



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

**MARCH 3, 2023**  
**10:30A-12:00P – ZOOM**

**MEMBERSHIP**

- |  |   |  |   |  |  |
|--|---|--|---|--|--|
| <input checked="" type="checkbox"/> KELLY FOWLER, CO-CHAIR | <input type="checkbox"/> BARBARA MEZAKI, CO-CHAIR             | <input type="checkbox"/> ROSA ASENCIO            | <input checked="" type="checkbox"/> MINERVA AVILA     | <input checked="" type="checkbox"/> MICHAEL CARR | <input checked="" type="checkbox"/> MEGHAN CHEN            |
| <input checked="" type="checkbox"/> KELLY COREAS           | <input type="checkbox"/> TIKA DAVE´-HARRIS                    | <input checked="" type="checkbox"/> DIANA DZIB   | <input type="checkbox"/> PENNY PEIYING FENG           | <input checked="" type="checkbox"/> L.E. FOISIA  | <input checked="" type="checkbox"/> ALLIE FRICKERT         |
| <input type="checkbox"/> GEORGE GUTIERREZ                  | <input checked="" type="checkbox"/> LIANNE MALDONADO-GREENLEE | <input checked="" type="checkbox"/> BETA MEYER   | <input checked="" type="checkbox"/> PATRICIA QUINONES | <input type="checkbox"/> L R RODRIGUEZ           | <input checked="" type="checkbox"/> MICHELLE SHEAR         |
| <input type="checkbox"/> VACANT, STUDENT                   | <input type="checkbox"/> VACANT, STUDENT SERVICES             | <input checked="" type="checkbox"/> ROGER WILLIS |   |  |  |
| <input type="checkbox"/> MICHELLE SAMPAT (GUEST)           | <input type="checkbox"/> CATHY STUTE (GUEST)                  |  |   |  | <input checked="" type="checkbox"/> LISA JACKSON, RECORDER |

	TOPIC	UPDATES/DISCUSSION	OUTCOME/ACTION
1.	Agenda Review		
2.	Review of <a href="#">December 2</a> , Minutes	Reviewed	Approved
3.	Winter Core Team Work a. Draft Review Process (Allie) b. <a href="#">Accreditation</a> Website Update (Lianne) c. Evidence Collection/Remediation for Accessibility (Allie) d. <a href="#">ISER Areas of Focus 2/24/23</a> (Lianne)	a. Allie shared the Core Team has edited and finalized each of the Finishing Team drafts, with a focus on Review Criteria, ERs, and collection of supporting evidence. b. Lianne shared the updated website, with posted ISER sections and feedback form in Smartsheet c. Allie confirmed Eric Turner’s team is collaborating to make all evidence files accessible. We have 1500 files at this time d. Lianne led review of ISER Areas of Focus, with items in green nearing completion, those in yellow in progress, and salmon colored likely to be noted in an improvement plan in the ISER. Roger confirmed Academic Senate is working on BP/AP review.	

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		Upcoming IEPI PRT team visit discussed as related to several areas of focus.	
4.	<p>ISER Review Feedback Plan &amp; ASC Member Role</p> <ul style="list-style-type: none"> <li>a. <a href="#">Spring 2023 ISER Draft Review Plan</a> (Lianne)</li> <li>b. ASC Member Role (Kelly) <ul style="list-style-type: none"> <li>i. Ensure your constituency group acts to review and give input-Ready to sign</li> <li>ii. <a href="#">Spotlight any issues your group has NOW related to the Standards</a></li> <li>iii. Respond by 3/10 with a date to visit your constituency group March/April only</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Members are encouraged to attending upcoming Listening Session opportunities (in person or Zoom)</li> <li>b. Members were requested to report back to constituencies about opportunities to give input to the ISER now. Now is the time for feedback and dialogue, with a focus on outreach to ensure many opportunities for input. A signing celebration is planned when the Board of Trustees approves the ISER. Core Team members request dates to visit each constituency to do an overview of the many ways feedback on the ISER can be shared and to encourage participation at listening sessions.</li> </ul>	
5.	<a href="#">Goodbye Big Green Monster – Hello Fiona</a> (Patty)	IEC is reviewing and revising the Integrated Planning Model during March, with plans to finalize in April for inclusion in the ISER. The new model incorporates suggestions gathered from the Fall 2022 EPAC meeting. The new model has been nicknamed “Fiona” and will retain the green color	
<b>INFORMATIONAL ITEMS</b>			
6.	<p><a href="#">Confirmation of Visiting Team</a> (Kelly)</p> <ul style="list-style-type: none"> <li>a. Chair-Dr. Matthew Setstein, Superintendent/President Cabrillo College</li> <li>b. Vice Chair-Dr. Pedro Avila, Superintendent/President of Gavilan College</li> <li>c. ACCJC Dates: <ul style="list-style-type: none"> <li>i. Team ISER Review 10/18/23</li> </ul> </li> </ul>	The Visiting Team Chair and Vice Chair have been named. Initial ISER review will be in Fall 2023, with Zoom opportunities to meet the team. The focused site visit team in February 24 will be to discuss core inquiries. The size of the team, schedule, and duration are to be determined.	

	Focused Site Visit Week of 2/26/24		
7.	ACS WASC Update (Minerva) a. Report Page # change b. Visit 4/22-24/24	a. ACS WASC now has a maximum 50-page Self-Study Report limit. b. The ASC WASC Visiting Team has been officially set for April 2024	
8.	ACCJC Annual Report Process (Kelly/Patty) a. Patty completes data sections, Rosa/Morris complete budget sections (February) b. Patty reports ISS to IEC and requests input/approval (March) c. Morris reports to Budget & Rosa reports out at IEC on Budget (March) d. Patty presents full report to ASC – Informational (April) e. ASC Presents finalized and approved report to PAC and President before submission f. (1 <sup>st</sup> meeting in April) g. PAC Informational report by Patty and Rosa	<p>The annual report process was reviewed. IEC and Budget Committee will receive the report and give input in March. ASC will then see the full report at the April 7 meeting. PAC will have an informational report on April 12<sup>th</sup>. The annual report will be uploaded to ACCJC by April 14<sup>th</sup>.</p> <p>If you love this and want to do it again – come to an in-person one it’s the ISER with treats.</p> <p>Is this structure okay moving forward? Want to make sure we have enough time to give input and move forward and want to encourage you to encourage your members to give input. Everyone’s work is so important and we need their input.</p> <p>Tell folks what to focus on because it can be overwhelming – we have a hand-out called “standards at a glance</p> <p>If on accreditation subcommittee – stay</p> <p>Patty presented a revised Integrated Planning Process Map that IEC co-chairs as well as the accreditation core team worked on.</p> <ul style="list-style-type: none"> <li>• Revisions were made based on the feedback received during Fall 2022 EPAC meeting.</li> <li>• The revised map will go to IEC for additional revisions and final approval.</li> </ul> <p>Patty also presented on the Annual Report Process</p>	

		<ul style="list-style-type: none"> <li>• The ACCJC Annual Report is due Friday, April 14, 2023.</li> <li>• The annual report consists of a student enrollment and achievement report and a fiscal report.</li> <li>• For the student enrollment and achievement report, we report institution set standards, stretch goals, and actual numbers for six student achievement outcomes.</li> <li>• RIE will retrieve the data needed for the student achievement report and Rosa will work on the Fiscal Report. IEC will review the metrics as well as the institution set standards and stretch goals and approve the annual report before submitting to ACCJC.</li> </ul>	
9.	ISER Look & Feel (Allie)	John Lewallen from Marketing has prepared suggested artwork for the Front Cover and headers of the ISER.	Approved theme for use.
10.	Announcements/Burning Questions	Affirmed the ASC purpose, function, and changes in membership for 22-23 are approved and have been sent to PAC.	
11.	Thank You and Homework ☺	Dates for constituency meetings to Lianne	
12.	Next Steps		
<b>Parking Lot/Upcoming Topics:</b>		<b>Future meetings:</b>	<b>Standing Information:</b>
<ul style="list-style-type: none"> <li>• Outcomes</li> </ul>		<b>Dates to note:</b>	<a href="#">Accreditation Website</a>