



Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
July 22, 2010

Present:

Dr. Karen Walters Dunlap, Vice President of Instruction
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
Antoinette Herrera, Student Services Administrator
Letitia Miller, California Schools Employees Association Appointee
Heather Townsend, Administrative Assistant/Recorder
Vacant, California Schools Employee Association Appointment

Absent:

Michael Adams, Co-Chair, Academic Senate President
Jenny Netto, Faculty Accreditation Co-Chair
Curtis Martin, Faculty Program Review Liaison
Pauline Rosado, Associated Students of Modesto Junior College Appointee
Mark Anglin, Dean of Agriculture, Environmental Sciences, and Technical Education

1. Check-in
2. KWD gave an Accreditation update. The next AIE meeting is scheduled for August 12, 2010. The AIE meeting scheduled for August 26th has been canceled. The next Tri-Chair meeting is scheduled for August 2, 2010 in Forum Building 102. KWD has met with several self-study writing team groups that are having challenges with the writing process. KWD believes that all writing teams are now moving forward and are on task. G. Loewenstein, MJC president, would like a hard copy of all completed work by writing teams on the date of August 15th. G. Loewenstein plans to read and give his analysis and assessment. KWD stated that the more info that we can provide to the MJC president, the better the feedback.
3. KWD distributed the draft of the Substantive Change Proposal: Distance Education. KWD explained that not much editing had been done to date and asked members to assist with input after thoroughly reading and reviewing the proposal. H. Townsend will send the draft via email to the committee today. Members are asked to send feedback (edits, etc.) to H. Townsend. KWD has sent a draft of the proposal for review to Dr. Susan Clifford, ACCJC staff assigned to facilitate and assist with the substantive change process. Dr. Clifford informed KWD that MJC is on the right track and plans to give feedback to KWD regarding the proposal



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sometime next week. KWD informed the group that the Substantive Change Proposal for the Patterson site is in process and must be sent to the commission by March 2011.

4. A. Peek gave the committee an Assessment Work Group update. The Comprehensive Assessment Report was presented to the board this month and was well received. IAC is helping to compile a list of courses that were assessed in 2008-2009. Each dean will take a look at the list and plan to work with faculty to assess those courses that are in need of assessment. The final report will be made available on August 16, 2010 and passed on to Dr. Loewenstein, MJC president. A. Peek stated that we currently have approximately 1301 courses in which at least 75% are to be assessed by the end of this academic year. The goal for program outcomes is also the same, 75%. At this point in time we have 42 programs of the 202 assessed. The group plans to tackle at least 75% of program outcomes and publish them in the next MJC catalog. G. Whitfield asked where we currently house the SLOs. The SLOs are displayed on each course outline. The Assessment Work Group plans to meet on August 10th and 24th. This year the group plans to also develop a plan for GE assessment and to assess Student Services.
5. K. Hart distributed a draft of the Proposed Process for Assessing and Reporting Strategic Plan Goals/Objectives. The draft shows additions that were suggested at the last AIE meeting. KWD asked the group if the revised document met the needs or does it require more dialogue? The group discussed the document and suggested some of the following:
 - Fix the timeline to reflect G. Loewenstein's plan
 - First bullet to say AIE and Planning and Budget

K. Hart will wordsmith the document and send draft 7 via email. The document will be reviewed and or approved at the August 12th AIE meeting.

6. KWD updated the group about changes planned for our upcoming Institute Day event. There will be a 45 minute presentation on Assessment of SLOs. Dr. Loewenstein has asked A. Peek to coordinate the presentation. A. Peek has identified persons of example to speak at the event. Two presenters will speak on their assessment practices and how the assessment process has positively affected their work. The purpose of these presentations is to communicate the value of assessment. G. Loewenstein has informed KWD that he would like the Graphic of the Assessment and Allocation process to be printed as posters, 11 X 17 ½, and distributed to all at Institute Day. H. Townsend will send the graphic via email to all AIE members. AIE members are to provide feedback to H. Townsend via email for finalization of the graphic. B. Sanders asked if it was possible to also provide a calendar at Institute Day displaying important dates and deadlines for faculty. KWD thought it be best that we utilize the Professional Development webpage for the calendar. B. Sanders will assemble a taskforce and develop a deadline calendar for faculty. The calendar will be placed on the Professional



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Development webpage. The following people have been selected to participate on the taskforce: G. Whitfield, A. Peek, and B. Sanders.

7. Check-out