

ORGANIZATION FOR THE SELF STUDY

Mission College's preparation for the Self Study began in 2003 with the formation of the Mission College Accreditation Steering Committee (the Governance and Planning Council, GAP). This committee was co-chaired by the then Vice President of Instruction, Dr. Harriett Robles (now college President) and the faculty accreditation liaison officer, Dr. Jonathan Brennan, a faculty member appointed by the Academic Senate. Accreditation Steering Committee members represented a wide spectrum: classified staff, faculty, students, board members and administration, and included the college Research Analyst and Academic Senate president.

The Steering Committee met regularly from 2004 to 2007 and developed the Midterm Report in 2004 and Progress Reports in 2005, 2006 and 2007. In addition, the Steering Committee regularly shared information with the college community and requested feedback from constituents.

The faculty accreditation liaison officer met regularly with the Academic Senate from 2003-2007 to discuss the new accreditation standards, the importance of gathering specific evidence to support summary and evaluation items, student learning outcomes, and the progress of midterm and progress reports and the standard committees.

In Fall 2004, an initial group of standard team members was recruited. Some of the team members and Steering Committee members participated in an ACCJC Self Study training in Fall 2005. During the 2005-2006 academic year, Dr. Brennan was on professional development leave, and a replacement faculty member took temporary responsibility for Academic Senate reports, planning meetings with the college Vice President, and District accreditation meetings.

In 2005-2006 the accreditation process was impacted by an earlier District Academic Senate resolution and the subsequent "work to contract" environment. There were additional resolutions by the Academic Senate and the Classified Senate and the participation of the faculty and classified employees diminished significantly. The Accreditation Steering Committee continued to monitor the progress of the Self Study and provide leadership.

In Spring 2006, the Steering Committee, in conjunction with the West Valley-Mission Community College District's Information Systems, established a district-wide institutional assessment database to support the measurement of institutional effectiveness and the colleges' development of their self studies. The project established naming conventions for committee minutes and the creation of a searchable data base where meeting minutes and other documents could be uploaded. Additionally, Mission College developed Sharepoint, an accreditation Web site where team members could collaborate on drafts and the college community could participate in the formation of the Self Study.

In November 2006, a call for volunteers was issued by the Classified and Academic Senates and individuals were selected for the four standard teams. The four standard teams reflected a wide diversity of faculty (across a range of disciplines, both transfer and vocational), classified staff, administrators, students and Board of Trustee members.

The Self Study was drafted in Spring 2007. It was reviewed several times by GAP, the Steering Committee, as well as the Academic Senate throughout the Spring, Summer and Fall of 2007. Feedback was brought to the Steering Committee to be addressed in the draft. Printed copies of the draft were given to both Steering Committee members as well as members of the Academic Senate, and they were asked to share the drafts with their constituencies. Electronic copies were made available to the entire campus on the Sharepoint website.

DISTRICT COORDINATION

Because both Mission College and its sister college, West Valley College, were developing their self studies and hosting site visits at the same time, the District Joint Accreditation Steering Committee (DISJOINT), formed during the previous Self Study, was reconstituted in 2003. The team consisted of the college presidents, vice presidents of instruction, Academic Senate presidents, the District Vice Chancellor of Administrative Services, the Special Assistant to the Chancellor, and the faculty accreditation liaison from each college. The Research Analysts from the two colleges and the District Director of Information Services also provided support to the committee. DISJOINT coordinated the two self studies to ensure consistency on issues related to District services and the production of the reports while still maintaining the autonomy of each institution.

DISJOINT met regularly throughout the 2004, 2005, 2006, and 2007 academic years. The committee developed a style sheet to use for the Self Study and determined an editorial process for review of the final self studies of both colleges. The committee also decided to create an accreditation survey instrument to collect feedback from faculty, staff, and administrators. Surveys were completed in March 2007. The results were compiled under the direction of DISJOINT and distributed to both colleges. DISJOINT also oversaw the development of the District Mapping document.

COMMUNICATION

The accreditation co-chairs kept the college community fully informed regarding progress of the Self Study through a variety of methods: consistent updates at college-wide faculty/staff meetings, Board of Trustees meetings, GAP (Steering Committee) meetings, Academic and Classified Senate meetings, and management meetings. Additionally, the accreditation Web pages, both Sharepoint and Inside Mission, all campus accreditation e-mails, and discussions during team meetings served to ensure the wide distribution of information.

ACCREDITATION STEERING COMMITTEE

Co-Chairs

Dr. Harriett J. Robles President (former Vice President of Instruction) and
College Accreditation Liaison Officer

Dr. Jonathan Brennan Faculty, English Department and
Faculty Accreditation Liaison

Membership 2006-2007:

Harriett Robles, Mission College
President
Cathy Cox, Academic Senate President
Daniel Peck, College Research Analyst
Jim Bracy, VP, Student Services
(Interim)
John Williams, VP, Instruction (Interim)
Worku Negash, Dean of Admin. Servs.
Doug Masury, Classified Senate
President
Juan Montoya, ASB President
Dan Sanidad, Dean of Student Services
Antoinette Wheeler, Dean of Instruction
Rachel Lowenberg, Division Chair
Council
Phil Sienna, Academic Senate
Ray Charland, Academic Senate
Patrick Hudak, Academic Senate
Mina Jahan, Dean of IT&S
Bob Miller, Student Services Council

Membership 2007-2008:

Harriett Robles, Mission College
President
Cathy Cox, Academic Senate President
Daniel Peck, College Research Analyst
Penny Johnson, VP, Student Services
John Williams, VP, Instruction (Interim)
Worku Negash, VP, Admin. Servs.
Shoba Singh, Classified Senate President
My Loi, Classified Senate
Jim Brodie, ASB President
Adam Black, ASB
Dan Sanidad, Dean of Student Services
Antoinette Wheeler, Dean of Instruction
Rachel Lowenberg, Division Chair
Council
Monica Rivas, Division Chair Council
Haze Dennis, Academic Senate
Patrick Hudak, Academic Senate
Myo Myint, Academic Senate
Mina Jahan, Dean of IT&S
Rosalie Ledesma, Student Services
Council

STANDARD COMMITTEE MEMBERS

Standard I Institutional Mission and Effectiveness

Peter Anning	Director of Marketing/Public Relations/Graphic Design Services
Rosalyn Chan	Coordinator of Student Health Services
Rosalie Ledesma	Director, ACCESS Program
Daniel Peck	Research Analyst
Thuy Trang	Counselor

Standard II Student Learning Programs and Services

Charity Bowles	Program Coordinator, ACCESS Program
Jim Bracy	Interim Vice President of Student Services (2005-2007)
Jim Brodie	President, Associated Student Body
Pamela Couch	ESL Instructor
Pat Hernas	Librarian
Timothy Karas	Director of Library Services
Dan Sanidad	Dean of Student Support Services
Helen Sun	Supervisor of Technology Center
Antoinette Wheeler	Dean of Instruction
Thais Winsome	Biological Science Instructor
Andrea Zirbes	Accreditation Support Specialist
Christine Ritz	English Instructor

Standard III Resources

Aileen De Guzman	Administrative Services
Judie Del Frate	Division/Dept Chair Commercial Services/Computer Applications
Mina Jahan	Dean of Information Technology and Services
Elise Johnson	Counselor/Matriculation
Clement Lam	Division/Department Chair, Mathematics
Dianne McKay	Division/Department Chair, Communications/Reading
Worku Negash	Vice President of Administrative Services
Nancy Cornejo	Administrative Specialist, Personnel
Phil Sienna	Physical Education Instructor
Theresa Tran	Counselor for EOPS
Randy Wu	Instructional Desktop Support Technician

Standard IV Leadership and Governance

Linda Angelotti	Executive Assistant to the President
Anna Brichko	Foreign Language Instructor
Jesus Casillas	Student
Cathy Cox	Librarian, Academic Senate President
Stephanie Kashima	ESL Instructor/SLOs Task Force Chair
My Loi	Senior Office Coordinator
Buck Polk	Board of Trustees

SELF STUDY TIMELINE

Fall 2003

December

- Call for Accreditation Faculty Co-Chair from Academic Senate.

Spring 2004

January – May

- Accreditation Faculty Co-Chair regular planning meetings with Vice President of Instruction.
- Set up of Accreditation Web Pages.
- Regular updates to GAP (Accreditation Steering Committee).

Fall 2004

September – November

- Steering Committee began process of creating the ACCJC Progress Report.
- Board Approval of Midterm Report.
- District reconstituted the District Joint Accreditation Steering Committee (DISJOINT).
- Barbara Beno, special informational meeting.
- Steering Committee researched other college's approaches to the organization of the Self Study.
- DISJOINT determined process for coordination of the two college's self studies.

Spring 2005

January – May

- College focus on researching student learning outcomes project.
- DISJOINT approved three-year budget for accreditation Self Study for both colleges.

Fall 2005

August

- Steering Committee presented all campus SLOs writing meeting at Professional Development Day.

October

- College submitted Progress Report to ACCJC.
- Steering Committee members and other faculty and staff attended ACCJC training.

November

- Faculty Liaison began regular e-mail updates to college community.

Spring 2006

February – May

- Steering Committee established Self Study process.
- DISJOINT established District accreditation budget.
- DISJOINT determined organizational mapping mechanism.
- DISJOINT refined budget and timeline.
- DISJOINT approved accreditation survey instrument.
- Steering Committee collaborated with District IS to create a document collection and storage system that formed the basis for an institutional assessment database.
- Steering Committee developed District-wide naming conventions and uploaded identified participatory governance committee data.

Fall 2006

September – December

- Steering Committee completed Progress Report.
- All programs completed Program Reviews.
- DISJOINT continued development of college-wide survey instrument.

Spring 2007

February

- Work to contract ended.
- Standard Teams composed responses to the standards, created evaluation and action plan portions of the responses, and collected evidence sources to support the responses.
- Steering Committee reviewed drafts as submitted; created, compiled, and edited responses to previous recommendations and college identified goals; and created introduction to the Self Study.
- Faculty Accreditation Liaison met with standard teams to assess progress and edit drafts.
- College continued uploading of participatory governance documents.

March

- District Council approved District Mission Statement.
- College reviewed and updated the Mission College Mission Statement.
- College administered 2007 Accreditation Survey to college community.
- DISJOINT completed initial college and District mapping document.
- Steering Committee continued to coordinate document collection and storage.
- Steering Committee identified Self Study editor.

April

- Steering Committee continued to coordinate document collection and storage.
- Steering Committee and Standard Teams made changes to the Self Study.

May

- Steering Committee and Standard Teams made changes to the Self Study.
- Steering Committee reviewed Self Study and addressed missing information.
- Steering Committee prepared first edit of draft document.
- Academic Senate reviews Self Study.

June – August

- Steering Committee reviewed Self Study and addressed missing information.
- Steering Committee prepared second edit of draft document.
- Academic Senate reviews Self Study.

Fall 2007

September

- Steering Committee made final changes to the Self Study.
- Steering Committee presented final Self Study draft to the Academic Senate for endorsement.

October

- Steering Committee approved Self Study.
- Steering Committee presented final Self Study drafts to the Academic Senate.

November

- Board of Trustees approved Self Study.

December

- Steering Committee published Self Study report and supporting documentation.

Winter 2008

January

- College submitted Self Study to ACCJC.