

# Mt. San Antonio College

## Accreditation Steering Committee

Minutes  
March 5, 2021  
10:30am-12:00pm  
Zoom Meeting

X	Irene Malmgren (VPI/ALO, Co-Chair)		Lianne Greenlee (Director, POD)	X	Beverly Heasley attended on behalf of Robert Stubbe (CSEA 262)	X	L.E. Foisia, (Noncredit)
X	Barbara Mezaki (Co-Chair, Faculty Accreditation Coordinator) (Pending Senate approval)		Diondre Mc Bride (CSEA 651)	X	Chisa Uyeki (Senate President)	X	Kristina Allende (Guest)
	Vacant (Management, Admin Services)		AVP, Instruction (vacant)	X	Audrey Yamagata-Noji (Management, Student Services)		Meghan Chen (Guest)
X	Minerva Avila attended on behalf of Liza Becker (SCE)	X	Barbara McNeice Stallard (Director, RIE)		(Vacant) Student Rep	X	Daniel Berumen (Guest)
	Alexis Carter (Management, HR)	X	Beta Meyer (FA appointee)		Vacant (Faculty Accreditation Co-Coordinator)		
	Diana Dzib (Classified senate)	X	Loni Nguyen (Outcomes Coordinator)	X	Michelle Shear (Faculty Credit)		Lisa Jackson, Recorder

Topic	Time	Discussion	Action Item
<b>1. Welcome</b>	10:30	•	
<b>2. Approval of the Agenda</b>	10:30	•	
<b>3. Approval of the <a href="#">December 4<sup>th</sup></a> minutes</b>	10:40	•	
<b>4. <a href="#">Accreditation Midterm Report</a> (Irene)</b>	10:45	<ul style="list-style-type: none"> <li>The midterm report has been Board approved and is now being distributed for signatures. It's been approved and has been distributed for signatures.</li> <li>Working on getting signature from 262 – Stubbe mentioned that 262 didn't feel involved in process of report. Update – Robert Stubbe has signed and has moved on to John Lewallen and moves on in a sequential order.</li> </ul>	Lisa to follow up with Laura to see if document has been sent to Academic Senate.
<b>5. What is Accreditation? (BMS)</b> <ul style="list-style-type: none"> <li><a href="#">Accreditation Basics</a></li> <li><a href="#">ACCJC Webinar Series Spring 2021 Lineup</a></li> </ul>	10:55	<ul style="list-style-type: none"> <li>Show of hands a few people have participated in the accreditation process before</li> <li>Discussed link for Accreditation Basics – it's essential that you review the videos. They are approximately 36</li> </ul>	

		<p>minutes in length total. Gives you the knowledge base needed for accreditation work.</p> <ul style="list-style-type: none"> <li>• Discussed link for Educational Workshops coming up soon on Tuesday March 23. Highly suggest attendance. It's a great opportunity to learn about staff and panelists which are the Presidents, Vice Presidents and Vice Chair of ACCJC.</li> <li>• Our contact person at ACCJC is Gohar Momjian – <ul style="list-style-type: none"> <li>○ Formative and Summative review process – this is a new process and it's good to learn the language.</li> <li>○ Michelle Shear shared that the videos really helped her to understand accountability and the process.</li> </ul> </li> </ul>	
<p>6. <a href="#">ISER 2024 Timeline</a> (TBD)</p> <ul style="list-style-type: none"> <li>• Working Group (Irene, Barbara M)</li> </ul>		<ul style="list-style-type: none"> <li>• Trying to plan for the final or the next big stage which is the ISER</li> <li>• Heading for and trying to achieve is spring 24 big culminating visit by team and then we will wait for ACCJC final decision to come by July 2024</li> <li>• What do we need to do to get there – permission given in fall to work on draft during winter intersession.</li> <li>• Don't have to make changes now – can be made at any time. Please think about it and how your constituency group is represented and how you may want to add to the plan accordingly.</li> <li>• Going through and doing gap analysis and work will be conducted in fall. Want to get people involved now and the self evaluation will launch in Fall 21</li> <li>• Gap analysis means we will look at the 100+ standards and see if we have any gaps</li> <li>• Standard is what accjc expects us to achieve in a certain area – 90% yes an 10% no that represents a gap and something we would want to look at more closely.</li> <li>• Meeting the standard is the minimum required and exceeding standard is even better</li> </ul>	<p>Provide b mezaki with list of all the committees not just the ones that report to PAC.</p>

	<ul style="list-style-type: none"> <li>• Research around accreditation talks about all the time and have it in the forefront think about it all the time – these are standards of good practice. Can't just wait until it's time for accreditation. This is MT. SAC demonstrating what we do well. It's not a one and done process – we have to keep our eyes on this.</li> <li>• We asked PAC and they approved a modified approach and asked committees that report to PAC to indicate whether it aligns with certain standards.</li> <li>• Try to help understand and be accountable.</li> <li>• Need to also have a plan for dissemination board needs to understand where we want to go and how their work is integral to what we are doing – built in pieces to give progress updates to the Board and PAC.</li> <li>• Fall meetings – are we planning and nature of the meetings will they be zoom or face to face how are we scheduling with the return to campus.</li> <li>• Last time we went through this cycle – VPI is the liaison officer – info comes directly to her and then disseminates to the Co-Chairs and the new VPI will do the same and will have input on how to do things and will build what we have and add perspectives that may be helpful</li> <li>• Practice est. to stay afloat large steering committee then smaller group that got down in the weeds to figure out what needed to be done next – primarily bms and kms and Lianne Greenlee. Will continue that process planning because it allows discussion and get input of the larger group – not decision making, but a process group to help keep things going.</li> <li>• One thing did overloaded research to late in process for the purpose of organizing evidence need to figure out how to organize that process as it moves along.</li> <li>• Chisa discussed positions open – will hold off and want to see where strengths are of folks that are here and BM gets more acclimated and then we will be able to see where the balance on the team is needed. This is an important position and need to have some depth.</li> </ul>	
--	--	--

		<ul style="list-style-type: none"> <li>• Minerva – mention that our visit asc wasc in spring 2024 go every 6 and accreditation is every 7.</li> <li>• The timeline will be viewed over and over and will hold the team accountable.</li> <li>• 4 standards each have several substandards 120 underneath. Bms and kma went trthrough all substandards and assigned them to a committee your work shows up in thise any time anything in the agenda rshows up it’s marked.</li> <li>• That’s a way to get familiar with standards get list of all committees on campus</li> </ul>	
<p><b>7. <del>Review and discuss new Goal</del> (Irene)</b></p> <p><b>Recommendation from PAC to add Goal 8:</b>  <i>“ASC will have support staff who will work to support the College in its accreditation matters, including but not limited to supporting ASC’s work (e.g., meetings, agendas, minutes, training, facilitate communications, reports to ACCJC, programmatic accreditation, and webpages) and the work of those supporting ASC, such as the Accreditation Liaison Officer and the Faculty Accreditation Coordinators..”</i></p>	11:00	<ul style="list-style-type: none"> <li>• When P&amp;F went to Pac, they suggested we add a goal to have support staff assist with accreditation.</li> <li>• Intent was that the work this committee does needs dedicated or deliberate assigned staff and need to be that’s available to you – will discuss how to organize and provide and it will guide the office in the future</li> <li>• Chisa – at PAC meeting when they suggested and additional goal.</li> </ul>	Committee to review/approve new goal
<p><b>8. <del>Training: Trustee Chow &amp; Associated Students</del> (Irene, Barbara)</b></p>	11:10	<ul style="list-style-type: none"> <li>• This is on her just so you know – took midterm report to board knowing we stil had time to answer questions before due.</li> <li>• 2<sup>nd</sup> reading there were questions that cam up – mentioned that it was there for final reading. Trustee Chow and AS presidents – not on board study sessions.</li> <li>• Sent accredit basics to student trustee – haven’t heard back. No questions received from trustee chow yet</li> <li>• Will do accreditiaotn oreiation to board because we have new board members.</li> <li>• Vacancy for student rep need to have conversation with student life – important on every committee, but this is one we need to always have – offered a group we will we can go to student meetings and talk to them about accreditiaotn – we can take this</li> </ul>	

		out to them if we need to . its an effective way of engaging folks	
<b>9. Accrediting Commission for Schools (ACS/SCE) Accreditation Update (Liza)</b>	11:20	<ul style="list-style-type: none"> <li>• Report is wrapping up and should be distributed within the next few weeks for input.</li> </ul>	
<b>10. Announcements</b>	11:25	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>11. Adjourn</b>			
Parking Lot/Upcoming topics: ○			
<b>Future Meetings: April 2, May 7, June 4</b>			

*~ Tell the truth / Take the high road. ▪ Trust your doubts/gut. ▪ Students First! ▪ Hire the right people for the right roles, trust them, and support them. ▪ Focus on solutions.~*



**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](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> Committee website up-to-date	<b>6, 11, 12, 14, 15</b>	
<b>GOAL #2:</b> 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.	<b>3, 6, 12, 14</b>	
<b>GOAL #3:</b> Review and report committee progress and accreditation processes to President's Advisory Council (PAC)	<b>1, 2, 3, 4, 12, 14</b>	
<b>GOAL #4:</b> Review and report on Quality Focus Essay (QFE) projects and make recommendations for continued progress to PAC.	<b>1, 3, 4, 5, 9, 12, 14</b>	

<p><b>GOAL #5</b></p> <p>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</p>	<p><b>10, 12, 14</b></p>	
<p><b>GOAL #6</b></p> <p>Develop accreditation expertise across campus by increasing the number of employees participating on ACCJC accreditation visiting teams.</p>	<p><b>10, 12, 13, 14</b></p>	
<p><b>Goal #7</b></p> <p>Capture &amp; communicate the work done across the Mt. SAC campus to ensure that the quality of instruction and services is conveyed to the ACCJC.</p>	<p><b>3, 12, 14</b></p>	
<p><b>Goal #8</b></p> <p>ASC will have support staff who will work to support the College in its accreditation matters, including but not limited to supporting ASC's work (e.g., meetings, agendas, minutes, training, facilitate communications, reports to ACCJC, programmatic accreditation, and webpages) and the work of those supporting ASC, such as the Accreditation Liaison Officer and the Faculty Accreditation Coordinators.</p>		