



MT. SAN ANTONIO COLLEGE

DATE: September 22, 2020

TO: College Committees and Selected College Programs

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

SUBJECT: **PLANNING FOR 2020-21**

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 give consideration to 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.*** 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 2, 2020 |
| Committee Goals and Progress Report – Columns 1 and 2 | November 2, 2020 |
| Committee Goals and Progress Report – Column 3 | June 1, 2020 |

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 2020-21 ~~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 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, 14 6 | |
| GOAL #2: | Review and monitor the progress of the Student Equity Plan and Budget through the governance process. | 6, 9, 12, 14 3, 4 | |
| GOAL #3: | Work with committees reporting to the Council to clarify purpose, function, membership and review updates and recommendations | 1, 4, 14 2, 4, 6 | |
| GOAL #4: | Review and make recommendations for accuracy and consistency for Board Policies and Administrative Procedures related to student preparation, | 1, 14 1.5 | |

| | | | |
|-----------------|---|--|--|
| | equity and achievement, <u>considering anti-racism and social justice.</u> | | |
| GOAL #5: | Receive, review and recommend strategies related to assessment, placement methods, and impact of assessment outcomes (AB705). | 1, 3, 5, 6, 8, 9, 10, 14 <u>3, 4, 5</u> | |
| GOAL #6: | Review the impact of COVID-19 on student enrollment, student retention and student success for all students | 1, 4, 5, 6, 8, 9, 10, 11, 14 <u>1, 2, 3,</u> <u>4</u> | |
| GOAL #7: | Receive and respond to recommendations from the two newly formed committees: Retention and Persistence Committee and the Textbook and Instructional Materials Committee. | 3, 4, 6, 8, 9, 14 | |