

Mt. San Antonio College

Accreditation Steering Committee

Minutes
November 6, 2020
10:30am-12:00pm
Zoom Meeting

X	Rocio Avila (Co-Chair, Faculty Accreditation Coordinator)	X	Lianne Greenlee (Director, POD)	X	Robert Stubbe (CSEA 62)	X	L.E. Foisia, (Noncredit)
	Vacant (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)		Student Rep (vacant)		
	Alexis Carter (Management, HR)	X	Beta Meyer (FA appointee)		Faculty Accreditation Co-Coordinator (vacant)		
	Diana Dzib (Classified senate)	X	Loni Nguyen (Outcomes Coordinator)	X	Michelle Shear (Faculty Credit)	x	<i>Lisa Jackson, Recorder</i>

	Time	Discussion	Action Item
1. Welcome	10:30		
2. Approval of the Agenda	10:30	The agenda was approved as submitted.	
3. Approval of the October 2 minutes	10:35	<ul style="list-style-type: none"> • Recommendation No. 3 changed from what Chisa originally submitted. The November draft has additional changes that Mark Fernandez made with Richard. • Floor and aspirational goals were set – remove sentence stating that feedback was needed. • Minutes were approved as submitted with noted corrections. 	
4. Announcements <ul style="list-style-type: none"> • List of DE programs above 50% • WASC Webinars • ACCJC Webinars • New Federal Title IV Requirements • Kristina’s Experience at Los Medranos 	10:40	<ul style="list-style-type: none"> • With the resignation of VPI Richard Mahon, Barbara has been appointed temporary co-chair until a permanent replacement is found. • In reference to the list of DE programs above 50% - letter received on 10/14 from ACCJC regarding our deadline. • Letter received on 10/26 from ACCJC stating that our DE courses were approved as submitted. <ul style="list-style-type: none"> ○ Meghan asked for clarity re: the list of DE courses that have been approved (submitted by Richard). Does this mean that newly completely online certificates do not need to be submitted? This isn’t clear from ACCJC direction. 	

		<ul style="list-style-type: none"> ○ Rocio asked Meghan to ask Gohar this question prior to delving into the ISER conversation. ○ Kristina stated that substantive changes in terms of DL is that the process is that we submit as an inquiry and if ACCJC sees that it doesn't deviate from what we are doing, they will advise. It's still a good idea to check with Gohar. ● Rocio posted links to WASC seminars in the chat and will also send to the committee via email. ● Upcoming ACCJC webinars: <ul style="list-style-type: none"> ○ <i>"Changing Federal Regulations Regarding Accreditation"</i> November 17, 1-2p. ○ <i>"The New Federal Title IV Requirements"</i> California Education Code Section 69432.7(l)(2)(A): Click here to view. <ul style="list-style-type: none"> ○ Question received from Financial Aid Department stating that we have to start listing this somewhere. ○ Rocio stated that she has placed this information on the bottom of the programmatic accreditation webpage. ○ Anything with a licensure passage rate has an asterisk next to it along with a table with the data that has been received so far. ○ Information has been vetted through Deans and Chairs. ○ Rocio shared that she will be resigning her position as co-coordinator at the end of the fall semester. ● Kristina reported that in October she visited Los Medanos Community College virtually. This was her first time participating in a virtual visit. <ul style="list-style-type: none"> ○ Webinar format yielded very little interaction and collaboration versus attendees having access and being on camera. This led to a more robust discussion and interaction among the group. ○ The process still seemed to be as rigorous and as comprehensive. The interpersonal interaction with other attendees was noticeably different. 	
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<p>5. Visit from Gohar Momjian (our ACCJC liaison)</p>	11-12	<ul style="list-style-type: none"> ● Gohar was welcomed to the meeting followed by roundtable introductions. ● The Commission has been evolving and changing how they help train colleges as they start the ISER process as well as the way the peer review teams are trained in reviewing the college and its ISER. <ul style="list-style-type: none"> ○ The process of self-evaluation is the beginning of a process. Colleges are being asked to start with the accreditation standards and understand what those standards are prior to doing anything. ○ Warned against updating old ISER. It's best to start authentically from the beginning with the accreditation standards. ○ The standards are the foundation for everything. They must be read and understood to see how they apply in your college's context. <ul style="list-style-type: none"> ○ Accreditation standards by definition are statements of effective, good practices that all colleges are expected to have to ensure that a quality education is being provided. ○ There are 127 explicit statements categorized in 4 areas: <ol style="list-style-type: none"> 1. Standard 1 - Mission, Academic Quality and Institutional Effectiveness, and Integrity 2. Standard II - Student Learning Programs and Supports Institutional Integrity 3. Standard III - Resources 4. Standard IV - Leadership and Governance ● Going into the self-evaluation means: reading the accreditation standards, understanding what they mean, finding evidence that demonstrates the standard is met, and identifying anything that is off track. ● Accreditation is a peer review process. The peer reviewers are not auditors. 	Will adjust schedule between 11-12

	<ul style="list-style-type: none"> • As an agency, the ACCJC has a mission adopted in 2017 – working and collaborating with institutions to advance educational equality. <ul style="list-style-type: none"> ○ Commission established values – collegiality, integrity, and institutional improvement. ○ It’s about helping and not seeing what is being done wrong. • Goal is to simplify the process and take the fear out of the process. <ul style="list-style-type: none"> ○ ISER is limited to 250 pages. ○ Report is being written for volunteers who will read from cover to cover – keep your audience in mind. • Question regarding substantive change proposal was discussed. <ul style="list-style-type: none"> ○ If it’s a new program, going through a substantive change inquiry process is required. ○ Sometimes able to give administrative approval. ○ If there is a significant change, then a full substantive change application may be required. ○ There is an inquiry form that colleges are being asked to complete. Work with the ALO – this is who submits that document. ○ Gohar stated that Richard submitted the list of programs that were going to be offered online for Spring 21 – ACCJC has been doing blanket approvals ○ Mt. SAC is covered for Spring 21 and online modalities. <ul style="list-style-type: none"> ○ Once the list of programs is provided to ACCJC and the approval letter is received. We have the authority to keep courses online or go back to in-person instruction. ○ Barbara asked Meghan to provide ASC with documentation or a summary indicating that based on what we have submitted so far – we are good or that we need to do something else. ○ Barbara also suggested that Dr. Scroggins be asked to assign an ALO. • Gohar confirmed that the Commission already received a list of new DL courses from Mt. SAC. Because Mt. SAC has Commission approval already to offer 50% or more of our degrees and programs online, the college is not required to submit an inquiry on whether 	
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		<p>to submit Substantive Change Proposals for additional new DL programs.</p> <ul style="list-style-type: none"> ○ Gohar emphasized that the inquiry and submission must be done by the college's Accreditation Liaison Officer (ALO). ● Gohar reviewed and discussed the timeline in terms of the formative, summative process. This is a new process currently being piloted. <ul style="list-style-type: none"> ○ Mt. SAC will fall under the formative, summative peer review process. This won't change how the ISER is to be done, but in terms of timing, it certainly does. ○ ACCJC is piloting with first cohort of pilot colleges (Santa Barbara, Citrus and Southwestern) – inserting a formative component into the peer review process. ○ Doesn't change the ISER or the way it's done, the report is still based on standards. ○ ISER due Fall 2023 - August 2023 is the approximate due date. Fall 2021 Gohar will conduct the ISER training. She can come earlier if needed. Typically comes out 2 years prior to when the ISER is due. ○ ACCJC typically comes out to college for ISER training unless we are still in pandemic mode, then it will be conducted via Zoom. ○ The formative component being introduced in Fall '23 – is that the team reviewing the ISER and simply based on the ISER – shows concise, clear, and relevant evidence they will not ask questions in that case. Where clarity is needed the team will provide core inquiries – and will advise of the areas where there is concern and additional information is needed. Feedback will be provided in Fall '23 ○ Spring '24 there will be a site visit in which at which time, the loop will be closed. <ul style="list-style-type: none"> ○ We will still need to do the following: <ol style="list-style-type: none"> 1. Write to the standards and any eligibility criteria therein, 2. Still bring the college together to help in that process and document how this was done in the ISER. 	
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6. Purpose, Function & Membership (2020-2021) Please review attached Purpose & Function and Goals <ul style="list-style-type: none"> • Review New Goal • Review New Members 		<ul style="list-style-type: none"> • Finalized and submitted for PAC approval. 	
7. Accreditation Midterm Report (Rocio)		<ul style="list-style-type: none"> • Rocio reported that she will email the new link to the webpage so that you can view the November draft. No changes are being made, it's just informational. 	
8. Key Performance Indicators (KPI)(Barbara) <ul style="list-style-type: none"> • BOT Agenda Item 2020-06-24 KPI • BOT Report 2020-06-24 • President's Cabinet Action Notes • President's Cabinet Report-1c KPM w/Equity Focus 			
9. Accrediting Commission for Schools (ACS/SCE) Accreditation Update (Liza)			
10. Adjourn			

Parking Lot/Upcoming topics: <ul style="list-style-type: none"> ○ ISER 2024 Timetable ○ ASC determine how to contribute to the Standards Review Process – how can we position ourselves to be involved with this. 			
Future Meetings: December 4 th			

~ 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 (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1: Committee website up-to-date	6, 11, 12, 14, 15	
GOAL #2: 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.	3, 6, 12, 14	
GOAL #3: Review and report committee progress and accreditation processes to President's Advisory Council (PAC)	1, 2, 3, 4, 12, 14	
GOAL #4: Review and report on Quality Focus Essay (QFE) projects and make recommendations for continued progress to PAC.	1, 3, 4, 5, 9, 12, 14	

GOAL #5	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	10, 12, 14	
GOAL #6	Develop accreditation expertise across campus by increasing the number of employees participating on ACCJC accreditation visiting teams.	10, 12, 13, 14	
Goal #7	Capture & communicate the work done across the Mt. SAC campus to ensure that the quality of instruction and services is conveyed to the ACCJC.	3, 12, 14	