

February 22, 2017

To: Dr. Sunita Cooke, Team Chair
Mr. Michael Fino, Team Assistant
Accreditation Visiting Team Members

Cc: Accrediting Commission for Community and Junior Colleges

From: Dr. William Scroggins, President/CEO
Dr. Irene Malmgren, Vice President, Instruction and ALO

Re: Developments since the completion of the College's Self Evaluation

The purpose of this memo is to provide information on a few aspects of the College's work since the completion of the College's Self Evaluation.

DISTANCE LEARNING

At the College's November 2016 Board of Trustees' meeting the *Faculty Agreement Year 3 of 3, 2014-17* was approved. After this contract approval occurred, the College aligned and implemented new Distance Learning (DL) support mechanisms. The Agreement contained Article 13.A.1, a new provision, which empowered the Distance Learning Committee to conduct a pilot review of 25 randomly selected DL courses for regular and substantive contact between the faculty member and the students. This is an additional quality control measure implemented to strengthen DL and maintain the continuous increase in student success rates in DL courses.

As described in the College's Self Evaluation report, the College is implementing Canvas, the new learning management system in 2016-17. Faculty have until the end of spring semester 2017 to make this transition. This means that it is possible that Visiting Team members examining DL courses may find the DL course content in either Moodlerooms or Canvas.

FISCAL

On December 13, 2016, the Board of Trustees approved the audits reports for the fiscal year ending June 30, 2016 relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Auxiliary Services Corporation. The College also completed the Commission's *Required Evidentiary Documents for Financial Review* as noted in the attached documents. This work aligns with that in the Self Evaluation as well as includes some additional evidence available online. The College is doing an exceptional job to meet these requirements.

ORGANIZATIONAL CHARTS

Organizational Charts, with employee names, are attached. We hope that you find this of use as you visit our college.

Attachments:

- #1: *Required Evidentiary Documents for Financial Review*
- #2: *Organizational Charts*