

# Mt. San Antonio College Accreditation Steering Committee

**Minutes**  
**April 17, 2020**  
**10:30am-12:00pm**  
**Zoom Meeting**

X	Richard Mahon (Co-Chair)		Alexis Carter	X	Joumana McGowan	X	Calvin Tran		
X	Rocio Avila (Co-Chair)	X	Diana Dzib	X	Barbara McNeice Stallard	X	Chisa Uyeki		
X	Betsy Lawlor (Co-Chair)	X	Lianne Greenlee		Elizabetha Meyer		Audrey Yamagata-Noji		
X	Ron Bean	X	Grace Hanson	x	Kim-Leiloni Nguyen	X	Morris Rodrigue (Guest)		
X	Liza Becker		Johnny Jauregui	X	Robert Stubbe	X	Rosa Royce (Guest)		<i>Lisa Jackson, Recorder</i>

	Discussion	Action Item
1. Welcome & Agenda Review	<p>Added Item 7 and 7b to the agenda</p> <ul style="list-style-type: none"> <li>• 7a. Substantive Change Proposal for Distance Education</li> <li>• 7b. Distance Education</li> </ul>	
2. Purpose, Function & Membership Statement (attachment):	<p>The Committee reviewed and edited the Purpose, Function &amp; Membership statement.</p> <ul style="list-style-type: none"> <li>• Added Assistant Faculty Accreditation Coordinator (Betsy Lawlor)</li> <li>• Items 17 and 18 corrected to:               <ul style="list-style-type: none"> <li>a) Noncredit Faculty Member (appointed by Academic Senate)</li> <li>b) Faculty Member (appointed by Academic Senate)</li> </ul> </li> </ul> <p>A motion to approve the Purpose &amp; Function Statement was made by Richard. All were in favor. There were no nays and no abstentions. Document to be forwarded to PAC for approval.</p>	Document to be forwarded to PAC for approval
3. ACCJC Midterm Report – timeline, writing plan:	<p>Request for assistance was sent via email in the following areas:</p> <ul style="list-style-type: none"> <li>• Lani is preparing the SLO reporting and should have a report by April 24<sup>th</sup>.</li> <li>• SCE has submitted information.</li> <li>• Shiloh and Sara are working on the Guided Pathways portion of the report and should have an update ready by April 24.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A draft of the new website should be available by April 30 for the current report. Documents from the 2013 report will be archived for the midterm and establishing a dummy site that won't be published, but will allow us to populate this year's documents.</li> <li>• Marketing is developing the front and back cover for the report.</li> <li>• Betsy will validating the links in the draft midterm report as well as the webpage.</li> </ul> <p>Chisa suggested the following timeline for review and approval by the Academic Senate.</p> <ul style="list-style-type: none"> <li>• 4/23 Senate Exec meeting – present partial draft as a discussion item.</li> <li>• 5/7 Senate Exec full draft as action.</li> <li>• 5/14 Full Senate as discussion item</li> <li>• 5/21 Full Senate as action item.</li> </ul>	
<p>4. ACCJC Two Annual Reports: (Attached timeline and one report)</p> <ol style="list-style-type: none"> <li>Due April 3, 2020 – extension needed</li> <li>Committees to review and approve them</li> <li>Fiscal and Achievement</li> <li>Stretch Goals</li> </ol>	<p>Richard stated that Barbara worked with Rosa and Morris on the Annual Fiscal Report update.</p> <ul style="list-style-type: none"> <li>• Mt. SAC is sound fiscally and this is exactly the type of report the ACCJC likes to see.</li> </ul> <p>There are two annual reports the College must file with the ACCJC: <a href="#">The Annual Report</a> and <a href="#">Annual Fiscal Report</a>. The Committee reviewed and discussed both reports.</p> <ul style="list-style-type: none"> <li>• Mt. SAC ranks in the 31% percentile of the US Department of Education <a href="#">Scorecard</a>. This ranking is derived from the data provided by the College to the Chancellor's Office. Compared to other colleges, 31% is actually robust. <ul style="list-style-type: none"> <li>• Richard added that what is being measured is first time, full-time students. Many of our students don't get counted because they don't meet that criteria.</li> <li>• This is an area in which the Department of Education has been very aggressive in and asking regional accreditors why they don't revoke the accreditation of colleges that have what the Department of Education considers low rates.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• There was a dramatic increase in Distance Education from 2016-17 to 2018-19 because we have worked to increase the offerings and there has been an increase in spot-certified faculty as well.</li> <li>• Next year’s report will reflect the addition of the category of correspondence education.</li> <li>• Discussion was held regarding stretch goals and how they are set versus what we think is reasonable. We are looking towards 2021-22.</li> </ul> <p>The Committee unanimously accepted both reports as submitted and authorized Barbara to submit them to the ACCJC by the deadline.</p>	
<p>5. ACCJC Substantive Change Proposals:</p> <ol style="list-style-type: none"> <li>a. Distance Education (Meghan)</li> <li>b. ASC may wish to create a formal check-in process with others.</li> </ol>	<p>Richard stated that this is an area that Meghan has handled in the past. Submissions were made in the Fall and we did not receive confirmation that the substantive change forms had been accepted.</p> <ul style="list-style-type: none"> <li>• Richard followed up with the Commission and determined that what Meghan believed what she submitted was not received.</li> <li>• Richard submitted a follow-up submission and waited approximately a week for confirmation and was told informed by the Commission that they had not received anything from Meghan nor him.</li> <li>• After a 3<sup>rd</sup> submission, the document was finally accepted. Confirmation was finally received that the documents were received as submitted. The Department of Education was then notified so that our new, online programs could be entered into the federal database.</li> </ul>	
<p>6. WASC 2020 ARC Making it Real Conference April 22-24, 2020 (handout):</p>	<p>Richard shared that he encouraged Loni to submit her name to be a part of the WASC Assessment Academy and was accepted.</p> <ul style="list-style-type: none"> <li>• WASC has suspended its conference due to COVID-19.</li> <li>• There may be some virtual events in the near future. Richard will keep the group posted on any upcoming events.</li> </ul>	

7. Substantive Change for Distance Learning  
b. Correspondence Education

Richard stated that we are required by the ACCJC to submit a substantive change report for any programs that exceed 50% of the program components being completeable online.

- We are required to submit that report is that the Federal Department of Education wants to monitor when students are getting degrees that are paid for with federal financial aid money.
- The concern is for diploma mills that collect a lot of money and the students pay for it with Title IV financial aid.
- Because we are in temporary, remote instruction and in the Summer and Fall will graduate to FOMA (Fully Online by Mutual Agreement) for a temporary moment of time, we will go way above that 50% threshold in programs only because they are making short-term accommodations to meet student needs.
- With the assistance of the Deans, Chairs, and Coordinators, we will need an accurate list of programs that have made short-term accommodations. This will be put into a succinct document to be submitted to the ACCJC. A process which has now been automated.
- Meghan put the documents together which were submitted as a PDF by Richard that the Commission reviewed in a relatively cursory way. They gave us approval and notified the Department of Education.
- Chisa stated that based on their conversations with noncredit around Distance Learning, there is interest in pursuing correspondence for some of their courses instead of Distance Education which is something we have not done previously. We would need to determine what the ACCJC says about it and what would we would need to do in terms of accreditation.

Richard stated that Mt. SACs credit programs will almost certainly never do correspondence education. Students are not eligible to receive financial aid for those programs.

- There were conversations about correspondence education because SCE is not ACCJC accredited, they are The Commission for Schools accredited.

	<ul style="list-style-type: none"><li>• We would not want to do correspondence education because we wouldn't want students to lose their financial aid eligibility.</li></ul>	
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Next Meeting: June 5, 2020