



MT. SAN ANTONIO COLLEGE

DATE: September 22, 2021

TO: College Committees and Selected College Programs

FROM: Bill Scroggins, Ph.D., President/CEO

SUBJECT: **PLANNING FOR 2021-22**

The President’s Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting and reviewing the important work taking place at committee and program levels. We want to reflect this work in our reporting of institutional effectiveness. As a result, we are asking that each committee consider how the work of the council/committee contributes to moving us towards reaching college-wide goals. As a college we are making particular efforts this year to examine all of our work with an equity lens and to make commitments to address issues that will increase equity. Therefore, in addition to connecting the work of your council/committee to college goals you are asked to speak how the council/committee will address equity in the work of the committee. Each council/committee is required to complete the following:

- Purpose and Function Statement. Your committee’s latest PAC-approved Purpose and Function Statement is attached to this email. **Please make changes directly to this file using strikethrough for deletions and bold and underlined for additions. DO NOT use track changes.** The purpose, function, and membership of council/committees which report to PAC cannot be changed without approval. If your council/committee believes that changes are warranted, they need to be recommended during this annual review process. Committees which report to Senate must get Senate approval to change your purpose and function statement or add/delete members to your committee.
- Committee Goals and Progress Report. Use the attached template to *document the goals and accomplishments* that your committee/program worked on this year. [In fall you are asked to set goals for the year, and in late spring you will be asked to reflect on these goals and report your accomplishments.] You will note the first Goal has been completed for you. To comply with Accreditation Standards, your College committee website needs to be maintained and kept up-to-date. PAC encourages your group to be thoughtful with its goals. The College continues to use its goals and College mission, vision, and core values <https://www.mtsac.edu/about/mission-and-goals.html> to drive planning. The attached goals have been reviewed and approved by the Institutional Effectiveness Committee (IEC), PAC, the College President, and the Board of Trustees. Also, if you have received recommendations from PAC to revise or add other goals, please do so on this form.

Please submit your completed documents to Brigitte Hebert (bhebert3@mtsac.edu) and the manager responsible for the program or respective council using the attached templates. Please see the due dates below.

Form	Due Date
Purpose and Function Statement Review	November 5, 2021
Committee Goals and Progress Report – Columns 1 and 2	November 5, 2021
Committee Goals and Progress Report – Column 3	June 3, 2022

Strategic Plan Goals

- 1.** Advance and foster an equitable, diverse, inclusive, just, and anti-racist campus culture that empowers our community to make positive change in society.
- 2.** Further develop, facilitate, and maintain a physically and emotionally safe and accessible campus environment.
- 3.** Develop and expand strategies for and communication about opportunities for students that support retention, persistence, and success.
- 4.** Effectively coordinate human, physical, technology, and financial resources to improve student accessibility, growth, and academic success.
- 5.** Embed environmental, social, and economic sustainability into the work and decision-making processes of all areas of campus.
- 6.** Ensure open and authentic communication and coordination among stakeholders to support achievement of all college goals.



Committee Goals and Progress Report

2021-22

Committee name: Student Preparation Equity and Achievement Council

Name of person completing the report: Audrey Yamagata-Noji and Lance Heard

Instructions: Due by **November 5, 2021**: Columns 1 and 2

Due by **June 3, 2022**: 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: <u>Keep committee website up-to-date</u>	6	<ul style="list-style-type: none"> <u>The Committee's website was updated in May 2023.</u>
GOAL #2: <u>Review and monitor the progress of the Student Equity Plan and Budget through the governance process.</u>	3, 4	<ul style="list-style-type: none"> <u>The Council reviewed the draft Student Equity and Achievement Plan Annual Report due January 1st, 2022.</u> <u>Developed a workgroup for the Student Equity Plan 2022-25 due on November 1, 2022.</u> <u>The Council will keep this goal for the 2022-23 academic year.</u>
GOAL #3: <u>Work with committees reporting to the Council to clarify purpose, function,</u>	2, 4, 6	<ul style="list-style-type: none"> <u>The Council reviewed, revised and approved changes to the purpose, function and membership of the Assessment and Matriculation Committee.</u>

	<u>membership and review updates and recommendations</u>		<p><u>Student Equity Committee, Retention and Persistence Committee and Textbook and Instructional Materials Committee by Academic Senate.</u></p> <ul style="list-style-type: none"> • <u>The Council reviewed, received and approved recommendations of the Assessment and Matriculation Committee, Student Equity Committee and Retention and Persistence Committee and Textbook and Instructional Materials Committee.</u> • <u>Representatives from each reporting committee reported regular updates to the Council.</u> • <u>Recommendations received by the Student Equity Committee on the Native American Initiatives.</u> • <u>There has been a greater integration with the Retention and Persistence Committee and Textbook and Instructional Materials Committee.</u>
GOAL #4:	<u>Review and make recommendations for accuracy and consistency for Board Policies and Administrative Procedures related to student preparation, equity and achievement, considering anti-racism and social justice.</u>	<u>1, 5</u>	<p><u>Reviewed and accepted the following AP/BPs:</u></p> <ul style="list-style-type: none"> • <u>AP 4240 – Academic Renewal: The Council reviewed and accepted revisions made by a workgroup. Status: Forwarded to Academic Senate December 2021.</u> • <u>BP 4240 – Academic Renewal Without Course Repetition: The Council reviewed and accepted revisions made by a workgroup. Status: Forwarded to Academic Senate December 2021.</u> • <u>AP 4225 – Course Repetition and Withdrawals: The Council reviewed and accepted revisions made by a workgroup. Status: Forwarded to Academic Senate December April 2022.</u> • <u>AP 5055 – Enrollment Priorities: The Council reviewed and accepted the revised AP. Status: Forwarded to AMAC April 2022.</u> • <u>BP 4250- Probation, Dismissal, and Readmission: The Council reviewed and accepted revisions made by a workgroup. Status: Forwarded to Academic Senate June 2022.</u> • <u>AP 4250 –Probation: The Council reviewed and accepted revisions made by a workgroup. Status: Forwarded to Academic Senate June 2022.</u>
GOAL #5:	<u>Receive, review and recommend strategies related to assessment, placement methods, and impact of assessment outcomes (AB705).</u>	<u>3, 4, 5</u>	<ul style="list-style-type: none"> • <u>Regular updates regarding Multiple Measures and the Assessment Questionnaire were provided at the meetings and forwarded for timely approval to Academic Senate.</u> • <u>Recommendations received by the Assessment and Matriculation Committee.</u> • <u>Received reports and presentations by Math, English, READ, AMLA, Research.</u> • <u>The Council had a joint meeting with the reporting committees and other key campus leaders to review where the College is with assessment and placement.</u> • <u>The Council reviewed the AB 705 plan due May 2022 (extended deadline). The AB 705 Report has passed through Academic Senate and AMAC.</u>
GOAL #6:	<u>Review the impact of COVID-19 on student enrollment, student retention and student success for all students</u>	<u>1, 2, 3, 4</u>	<ul style="list-style-type: none"> • <u>Regular updates regarding the College’s COVID-19 Testing/Vaccination policies were provided at the meetings.</u> • <u>Received updates on the impact of COVID-19 on male student enrollment from Research.</u>

