



Modesto Junior College  
Accreditation/ Institutional Effectiveness Committee  
Meeting Minutes  
January 28, 2011

**Present:**

Dr. Karen Walters Dunlap, Vice President of Instruction  
Dr. Carmen Fernandez, Interim Vice President of College and Administrative Services  
Brian Sanders, Dean of Science, Mathematics, and Engineering  
Dr. Ken Hart, Director of Research and Planning  
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  
Nora Seronello, California Schools Employee Association Appointee  
Heather Townsend, Administrative Assistant/Recorder

**Absent:**

Michael Adams, Co-Chair, Academic Senate President  
Antoinette Herrera, Student Services Administrator  
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee  
Dr. Don Low, Interim Vice President of Student Services (Student Services Administrator)

**1. Check-in:**

- a. KWD announced two new committee members. California Schools Employee Association Appointee, Michael Garcia will take the place of Letitia Miller. Dr. Carmen Fernandez is also new to the committee as the Interim Vice President of College and Administrative Services.

**2. Accreditation Update:**

- a. Dr. Joan Smith, Interim YCCD Chancellor has recently read the Self-Study draft and has made a few suggestions.
- b. Dr. Loewenstein, MJC President, is going to be visiting Fullerton College this semester as an accreditation team member.
- c. KWD announced that an update of the MJC Self-Study draft and its progress is provided at the monthly Board of Trustees meeting.

**3. Assessment Work Group Update:**

- a. A. Peek provided the committee with an update on the Assessment Work Group. The work group has not yet met this semester. The first meeting is scheduled for next Friday.
- b. A. Peek recently became a WASC certified assessment consultant at the recent WASC Assessment Leadership Academy. A. Peek attended the WASC leadership academy and received a lot of information regarding the use of CCSSE data. Over four hours of training



Modesto Junior College  
Accreditation/ Institutional Effectiveness Committee  
Meeting Minutes  
January 28, 2011

was provided on how to use the CCSSE data as assessment for improvement. The training also provided insight on the use of CCFSSSE. After receiving the informative trainings, A. Peek believed that it might be beneficial for us to also look into using CCFSSSE as a tool in our assessment process. A. Peek stated that Jillian Kinzie, Associate Director, center for Postsecondary Research & NSSE Institute, attended the training and showed how CCFSSSE can be matched up with the CCSSE data to give good results. K. Hart disagreed with this information due to the fact that CCFSSSE is no longer used at our campus because it has been difficult to match the questions up. KWD asked A. Peek if she had learned from attending the conference, if CCSSE was what most institutions use. A. Peek said that CCSSE seems to be what most people do use. K. Hart added that this is the third and last CCSSE that has been paid for per our grant. K. Hart explained that we need to look out for a way to pay the next CCSSE cycle. A discussion ensued regarding the follow-up process on data retrieved from our current survey results. K. Hart alerted the committee that there has not been a lot of follow-up from the data received. A. Peek suggested that K. Hart provide CCSSE data via email in one of his Just the Facts announcements. K. Hart stated that currently the data is provided but not until the end of the semester. KWD asked H. Townsend to add the use of the CCSSE data on the next AIE agenda for more discussion.

- c. A. Peek announced that Barbara Beno, ACCJC President, was present at the recent WASC Assessment Leadership Academy. A. Peek stated that WASC is planning on visiting every college in 2012 to verify the progress on SLO's. If a college has demonstrated at being proficient then they will not be visited in 2012.
- d. KWD added that data from the Assessment Workshops in January is still coming in. H. Townsend will work with KWD to add a web page to show SLO's and an Accreditation link to the front of the mjc.edu web page.
- e. KWD announced that MJC has been asked to host a Regional Accreditation Workshop by WASC in the fall of 2011.
- f. KWD asked A. Peek to have a couple of Assessment Work Group stars provide work sessions for the BBSS faculty on a Friday morning towards the end of February or March.

**4. Program Review Work Group MSWord Version of CNET:**

- a. B. Sanders distributed the MSWord version of CurricUNET which is the online tool for use until the online version is completed. B. Sanders stated that the biggest wrinkle thus far is the trend analysis aspect. Currently working to get some visual tools put in for this area. KWD asked about the 525 approved measure we now use. B. Sanders will update the document to reflect the correct information. C. Martin said he was afraid the narrative will not be read and is concerned of alignment with the strategic goals. C. Martin asked if we had to crosswalk, each goal and stated that he believed a rubric would be good to grade that information.
- b. On. Page 14 of the MSWord document, a question is asked regarding the 3-5 year plan. The committee discussed the rewording of the question, "Describe what your program will look like in 3-5 years." J. Netto suggested we reword it to say, "Consider your program goals in light of the district's current 10 year strategic plan." A. Peek, K. Hart, B. Sanders, and C.



Modesto Junior College  
Accreditation/ Institutional Effectiveness Committee  
Meeting Minutes  
January 28, 2011

Martin have been assigned to discuss the rewording of the statement in question and bring it to the next AIE meeting.

- c. A. Peek suggested that we also establish a timeline for deans to provide an executive summary for the faculty in the program. K. Hart has a timeline from last time that he will bring to the next AIE meeting for review.
- d. C. Martin will be added to the next agenda for an update on the revised MSWord version of CurricUNET.

**5. Assessing and Reporting Strategic Plan Goals:**

- a. KWD provided a recap of the instruction given for assessing and reporting strategic plan goals at the last AIE meeting. KWD read aloud the January 14<sup>th</sup> minutes to restate the goal leaders that were assigned at the meeting. KWD removed G. Whitfield's name from goal ten. A deadline was given for this project. The deadline to submit information is no later than February 28, 2011. Below is a list of the goals assigned and the goal leaders:

- |   |                                    |
|---|------------------------------------|
| 1. <b>Goal One:</b> KWD                         | 6. <b>Goal Six:</b> M. Anglin      |
| 2. <b>Goal Two:</b> B. Sanders                  | 7. <b>Goal Seven:</b> K. Hart      |
| 3. <b>Goal Three:</b> A. Peek                   | 8. <b>Goal Eight:</b> N. Seronello |
| 4. <b>Goal Four:</b> M. Adams                   | 9. <b>Goal Nine:</b> A. Herrera    |
| 5. <b>Goal Five:</b> B. Sanders and<br>M. Adams | 10. <b>Goal Ten:</b> C. Fernandez  |

**6. Other:**

- a. KWD announced that a save the date needs to go out for our annual Assessment Workshop. The workshop will most likely be held on the west campus. Details to come soon!
- b. KWD read some of the results from the recent survey sent out to the MJC community on the prioritization process. The job of AIE is to review the survey results and come up with suggestions to better the prioritization process. H. Townsend will add an item named, prioritization process survey update for K. Hart to present at the next AIE meeting scheduled for February 11, 2011.

**7. Check-out**