

## Mt. San Antonio College Accreditation Steering Committee

**Agenda**  
**October 2, 2020**  
**10:30am-12:00pm**  
**Zoom Meeting**

X	Rocio Avila (Co-Chair, Faculty Accreditation Coordinator)		Lianne Greenlee (Director, POD)	X	Robert Stubbe (CSEA 262)		L.E. Foisia, (Noncredit)
X	Richard Mahon (VPI/ALO, Co-Chair)		Diondre Mc Bride (CSEA 651)	X	Chisa Uyeki (Senate President)	X	Kristina Allende (Guest)
X	Ron Bean (Management, Admin Services)	X	Joumana McGowan (AVP, Instruction)	X	Audrey Yamagata-Noji (Management, Student Services)	X	Meghan Chen (Guest)
X	Liza Becker (SCE)	X	Barbara McNeice Stallard (Director, RIE)	X	Student Rep (vacant)		
	Alexis Carter (Management, HR)	X	Beta Meyer (FA appointee)		Faculty Accreditation Co-Coordinator (vacant)	X	<i>Lisa Jackson, Recorder</i>
	Diana Dzib (Classified Senate)	X	Loni Nguyen (Outcomes Coordinator)		Michelle Shear (Faculty Credit)		

	Time	Discussion	Action Item
<b>1. Welcome</b>	10:30		
<b>2. Approval of the Agenda</b>	10:30	The agenda was approved as submitted.	
<b>3. Approval of the <a href="#">September 4, 2020 minutes</a></b>	10:35	The minutes were approved as submitted.	
<b>4. Announcements</b>	10:35	Richard thanked Rocio for attending an ACCJC webinar – The Council for Higher Education Accreditation (CHEA) <ul style="list-style-type: none"> <li>Information regarding this webinar placed in chat by Richard. Click <a href="#">here</a> for more information.</li> </ul> <p>Rocio continues to make updates to the <a href="#">programmatic accreditation</a> page. It's very comprehensive and very detailed.</p> <p>December 8 – midterm draft will go to Cabinet for review.</p>	
<b>5. <a href="#">Purpose, Function, Goals</a> (2020-2021) Please review attached P&amp;F and goals</b>	10:40	Reviewed and finalized the ASC Committee Goals. <ul style="list-style-type: none"> <li>A student has not yet been assigned to ASC.</li> <li>We are still working on committee appointments.</li> <li>Goal 6 – do we need to continue increasing the number of members on accreditation?</li> <li>Finalized document to be forwarded to Brigitte Hebert.</li> </ul>	

<p>6. <a href="#">Accreditation Midterm Report</a> (Rocio) Please review the draft copy you received and bring questions or concerns you may have.</p>	<p>11:00</p>	<p>Work continues on the midterm report. Rocio asked for clarification regarding the following:</p> <ul style="list-style-type: none"> <li>• Purpose of AMAC in recommendation No. 3 – will send back to Chisa for clarification.</li> <li>• Recommendation No. 4 – add information in the SLO section about how COVID has effected this section.</li> <li>• ISS – COVID 19 transferring courses online/training faculty. Is this something that want to include in this section? If so, should we keep as is or explain in more detail?</li> <li>• QFE-2 Integration of Plans – this section has completely changed from what was in the previous ISER. <ul style="list-style-type: none"> <li>○ Rocio thank Audrey, Meghan, and Madelyn for their work on this.</li> <li>○ Audrey included a chart on the new budget structure not in the original document.</li> <li>○ Continue to have trouble with QFE-2 timeline for integration of plans. Still have a few questions that need to be answered. Do we want to keep original language or change?</li> <li>○ Charts may not be the most effective way to convey to the commission the work that has been done. Do they raise more questions than they answer?</li> <li>○ Rocio to look at this a little bit more – the narrative doesn't include everything in the process. Would like to keep chart and add to narrative.</li> </ul> </li> <li>• Rocio to email her questions to the committee – this way everyone can review and have provide input and feedback.</li> <li>• Beta added that LA County has required us to only offer specific programs for essential workers. As that is being defined, we are slowly working with the Return to Campus Taskforce and bringing back with very specific programs.</li> <li>• Programs have all pivoted and have tried to meet their course standards for accreditation while operating fully online.</li> <li>• We've been serving thousands of students in a different manner still meeting the requirements and needs of the course in a series of different ways that people at ACCJC might be interested in hearing about how we've been doing this.</li> </ul>	
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<p><b>7. ISS &amp; KPI (Barbara)</b></p>	<p>11:15</p>	<p>Barbara referenced a document reviewed table Course Completion rates and goals – document placed in the chat.</p> <ul style="list-style-type: none"> <li>• Provided a quick walkthrough of the Institution Set Standards (ISS) which is what we are required to do by the ACCJC. This is the minimum, acceptable pass rates.</li> <li>• Stretch goals and aspirational goals are what we want to achieve.</li> <li>• Last goals are the actual goals.</li> </ul> <p>Barbara asked for input regarding the ISS and aspirational goals. We have not yet set aspirational goals.</p>	

		<ul style="list-style-type: none"> <li>• 74% is actually recommended. This is a starting point and that number can either go up or down.</li> <li>• Understanding perspectives, the aspirational goal should be higher.</li> <li>• Richard suggested that Barbara follow up the observations with George and have him catch her up and what they've done and then again, the narrative to explain the numbers – focus on methodology going forward may be more important than the numbers themselves. <ul style="list-style-type: none"> <li>○ Agreed to set the Floor Goal at 588</li> <li>○ Aspirational goal set to 650</li> <li>○ Degrees for Transfer – we have a higher number than we've seen before. Our floor before was 2358. Discussion held and the committee agreed to set the aspirational goal at 2700</li> <li>○ Transfer – we won't have these numbers until December or January. Previously the goal was 1799 although we continue to surpass this goal.</li> <li>○ Floor set at 1800 and aspirational goal 1915 – all were in agreement.</li> <li>○ Barbara to change goals and will provide the information to Rocio as needed.</li> </ul> </li> </ul> <p>There is no consequence from the ACCJC for not achieving the aspirational goals. It comes down to what we want to do as a college.</p>	
<b>8. Accrediting Commission for Schools (ACS/SCE) Accreditation Update (Liza)</b>	11:30		
<b>9. ISER 2024: Timetable? Questions for Gohar Momjian's visit</b>	11:45		
<b>10. Adjourn</b>	11:55		
<b>Parking Lot/Upcoming topics:</b> <ul style="list-style-type: none"> <li>• Kristina's experience at Los Medranos</li> <li>• Visit from Gohar Momjian (our ACCJC liaison), November 6</li> </ul>			

*~Tell the truth / Take the high road. ▪ Trust your doubts/gut. ▪ Students First! ▪ Hire the right people for the right roles, trust them, and support them. ▪ Focus on solutions.~*



## Committee Goals and Progress Report 2020-21

**Committee name:** Accreditation Steering Committee

**Name of person completing the report:** Richard Mahon, Vice President, Instruction (Co-Chair) and Rocio Avila, Faculty Accreditation Coordinator (Co-Chair)

**Instructions:** Due by **November 2, 2020**: Columns 1 and 2  
Due by **June 1, 2021**: Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to [bhebert3@mtsac.edu](mailto:bhebert3@mtsac.edu) (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
<b>GOAL # 1:</b> Committee website up-to-date	<b>6, 11, 14,</b>	
<b>GOAL #2:</b> Review campus committees' minutes to ensure they align with ACCJC standards and be able to identify what has been done well and gaps that need to be addressed.	<b>3, 6, 12, 14</b>	
<b>GOAL #3:</b> Review and report committee progress and accreditation processes to President's Advisory Council (PAC)	<b>1, 2, 3, 4, 12, 14</b>	

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<b>GOAL #4</b>	Review and report on Quality Focus Essay (QFE) projects and make recommendations for continued progress to PAC.	<b>1, 3, 4, 5, 9, 12, 14</b>	
<b>GOAL #5</b>	Ensure all ASC members and their constituent groups have a clear understanding of the accreditation cycle, the standards, the reporting requirements, and the Quality Focus Essay (QFE) as central to maintaining the ongoing quality of Mt. SAC	<b>10, 12, 14</b>	
<b>GOAL #6</b>	Develop accreditation expertise across campus by increasing the number of employees participating on ACCJC accreditation visiting teams.	<b>10, 12, 13, 14</b>	
<b>Goal #7</b>	Capture & communicate the work done across the Mt. SAC campus to ensure that the quality of instruction and services is conveyed to the ACCJC.	<b>3, 12, 14</b>	