



## MT. SAN ANTONIO COLLEGE ■ ACCREDITATION STEERING COMMITTEE ■ AGENDA

**SEPTEMBER 3, 2021**

*10:30A-12:00P – ZOOM*

**MEMBERSHIP:**

<input checked="" type="checkbox"/> KELLY FOWLER, CO-CHAIR	<input checked="" type="checkbox"/> BARBARA MEZAKI, CO-CHAIR	<input checked="" type="checkbox"/> LIZA BECKER	<input checked="" type="checkbox"/> MICHAEL CARR	<input type="checkbox"/> ALEXIS CARTER	<input checked="" type="checkbox"/> MEGHAN CHEN
<input type="checkbox"/> DIANA DZIB	<input checked="" type="checkbox"/> L.E. FOISIA	<input checked="" type="checkbox"/> ALLIE FRICKERT	<input type="checkbox"/> LIANNE GREENLEE	<input type="checkbox"/> DIONDRE MCBRIDE	<input type="checkbox"/> BETA MEYER
<input checked="" type="checkbox"/> KIM-LEILONI NGUYEN	<input checked="" type="checkbox"/> PATRICIA QUINONES	<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"/> STUDENT REP (VACANT)					
<input type="checkbox"/> KRISTINA ALLENDE (GUEST)	<input checked="" type="checkbox"/> MINERVA AVILA, GUEST	<input checked="" type="checkbox"/> DANIEL BERUMEN (GUEST)			<input checked="" type="checkbox"/> LAURA MARTINEZ, RECORDER

	TOPIC	UPDATES/DISCUSSION	OUTCOME/ACTION
1.	Welcome – Kelly Introductions – Barbara <ul style="list-style-type: none"> <li>Patricia Quinones, Director, RIE</li> <li>Allie Frickert, Faculty Accreditation Liaison Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Committee agreed to meet virtually for the Fall semester.</li> </ul>	
2.	Agenda Review	<ul style="list-style-type: none"> <li>Approved as submitted.</li> </ul>	
3.	Review of <a href="#">June 4</a> Minutes	<ul style="list-style-type: none"> <li>Approved with minor modifications.</li> </ul>	
4.	Virtual Accreditation Kick-Off and Team Participation - Kelly  October 22, 1-4pm	<ul style="list-style-type: none"> <li>1-2p College and community wide for entire campus to attend. This is designed to be broad and provide accreditation message to all.               <ul style="list-style-type: none"> <li>Will be a virtual event and will do everything to make it engaging and inclusive.</li> <li>Gohar Momjian will join us for the day. She has a PPT developed, and the core</li> </ul> </li> </ul>	

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		<p>group will work to review and share slides with campus leaders.</p> <ul style="list-style-type: none"> <li>○ Part of self-reflection is identifying gaps.</li> <li>○ All leadership will be invited to join. Laura will email each group to invite their participation.</li> </ul> <ul style="list-style-type: none"> <li>● 2-4p Focused training designed for ASC, leadership group. All are welcome to attend. <ul style="list-style-type: none"> <li>○ Gohar and Kelly to review the process (formative/summative) and its impact to us. Less focus on visit and more on report. <ul style="list-style-type: none"> <li>▪ First report due in Fall 2023</li> <li>▪ Evidence collection and writing begin in Spring 2022</li> <li>▪ Summer 2022 Core Team will edit and fine tune with goal of submission in August.</li> <li>▪ Final copy will be submitted to Board in June 2023.</li> </ul> </li> <li>○ Team will review and identify gaps for us to address. Only Team members associated with identified gap would come to the campus.</li> </ul> </li> </ul>	
5.	Tag Line Submissions	<ul style="list-style-type: none"> <li>● Save the Date email was sent to the campus community with additional information about the Kickoff and tagline submissions. <ul style="list-style-type: none"> <li>○ ASC will narrow down the tagline and the Core group will work to identify winning tagline and work with Marketing on design of the logo.</li> <li>○ ASC members are eligible to submit but would abstain from the voting process.</li> </ul> </li> </ul>	
6.	<p>Associated Students Training – Schedule in Fall – Barbara &amp; Allie</p> <ul style="list-style-type: none"> <li>● Topics</li> <li>● In Person/Zoom</li> <li>● Facilitators</li> </ul>	<ul style="list-style-type: none"> <li>● Barbara and Allie will work on this schedule and they both recognize the importance of including the students.</li> </ul>	

		<ul style="list-style-type: none"> <li>○ Audrey discussed student appointments, which are go through Student Life’s appointment process.</li> </ul>	
7.	<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>	<ul style="list-style-type: none"> <li>● This will become important after the big launch. <ul style="list-style-type: none"> <li>○ Plan our spring and what it may look like. Spreading the word to the college and community; talking with classified, confidential, managers, and faculty.</li> <li>○ It’s important that we continue to think about the needs of 651.</li> <li>○ How to include training on Flex.</li> <li>○ Once we select the logo and tagline, we’ll further identify what we want to select and invest in to showcase and engage our campus community.</li> <li>○ Spring ’22 will be about evidence and understanding</li> <li>○ Summer ’22 – core team will pull together and identify larger gaps in narrative/evidence and where are we celebrating. <ul style="list-style-type: none"> <li>▪ QFE would be a bigger focus.</li> </ul> </li> <li>○ Fall ’22 heavy writing</li> <li>○ Spring ’23 constituency review, writing, and editing.</li> </ul> </li> <li>● Identification of evidence storage, which initially will only be used for Mt. SAC to work through <ul style="list-style-type: none"> <li>○ This will need to move a website that the visiting team may access.</li> <li>○ Kelly recommended that the folders are identified by Standards.</li> <li>○ Final report is sent on a flash drive to the Commission. The evidence is also included on that flash drive.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ Naming Convention – set them up before the storage is identified, or after? <ul style="list-style-type: none"> <li>▪ Depends on the approach used in identifying the structure of the folders. This should be discussed in advance.</li> </ul> </li> <li>● Audrey inquired about the identification or appointment of writing teams. <ul style="list-style-type: none"> <li>○ This can be a challenge and Kelly has spoken with Barbara and Allie about a possible “interview” style of writing.</li> <li>○ This will be a major focus in Spring, along with education.</li> </ul> </li> </ul>	
8.	Announcements	<ul style="list-style-type: none"> <li>● Barbara thanked everyone for their collaboration and willingness to work on the Accreditation process.</li> <li>● Liza advised SCE is also going through an accreditation process through ACS at the same time as ACCJC.</li> <li>● Robert is looking forward to the new process and inclusion of classified representation on all aspects of the process.</li> <li>● Allie is genuinely excited to learn and feels like she has</li> <li>● Premeeting for leadership to discuss their participation.</li> </ul>	
9.	Next Steps		
<b>Parking Lot/Upcoming Topics:</b> <ul style="list-style-type: none"> <li>● Naming Conventions for Evidence</li> <li>● Storage – How, where, and accessibility requirements (OneDrive?)</li> </ul>		<b>Future meetings:</b> September 3, October 7, November 5, & December 3 <b>Dates to note:</b> Tentative – October 22 (Training Launch)	<b>Standing Information:</b> <a href="#">ISER TIMELINE</a>