



Modesto Junior College  
Accreditation/ Institutional Effectiveness Committee  
Meeting Minutes  
August 12, 2010

**Present:**

Dr. Karen Walters Dunlap, Vice President of Instruction  
Michael Adams, Co-Chair, Academic Senate President  
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee  
Dr. Bob Nadell, Vice President of Student Services (Student Services Administrator)  
Gary Whitfield, Vice President of College and Administrative Services  
Brian Sanders, Dean of Science, Mathematics, and Engineering  
Dr. Ken Hart, Director of Research and Planning  
Adrienne Peek, Faculty Curriculum Committee Co-Chair  
Letitia Miller, California Schools Employees Association Appointee  
Heather Townsend, Administrative Assistant/Recorder  
Jenny Netto, Faculty Accreditation Co-Chair  
Curtis Martin, Faculty Program Review Liaison  
Mark Anglin, Dean of Agriculture, Environmental Sciences, and Technical Education  
Vacant, California Schools Employee Association Appointment

**Absent:**

Pauline Rosado, Associated Students of Modesto Junior College Appointee  
Antoinette Herrera, Student Services Administrator

1. Check-in
2. KWD gave an Accreditation update. The AIE meeting scheduled for August 26, 2010 has been canceled. The next AIE meeting will be held September 10, 2010. The next Tri-Chair meeting is scheduled for September 13, 2010 in Forum Building 102. Dr. Gaither Loewenstein has requested a copy of the first draft of the self-study by Monday, August 16<sup>th</sup>. A few of the writing teams are in the process of finalizing their drafts which may delay their postings getting to SharePoint by the deadline date. Because of the delay in postings, the deadline date may be pushed back. KWD will check in with Dr. Loewenstein on Monday to discuss a possible new deadline date. C. Martin notified AIE that two members from his writing team have left. L. Miller is now nominated for Tri-Chair of Standard 1B. C. Martin is in need of a member from student services. B. Nadell informed C. Martin that he will look into finding a member for the Standard 1B writing team as soon as possible. KWD informed AIE that the board is moving forward with the Patterson campus. They plan to open the doors to the campus in fall 2011.
3. KWD updated the committee on the White Water Institute trip. C. Martin believed that it was very instructional and felt that the event helped him to see how assessment fits. C. Martin also stated that we need to send a clear and consistent message and give support to everyone involved in accreditation and SLOs. KWD informed AIE that the event was funded by



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Title V. It was reported that more training will be coming soon for teams to work on program mapping.

4. KWD gave an update on the Substantive Change Proposal. KWD sent a draft of the proposal to Dr. Susan Clifford, ACCJC staff member assigned to facilitate and assist with Substantive Change Proposals. Dr. Clifford gave a few suggestions to changes needed within the document. KWD will add more information for student services and fiscal. A substantive change proposal will also be submitted by G. Boodrookas for the Patterson campus in April 2011.
5. KWD distributed a draft of the agenda for the upcoming Planning and Budget workshop scheduled for August 16, 2010. AIE is facilitating the workshop. We will be providing data and support. The agenda was discussed and AIE decided to add the following:
  1. Break up attendees into mixed groups
  2. Discuss MJC Vision, Mission, Value statement in groups
  3. Discuss IE Report in groups and answer the following questions:
    - How does this information affect student learning?
    - As an institution what can we do about it?

K. Hart will present a PowerPoint on a few of the Executive Summary key points. KWD distributed a document created by the Planning and Budget Committee. The document, Modesto Junior College Ranking Process, will be discussed by Dr. Gaither Loewenstein at the workshop. Another document that will be distributed at the workshop is one showing the ten strategic goals and objectives. Workshop attendees will break out into their assigned groups and work on narrowing down the current ten. AIE members used a sticky dot system to put workshop members into mixed groups defined by color of their particular sticky dot. AIE members decided that there will be a total of six groups.

6. A. Peek gave the AIE committee an Assessment Work Group update. The work group met on Tuesday. The minutes from that meeting have been posted on the work group web page. The work group members discussed a new piece of information at their meeting. They have decided that from this point forward they will assess all of the SLOs for each course. A program assessment plan is being developed by IAC. At the work group meeting, some goals were set by the Assessment Work Group. The goals are described as the following:
  - Receive feedback from readers of the *Comprehensive Assessment Report*
  - Establish timeline
  - Develop templates for collection of assessment information



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- Find ways to move the campus away from compliance mode and into assessment mode
- Draft a rubric to assess program assessment plans to use in ranking of faculty and resources

It was proposed by A. Peek that the Program Review Work Group and Assessment Work Group work toward merging. C. Martin commented that he believed the groups are currently fairly well directed working in parallel but agrees we may work towards merging in the long-run. A timeline of when it would be appropriate to merge will be further discussed at the next AIE meeting scheduled for September 13, 2010.

7. K. Hart presented draft seven of the Proposed Process for Assessing and Reporting Strategic Plan Goals/Objectives. B. Sanders suggested taking out the wording PRNet and adding the word SharePoint. A. Peek commented on the last three bullets of the document. A. Peek suggested that the bullets needed dates. K. Hart will make the suggested edits and forward the information to H. Townsend for print. The document will be presented at the Planning and Budget Workshop.
8. KWD reminded the AIE committee members of a past discussion regarding setting up focus groups for results from the Class Climate survey. KWD believes that this item should not fall off of everyone's radar. H. Townsend has been asked to put this item on the next AIE agenda. A. Peek asked about the Cycle of Assessment graphic. KWD informed the committee that the graphic has been printed in poster format and will be distributed at Institute day. B. Sanders gave the committee an update on the faculty calendar. A meeting has occurred regarding the calendar and talks are in process for a calendar to be drafted.
9. Check-out