1. Minutes of 8/7/13 and 9/18/2013 – Approved

President’s Report – President Perez mentioned in an effort to reduce costs, a writing team will write the progress report. Of the 14 recommendations, 10 will be completed before the end of December and the remaining 4 by Spring and/or Fall 2014. Once completed, consultant Matthew Lee will review the recommendations and provide suggestions. The Student Support Services Committee is recommending changing the LAMC mission statement. The mission statement is being reviewed by EPC, Budget & Planning, and Student Support Services Committee.

President Perez reviewed Recommendations 1 – 14 in the Accreditation Action Plan.

<table>
<thead>
<tr>
<th>RECOMMENDATIONS</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Recommendation 1</td>
<td>Recommendation 1 will be completed in fall.</td>
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<tr>
<td>Recommendations 2 and 3</td>
<td>Action plans for Recommendations 2 and 3 have been completed and are on the O: drive.</td>
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<td>Recommendation 4</td>
<td>The Distance Education Plan was received.</td>
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<td>Recommendation 5</td>
<td>Michael Allen is locating space for a Faculty Resource Center. The term “learning styles” needs to be defined. What approaches are being used to assess student needs?</td>
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<td>Recommendation 6</td>
<td>Recommendation 6 will be placed as an item on the 11/7 Budget &amp; Planning Committee meeting agenda.</td>
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<td>Recommendation 7</td>
<td>For this particular recommendation, Mission College was compared to Harbor and West L.A. Colleges. A report will be prepared and presented to the Budget &amp; Planning Committee. We should consider comparing Mission College to Oxnard College, a college with similar demographics and population size. Recommendation 7 is in progress.</td>
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<td>Recommendation 8</td>
<td>The report for Recommendation 8 was received yesterday. All complaints are being logged. Debra Manning is putting together a log to cover the last five years.</td>
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<td>Recommendation 9</td>
<td>The Student Support Services Committee is meeting this Friday to work on developing a plan for Recommendation 9.</td>
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<td>Recommendation 10</td>
<td>President Perez has developed a list of collegiality activities demonstrating efforts in promoting a productive collegial workplace. The Collegiality Theme Team is in place and conflict resolution intervention strategies have been discussed. A number of faculty will attend the Southern California Mediation Association Workshop at</td>
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Pepperdine University. The Center of Mediation is developing curriculum on conflict resolution. President Perez will review the program and see if it’s affordable. The information will then be forwarded to the Collegiality Theme Team for review.

**Recommendation 11**

Danny Villanueva is meeting with the Human Resources Committee. The survey will not be conducted. The Human Resources Master Plan is being reviewed along with policies and procedures.

**Recommendation 12**

Hanh Tran completed the technology assessment and is ready to be reviewed by the Budget & Planning Committee.

**Recommendation 13**

A meeting was held on 9/25 to discuss TBAs. Michael Allen will evaluate the training and prepare a report. A follow-up meeting with the Academic Scheduling Office will be held to review internal control policies and procedures. Recommendation 13 will be completed by 11/15.

**Recommendation 14**

Progress is being made on Recommendation 14 and is expected to be completed by mid-November.

President Perez suggested adopting the student achievement measures/targets set by the District. The Student Support Services Committee will meet with President Perez to focus on Recommendation 9, and develop strategies on how to gather the information and data.

Leslie Milke mentioned we need to get a handle on the Program Review validation process. The comprehensive review for all Student Service areas may not be doable. Annual updates will take place in the fall and the comprehensive review in spring. There are discrepancies with the validation process between the divisions and the process should be agreed upon prior to moving forward. A plan must be set-up for each division so we know what will be validated in the 3-year cycle. Training for Program Review will be held on 10/28 & 10/29. Members of the PROC will review and update the Program Review Handbook.

Leslie Milke agreed with Monica Moreno’s suggestion that the Student Support Services Committee must be a working committee, and not just meet regularly.

The process of logging student complaints needs clarification. Joe Ramirez will describe the complaint process and review the student complaint policy and procedures at the next ASC meeting. The student complaint process should be standardized – no matter what office is logging the complaint. Dennis Schroeder suggested developing a computerized system for managing complaints. Due to student confidentiality, individuals will have limited access to view the screens. Dennis will work with Hanh to develop the system.

2. **Accreditation Classified Support** – Madelline Hernandez said the ASC is operating without classified support; President Perez will identify the necessary support by the November 20th meeting.
3. **Research/Data Theme Team** – Sarah Master is proposing the creation of a short-term Research Advisory Task Force based on Consultant Matthew Lee’s recommendation. The ASC Research Theme Team will become the short-term Research Advisory Task Force to address accreditation recommendations related to research and evaluation and needs of the college to develop and implement a comprehensive program of research and evaluation. A Charter will be created to outline the purpose of the task force. The task force will be a subcommittee of College Council.

4. **Recommendation Progress Update Presentation** – This item was discussed in the President’s Report.

5. **AIP Progress Update Presentation** – Madelline Hernandez reviewed the Actionable Improvement Plan (AIP) table.

   AIP #9  The ASO Advisor has met with all but four faculty club advisors. The next workshop will be held on October 21. Joe Ramirez will upload copies of the meeting agendas and minutes and post in the evidence file under AIP-#9.

   AIP #13  The Correction Action Plan has been submitted and will be emailed to the ASC Chair by October 18.

   AIP #20  The Facilities Planning Committee provides monthly updates on the Facilities Master Plan at its meetings and at College Council. The Facilities Planning web site is in the process of being updated.

   AIP #6  At its 10/3 meeting, the Academic Senate voted to approve the recommendation to discontinue the PACE program and forwarded the recommendation to the College President and Vice Presidents. President Perez will prepare a memorandum to concur with the recommendation of the Academic Senate.

   AIP #7  The program viability process and procedures have not been updated. The Academic Senate has proposed to the EPC to take over the task of updating the current viability process and procedures to create an efficient, data-driven program viability analysis process.

   AIP #19  President Perez mentioned Mission College should receive deferred maintenance funds shortly.

   AIP #3  SLO Coordinator Pat Flood will work with Michael Allen to identify achievement gaps, assessment measures, and implement improvements to assure quality instructional programs in support of student learning as well as update the AIP table. The SLO Summit may be used as evidence. Pat and Michael will update the evidence column on the AIP table.

   AIP #18  The Library Computer Lab has been established. AIP #18 was completed in Spring 2013.

   AIP #21  Language from the action plan will be inserted as evidence.

   AIP #25  Joe Ramirez will upload the agenda of the Student Support Services committee meeting as evidence. Leslie Milke offered to attend an ASO meeting to provide an overview of college governance. Mary Lou Mendoza suggested we create an automated master calendar of campus activities and committee meetings. The calendar is to include project deadlines such as program review, accreditation, etc.
AIP #8  The Student Support Services Committee will invite the DSPS Coordinator and Technology Specialist to its December meeting to develop a plan to further improve the LAMC website. AIP #8 will be completed in Spring 2014.

AIP #2  President Perez provided an overview of the newly established Program Review Oversight Committee.

AIP #4  Cathy Brinkman mentioned program viability and metrics, in terms of evaluating programs and tracking completion time, was discussed in the CTE meeting. President Perez asked if they are going to identify barriers to completion and develop strategies. Cathy said she, Michael Allen, and D’Art Phares will meet to talk about metrics in terms of evaluation for viability. Madeline Hernandez said she does not believe Strategic Enrollment Management has been discussed at EPC. President Perez said a meeting of Strategic Enrollment Management will be called within the next two to three weeks to identify barriers to completion and develop strategies to decrease the amount of time it takes to complete a Certificate of Achievement. A report will be prepared for EPC to show progress. Mission College is below the District average on certificate completions. The issue may be is we are no longer reporting local completed certificates. Cathy Brinkman mentioned there is other data that can be used in terms of program evaluation. Cathy will work with Michael Allen and Sarah Master on updating AIP #4.

AIP #5  The Transfer Center Counselor Coordinator will collaborate with the Counseling Department and Dean of Student Services to develop an operational plan to increase awareness and utilization of the Transfer and Career Center. A meeting will be held in December to develop a plan for Spring 2014.

AIP #10  By spring 2014, the Counseling Department, in collaboration with the Office of Academic Affairs, will review the Discipline Advisor Program to enhance the advising services the College provides to its students. Vice Presidents Michael Allen and Joe Ramirez will meet with Counselors Diana Bonilla and Madeline Hernandez in mid-November to develop the plan. Madeline Hernandez mentioned a plan was created in 2011; it’s a matter of reviewing it and making sure the plan is current. The biggest issue we’re facing is tracking – the tracking of students for advisory.

AIP #11  By spring 2014, the Vice President of Student Services in collaboration with Academic Affairs will develop practices to improve student performance with regard to assessment preparation and orientation. An initial discussion has been held to have students go through orientation prior to taking the assessment test. Videos for the Math and English assessments have been developed and may be review by students prior to taking the assessment test. These videos have been produced with Title V support.

AIP #13  By Spring 2014, the College will seek funding to modernize and expand the Library and address immediate needs as defined in the 2013 Library Program Review. The Vice President of Academic Affairs is analyzing non-state dollars (including Carl Perkins Act allocations) and grant-funded opportunities to generate resources for the Library’s print and electronic publications. In conjunction with the Vice President of Administrative Services, the Vice President of Academic Affairs is exploring the development of general fund budget strategies to increase human and fiscal resources for the Library’s needs. The
College recently purchased a library databases for $40,000 to support the expansion of the Library’s electronic resources available for student research. Danny Villanueva said the funds have already been allocated for the library database. AIP #13 needs to be updated.

AIP #14  Students need to be made aware of the laptop lending program. This action item needs to be updated to reflect the number of laptops available for faculty and for student use.

AIP #15  Michael Allen and Joe Ramirez are in the process of reviewing learning support services and developing a plan to improve efficiency of services.

AIP #20  Danny Villanueva said the technology plan will be forwarded to the Budget and Planning Committee for review, and then go to College Council. AIP #20 should be completed by December.

President Perez said all this information will be incorporated into the progress report. He also went on to say, what Sarah Master found is that Mission College had a 39% increase in the number of degrees awarded and a 49% increase in the number of certificates awarded for FY 2012/13. He’s also looking into reverse articulation so students may earn an Associate degree. Madelline Hernandez said this is somewhat in place and may be in the Board Rule. Students must meet residency requirements.

Madelline mentioned the Evaluation Worksheet is complete. Once the Worksheet is approved by College Council, the document will be posted online. Madelline shared the progress of the ASC web site.

6. The next ASC meeting is Wednesday, November 20, 2013.