• Barbara McNeice-Stallard also shared that ACCJC has our midterm college report. We should be hearing results by early July. We anticipate good outcomes.</li> <li>• Barbara Mezaki inquired if this was Barbara McNeice-Stallard’s last Accreditation meeting. Barbara McNeice-Stallard confirmed. She shared that she has enjoyed her role and wished the committee the best. Barbara started with two researchers and she now has 11. When she began, they were working on external data requests and now are doing program reviews and specific studies. There will be no interim. The position has been flown and they hope to have a new hire by July 1<sup>st</sup>.</li> <li>• C. Uyeki shared that she is wearing orange to represent solidarity and bring attention to the impact of gun violence on our students and the educational system.</li> <li>• B. Mezaki closed by offering her thanks and well wishes to Barbara McNeice-Stallard.</li> </ul>	
8.	Adjourn	11:36a		
<b>Parking Lot/Upcoming Topics:</b>		<b>Future meetings:</b> September 3, October 7, November 5, & December 3		<b>Standing Information:</b> <a href="#">ISER TIMELINE</a>
<ul style="list-style-type: none"> <li>• Naming Conventions for Evidence</li> </ul>		<b>Dates to note:</b> Tentative – October 22 (Training Launch)		

<ul style="list-style-type: none"><li>• Storage – How, where, and accessibility requirements (OneDrive?)</li></ul>		
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