



Modesto Junior College  
Accreditation/ Institutional Effectiveness Committee  
Meeting Minutes  
January 14, 2011

**Present:**

Dr. Karen Walters Dunlap, Vice President of Instruction  
Michael Adams, Co-Chair, Academic Senate President  
Brian Sanders, Dean of Science, Mathematics, and Engineering  
Dr. Ken Hart, Director of Research and Planning  
Dr. Don Low, Interim Vice President of Student Services (Student Services Administrator)  
Antoinette Herrera, Student Services Administrator  
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee  
Nora Seronello, California Schools Employee Association Appointment  
Heather Townsend, Administrative Assistant/Recorder

**Absent:**

Dr. Carmen Fernandez, Interim Vice President of College and Administrative Services  
Mark Anglin, Dean of Agriculture, Environmental Sciences, and Technical Education  
Jenny Netto, Faculty Accreditation Co-Chair  
Michael Garcia, California Schools Employees Association Appointee  
Curtis Martin, Faculty Program Review Liaison  
Pauline Rosado, Associated Students of Modesto Junior College Appointee  
Adrienne Peek, Faculty Curriculum Committee Co-Chair

1. Check-in
2. KWD announced that M. Anglin is attending the National Dairy Judging Championship in Fort Worth, Texas. We have two new members to AIE. It was announced that B. Nadell has retired and Dr. Don Low has taken his spot as the interim Vice President of Student Services. G. Whitfield has relocated to Columbia College and Dr. Carmen Fernandez is taking his spot as the interim Vice President of College and Administrative Services. KWD thanked K. Hart for taking the time over winter break to send an email outlining a list of items that AIE needs to approach this spring semester.
3. KWD gave an Accreditation update. KWD reported that each TRI-Chair is in the process of incorporating updates and changes to their particular standard. J. Netto will be meeting with KWD next week to look at the first part of the Self Study report. We currently have a small publication challenge and are working towards using Sherri Potts, Graphic Arts Specialist, as the person who may help with the publication aspect of the report. KWD also announced that the Substantive Change Proposal has been accepted by the commission. The proposal and letter of approval are available for all to view at the following link:

<http://mic.edu/general/president/Accreditation/index.html>.



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4. KWD reported that the Decision Making Manual is still being reviewed and revised. It has been somewhat of a challenge due to the fact that many changes have occurred and are still being put into process. A. Herrera volunteered to review the current document and will send comments, edits, and feedback via email to KWD. Dr. Low asked if the Decision Making document defines how decisions get made here at Modesto Junior College. KWD informed Dr. Low that this document is very important because it contains organizational charts, committees, and explains responsibilities. Being that Dr. Low is new to the institution, H. Townsend will send Dr. Low the link to the Decision Making Manual via email.
5. KWD reported out on the Strategic Goals Executive Summary. The Strategic Goals Executive Summary is still in process. KWD will compile the information gathered thus far and forward it to H. Townsend for finalization.
6. KWD gave an Assessment Work Group update. KWD stated that the deans had compiled all information for assessing course level SLO's. The percentage needed for course assessment is 50%. We are currently at 40% college wide. At the end of this year, we should be at 75%. Some divisions are ahead of others. The faculty is assessing and has completed SLO's but some have not turned their information in to the Assessment Work Group. Data is still being collected and recorded which will help raise current percentages. It was reported that the divisions met last week to work on program outcomes. Divisions met and mapped out programs. Data is currently being compiled by division deans. B. Sanders reported that the math department revised course SLO's for every course. B. Sanders stated that the process was very exciting and quite productive. The goal of AIE is to see that 75% of degrees and programs are mapped this year and 100% are mapped for the year 2012. KWD asked K. Hart and A. Herrera about the progress on how to assess institutional outcomes and if it has been discussed among the Assessment Work Group members. K. Hart reported that this item has not been discussed but will be brought to the attention of the work group members. KWD added that the next step for the work group is for them to provide training for faculty members. M. Adams mentioned that Modesto Junior College only has one math program to map out and that we need to track students after they leave our college. An easy way to assess could be through the Math 174 class. K. Hart stated that we do have access to the National Clearing House data to currently track students. K. Hart asked committee members to view the *Institutional Effectiveness Report* to see what the commission is looking for, when it comes to assessing our students.
7. B. Sanders reminded the AIE committee of the last conversation at AIE discussing the Program Review timeline. The timeline thus far remains the same as discussed in the last meeting (see previous minutes, December 10<sup>th</sup>, for additional information on timeline discussion). H. Townsend will add the Program Review Work Group to the next agenda for an update on the word version of the CurricUNET database.



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8. K. Hart distributed a document titled, *“Prioritized MJC Climate Survey Fall 2010 Focus Group Suggestions for Improvement.”* The document outlines suggestions given by the Climate Survey focus groups. K. Hart explained that we had 58 suggestions initially and it was trimmed down to reflect 22 suggestions that can be possibly implemented by the end of spring 2011. KWD suggested a more realistic approach, when it comes to the deadline of final implementation, would be summer 2011 instead. M. Adams also agreed and stated that a lot of information is located within the document; therefore, it may be best for AIE members to consider taking this document home as homework. AIE members agreed that the document needs to be reviewed and possibly revised. H. Townsend will send out the document via email and ask all members to provide feedback to K. Hart. KWD will present the final document at the next meeting on January 28<sup>th</sup> for approval.
  
9. K. Hart distributed a document titled, *“Assessing and Reporting Strategic Plan Goals.”* This document was discussed at AIE last year. K. Hart explained that three years ago we had an AIE Assessment Workshop and the charge was to assess what was accomplished. Essentially we realized that the strategy first approached was not working. B. Nadell and K. Hart created a new process (which the document outlines). K. Hart asked AIE members to review the document and give an approval. KWD suggested that we assign a leader to each goal and that person can evaluate what Modesto Junior College has done to accomplish the goal/goals. The following people listed below have been asked to evaluate a particular goal and report via email to [hartk@mjc.edu](mailto:hartk@mjc.edu):
  1. **Goal One:** KWD
  2. **Goal Two:** B. Sanders
  3. **Goal Three:** A. Peek
  4. **Goal Four:** M. Adams
  5. **Goal Five:** B. Sanders and M. Adams
  6. **Goal Six:** M. Anglin
  7. **Goal Seven:** K. Hart
  8. **Goal Eight:** N. Seronello
  9. **Goal Nine:** A. Herrera
  10. **Goal Ten:** C. Fernandez and G. Whitfield
  
10. K. Hart reported that the Planning and Budget committee would like for AIE to survey the college community about how well the recent prioritization process worked. K. Hart will send a survey sometime after Tuesday of next week through the Class Climate survey database. The Planning and Budget committee also requested AIE to schedule prioritization process trainings for next year (when council starts again). This was a new process for many groups and trainings would be extremely beneficial.
  
11. Check-out