

# Mt. San Antonio College Accreditation Steering Committee

**Minutes**  
**December 6, 2019**  
10:30am-12:00 pm  
**Conference Room: Building 4, Room 2440**

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

Topics	Discussion	Action Item
1. Welcome & Introductions:		
2. Approval of the November 1, 2019 minutes:	<p>Approval of the minutes as submitted with the following change:</p> <ul style="list-style-type: none"> <li>Item 4 duplicate of "to develop goals"</li> </ul> <p>There being no other corrections, all were in favor of approving the minutes as amended. There were no nays and 4 abstentions.</p>	
3. Agenda Review:	<p>Upon review of the agenda, there were two requests to add the following:</p> <ol style="list-style-type: none"> <li>Richard requested to add a few announcements</li> <li>Grace added agenda item on behalf of Audrey Yamagati-Noji</li> </ol> <p>Richard gave Lani a shout-out for her work and leadership related to the college making assessment activities more meaningful.</p> <p>Richard shared that he served on the ACCJC 2012-2018 and is now a member of WASC. He shared some of the information that was discussed at the regional meeting last month.</p>	
4. Finalize Purpose, Function & Membership Statement: (attachment)	<p>Richard asked for a motion to approve the edited P&amp;F and Membership Statement. Motion to approve was made to approve. With there being no further discussion, all were in agreement with the Purpose, Function, &amp; Membership statement and Committee Goals as submitted.</p> <p>Discussion was held that we would like to consider adding more faculty to the Committee.</p> <ul style="list-style-type: none"> <li>There was support for faculty (non-credit) to serve on the Committee.</li> </ul>	<b>Lisa to submit report to President's Office.</b>

	<ul style="list-style-type: none"> <li>• (1) Noncredit and (1) at-large faculty member to be added</li> </ul> <p>Motion to approve by Chisa, the motion was seconded by Barbara Gonzales with no nays and no abstentions.</p> <ul style="list-style-type: none"> <li>• The document is now ready to go to PAC for approval</li> </ul> <p>Barbra made motion to add Goal 6 to the Committee Goals:</p> <ul style="list-style-type: none"> <li>• Develop accreditation expertise across campus by increasing the number of employees participating on accreditation teams.</li> <li>• All were in favor of adding Goal 6 to the Committee goals.</li> </ul>	
<p>5. ACCJC Online Module: (Richard)</p>	<p>Richard thanked everyone for submitting their certificate for successful completion of ACCJC Accreditation Basics Online course. Gift cards for completion will be distributed within the next week or so.</p>	
<p>6. QFE Introduction: (attachment) Barbara</p>	<p>Barbara reviewed the QFE – which was a part of our 2017 document focusing on what we need to do in the future.</p> <ul style="list-style-type: none"> <li>• Midterm report is due Spring 2021. It is expected that the report will be submitted in December 2020 or January 2021 at the latest. The report requires Board approval as well as Academic Senate Review.</li> <li>• We must discuss the improvements that have been made as well as the recommendations that were given to us.</li> <li>• We are also charged with Student Learning Outcomes and what is the college doing to improve those outcomes.</li> <li>• Annual Fiscal Report is very important because if at any point we are a little off in what we are doing, red flags go up.</li> </ul> <p>The purpose of the Quality Focused Essay (QFE) is not to create new work, but to provide a snapshot that we are doing the work.</p> <p>Lianne to work on a backwards timeline. The Committee to determine if a small workgroup should assemble during the winter break to work on the timeline.</p> <ul style="list-style-type: none"> <li>• Joumana suggested that the workgroup meet in early Spring 2020 in order to develop the timeline.</li> </ul>	<p>Lisa to send copy of the Guidelines for preparing Institutional Report Fall 2020.</p>

7. Programmatic Accreditation Report: (Rocio)	<p>There was a review of the report and Kristina reported that everyone with an asterisk by their name provided Kristina with a response and those with no asterisk did not respond.</p> <ul style="list-style-type: none"> <li>• Rocio to send reminder to send in their information.</li> <li>• The list approximately three years old. Is there a new list? Are there any new programs that aren't on the list? The list will be sent to the Deans' to confirm accuracy.</li> <li>• Joumana to work on this and provide Rocio with a finalized list.</li> </ul>	
8. ACCJC Annual Report: (Barbara)	Nothing to report	

**Next Meeting:** March 6, April 3, May 1, and June 5, 2020

**Location:** Conference Room 04-22440