Mt. San Antonio College
Accreditation Steering Committee

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

Topic	Time	Discussion	Action Item
1. Welcome	10:30	• Barbara welcomed everyone to the meeting and introduced the two newest members – Michael Carr and Laura Martinez (Laura will replace Lisa as the meeting recorder).	
2. Approval of the Agenda	10:30	• The agenda approved as submitted.	
3. Approval of the March 5 minutes	10:35	• A motion to approve the minutes was made by Loni and seconded by Beta. All in favor said aye. There were no nays and no abstentions. The minutes were approved as submitted.	

4. ACCJC Annual Reports (Daniel and Rosa)
 • Fiscal Report FY 2019-20
 • Annual Report 2021
	10:40	• Rosa provided the following update on the ACCJC Annual Fiscal Report.
		    o This report is required on a yearly basis. The information included has already been reported and approved.
		    o Most of the information comes from the 311 and 320 report.
		    o The report along with district and college data was provided as of June 30, 2020, and is certified by Dr. Scroggins.	

		• Daniel shared a Powerpoint presentation on the ACCJC Annual Report and Fiscal Report The report ensures that colleges are holding themselves accountable for continuous improvement in the context of the unique mission and goals.
		    o Stretch goals are critical. The Committee needs to agendize this to ensure goals are ready for the upcoming school year.
		    o Evidence (video and documented evidence) is retained by Daniel.
		• Barbara M-S asked that Laura be copied when the audit report is sent. The report is sent to the Board of Trustees for approval. It doesn't align with any committees because it's mandatory.	

5. **What is Accreditation?** (Kristina)
 	
   • [ACCJC Webinar Series Spring 2021 Lineup](#)
   • ACCJC Initiatives Updates Webinar
   • Q & A
	11:00	• Kristina provided the following link to the ACCJC website https://accjc.org/webinar/
		    o All of the webinar downloads can be found there. There are no additional webinars scheduled for Spring.
		• Discussion held regarding the new ISER process that three colleges are piloting, and how that new process will affect Mt. SAC.
		    o The Formative Summative process for self-evaluation which is very much like it's done at ASC WASC.
		    o Kristina gave a synopsis of the differences between the old and new process.
		    o Currently, the ISER is sent to ACCJC, and then reviewed by team of peer reviewers. The team comes to Mt. SAC to ensure that everything we said in that report is accurate and the evidence supports what we said.
		    o The new process is different. We will still write an ISER which will be shorter than in years past, and it will be submitted earlier than normal in terms of distance between submission and a visit.	

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		o The ISER will be reviewed by team of our peers. We will be notified of any deficiencies. o Between that time and the visit, we will have a chance to rectify any deficiencies that were found to exist or there will be a plan in place that articulates how we plan to address those deficiencies. o Instead of a visiting team of 10-12, it will be a smaller team that will be focused experts in the area in which we are deficient. • The process is more collaborative with the commission and visiting team and will allow all colleges to understand that accreditation doesn't stop. o Midterm in its new style? Specifics not mentioned. It wasn't discussed other than that it would be a standard follow up to the ISER. o ISER has been reduced to a maximum of 250 pages. • If anyone has the opportunity to volunteer to be on a visiting team, you are encouraged to do so. To experience the training in terms of what to look for in a report really informs how to prepare our own report so that it meets expectations. • Meghan shared some highlights and take-aways from her participation on a visiting team.
6. **ISER 2024 Timeline** (Kristina) • Working Group (Irene, Barbara M)	11:15	• There was a review of the ISER 2024 timeline. There may be some slight changes. Fall 2021 will be the launch of the self-evaluation. o This timeline is created by working back from the end. It's designed in a manner that ensures constituent group participation from the beginning to end. o Feedback was that the timeline is an excellent first draft. Recommendation that the work lands fast and hard starting next year and the Committee should look to meet twice per

			month. This will allow more participation of the committee versus having a small leadership team do the heavy lifting. • Barbara stated that she would like to share this draft as part of the report out that Irene does to PAC. If you have any thoughts or edits, please send them to Laura. • The following changes to be made to the document(Laura to edit): o Add the word *draft* to the document. o Remove the acronyms. o ASC approved and asked Irene to carry to PAC.	
o **Review and discuss new Goal** (Irene) **Recommendation from PAC to add Goal 8**: *"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.."*	11:30	• Barbara made a motion to accept moved to accept the recommendation from PAC to add Goal 8. Chisa seconded the motion. All in favor said aye. There were no nays and no abstentions. Motion carried.		Committee reviewed and approved new goal
o **Training: Associated Students** (Irene and Barbara M.)	11:40	• A student trustee expressed concern about not knowing enough about accreditation. o The student trustee was provided with a link to get an overview of accreditation and asked to reach out to have members of ASC do a presentation to the associated students. • A suggestion was made about creating an informational video about accreditation. Students seem to learn well with videos.		
o **ASC Goals** (see next page)(Barbara)	11:45	• There was a review of the Committee Goals. • Discussed the trail of evidence and the requirement for accreditation that committees document this requirement for accreditation.		

			This became the foundation for our evidence and it's critical. o There needs to be a check of the campus committee minutes to ensure that they are complying with this.	

o **Accrediting Commission for Schools (ACS/SCE) Accreditation Update** (Liza)	11:50	•	Minerva provided an update on their report.
			    o The report is complete and is being circulated across campus.
			    o Instructors were asked to place it on their canvas shells where students are able to review the report and provide feedback.
			    o Feedback received from ACS WASC – it was a succinct 29 page report.
			    o Minerva to attend as a guest going forward.
			    o Add to next agenda – final report.	

o **Announcements**	11:55	•	This is Irene's last meeting. She introduced incoming VPI Kelly Fowler who starts on May 3 and will attend the May 7 meeting.	
o **Adjourn**				
Parking Lot/Upcoming topics: o				
Future Meetings: May 7 and June 4				

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MT. SAC!
Mt. San Antonio College

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**	

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	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**	