



Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
December 10, 2010

Present:

Dr. Karen Walters Dunlap, Vice President of Instruction
Michael Adams, Co-Chair, Academic Senate President
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
Jenny Netto, Faculty Accreditation Co-Chair
Curtis Martin, Faculty Program Review Liaison
Antoinette Herrera, Student Services Administrator
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee
Nora Seronello, California Schools Employee Association Appointment
Pauline Rosado, Associated Students of Modesto Junior College Appointee
Heather Townsend, Administrative Assistant/Recorder

Absent:

Mark Anglin, Dean of Agriculture, Environmental Sciences, and Technical Education

1. Check-in
2. KWD gave an Accreditation update. KWD reported that each TRI-Chair is in the process of incorporating updates and changes to their particular standard. Edits are to be done in red or blue to track changes to the current document. Updates will not be accepted after January 6, 2011. We are currently ahead of schedule for the Self-Study timeline. J. Netto will have the second draft done by mid February 2011. A. Cordova, Graphic Arts Specialist\Adjunct - Computer Graphics, is working on the publication. If any persons are of interest to volunteer and help with the publication, contact KWD via email. KWD announced that the Substantive Change Proposal is still being looked at and we have not currently received a response. KWD attended the ALO workshop last month. KWD reported that there is really nothing new to report except that the Commission is rewriting the DE Manual. MJC will be evaluated under the old manual currently. Also, the Commission has not yet decided how they are handling the assessment of proficiency levels.
3. KWD reported that one member responded to the editing and review of the Decision Making Manual. It was asked of AIE members, in a previous meeting, to analyze, review and make recommendations of needed edits via email to KWD of the Decision Making Manual. AIE is charged with the revision and production of the manual. A discussion ensued regarding the



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best process for members to edit the current document. B. Nadell suggested that committee members be assigned a particular section of the document. It was decided that KWD will take another look at the document and make any needed adjustments over the next few weeks. AIE members are asked to send KWD any comments or revision suggestions via email.

4. A. Peek gave an Assessment Work Group update. The group has met three times since the last meeting update. The Assessment Work Group met last Friday and participated in a Program Mapping workshop. The workshop helped members become more knowledgeable about Program Mapping and all of its aspects. In a meeting before, group members spent a lot of time working on a form that faculty and representatives will use to report data in a unified or uniform way. B. Sanders came to one of the meetings and demonstrated the outcomes module in PRNet. B. Sanders discussed PRNet's timeline with the committee. B. Sanders stated that the Program Review piece may launch on February or March 1st. The committee discussed the timeline and believed that a backup plan for Program Review should be in place, if PRNet is not fully functioning by the date of March 1st. The committee agreed that a paper version needs to be in place as a back up to PRNet's functioning capabilities. B. Sanders stated that "PRNet is going to be a successful tool for integrated planning." H. Townsend will add PRNet to the next AIE agenda for more discussion regarding the timeline. A. Peek stated that the module looks good and the Report Out feature is exactly what the Assessment Work Group is looking for. The group is currently prepared to continue building a spreadsheet to hold assessment data until PRNet is in full function mode. The work group reps are currently collecting data for the spreadsheet. A. Peek reminded the committee that Assessment work days are scheduled for January 4th and 5th.
5. A. Herrera updated the AIE committee on Student Services and their assessment plans. A. Herrera stated that the division was on a four year cycle and is now moving into the arena of every year. A document displaying the process of the Classified Student Services Assessment Workgroup was distributed to members. The CSSA workgroup was developed to help facilitate the Student Service's assessment process. A. Herrera will work with a rep in every department to explain Assessment and Program Review. It was explained within the document that was distributed to the committee and by A. Herrera, that the CSSA workgroup would be a workgroup under the Assessment Work Group. KWD stated that we should not have a work group under another work group and that the CSSA workgroup should only report to Student Services Council. A. Herrera will provide KWD with the workgroup charge and related info of the group to put into the Decision Making Manual document. B. Nadell stated that Antoinette and Laurie received the assessment training and were the champions for the Classified Student Services Assessment Workgroup.
6. K. Hart presented a document titled, "Analysis of Themes from MJC Climate Survey Focus Group Interviews Fall 2010." The document identifies compiled responses from each focus group session and identified themes that surfaced from the responses. The AIE committee thoroughly analyzed and discussed the findings listed within the document. Some of the general themes that popped out for each cluster of statements were:



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1. A lack of communication
2. A lack of plans and process
3. A need for classified staff to be addressed

K. Hart asked the group, "What popped out to you?" A. Herrera stated that communication and involvement was the theme of her focus group. M. Adams liked the idea of having the focus group sessions. A. Peek stated that the taskforce was careful to make sure that the focus groups were a broad cross-section of persons within each focus group. C. Martin stated that he sees a common theme of "A failure to communicate." L. Miller said that it was interesting to see the responses to others misperceptions and also found it to be a rewarding experience. KWD sees that AIE's role now is to administer the survey every two years and recommend some strategies to use over the next year to address the results of the survey. N. Seronello suggested AIE to implement the focus groups suggestions. B. Sanders suggested that AIE form a small taskforce to synthesize some of the focus groups suggestions and have the taskforce report back to AIE for review. This taskforce will come up with implementation suggestions and make recommendations to AIE. It was agreed by the AIE committee members that a taskforce shall be created. The taskforce will have the following members, as suggested by KWD: K. Hart, M. Adams, Wendy Griffith Bender, A. Herrera, M. Anglin and N. Seronello will participate. K. Hart will chair the meetings and report back to AIE the beginning of February. K. Hart suggested that AIE start following the style for the agendas and minutes from the College Council and the Planning and Budget Committee. KWD agreed that this may be possible and will require further investigation (H. Townsend to review a template from C. Hart and implement at a date unspecified).

7. B. Sanders updated AIE on the status of the revised faculty calendar. The calendar had a title change to reflect YFA's suggestions. The current draft title reads, "Beyond Teaching: Faculty Activities At-A-Glance." C. Martin believed that the title change really makes a difference. B. Sanders recommended approval at AIE. With approval, B. Sanders will facilitate the document to be presented at division meetings and then to the board. It was suggested that the document remain in 8 ½ by 11 size format and in color. The document will also be placed on the senate web page. B. Nadell stated that before the document is sent anywhere, non-instructional staff should have the voice to also agree or disagree with the document and any revisions made. B. Nadell believes non-instructional staff will be concerned with the title and should be able to provide their input. KWD stated that she will make sure that the document is presented at IAC on Monday before it goes to print. A plan B was put into place if staff felt the document needed a title change. If staff feels the document is in need of a title change at IAC, the words "Beyond Teaching" will be removed from the document.
8. L. Miller announced that she will be temporarily leaving AIE starting January 1. Michael Garcia, Instructional Support Technician from SME, will take her place. L Miller brought to the attention the recent discussion at the Curriculum Committee meeting regarding Programs.



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The Curriculum Committee is currently in the process of discussing who the responsible party shall be for Programs and Program Learning Outcomes review and approval. KWD stated that she had spoken with B. Adams, Curriculum Chair, recently and found that B. Adams feels that Program Outcomes should go through Curriculum as a notification item but that AIE should check how robust the Program Outcomes are. KWD also stated that the best group to review and/or approve Program Outcomes should be an Education Requirements committee. We currently do not have such a committee but KWD felt implementation of one may benefit our college greatly. W. Griffiths-Bender asked, "Who will look at SAO's and AUO's?" KWD felt that the conversation should continue among AIE members in spring. A. Peek stated that we should continue to let the Curriculum Committee dialogue more about this issue before AIE makes a decision. B. Sanders suggested that he present a demo of PRNet for the Curriculum Committee members to help assist with familiarizing members with the upcoming program module aspect.

9. The AIE committee discussed agenda items for spring. The AIE committee decided that the following items need to be addressed in spring:
 1. Update in February from taskforce regarding focus group suggestions from MJC Climate Survey. (led by chair K. Hart)
 2. Discussion in January regarding review and assessment of prioritization process.
 3. Executive Summary of Annual Status Report.
 4. Accreditation

10. Check-out