



Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
July 8, 2010

Present:

Dr. Gaither Loewenstein, Modesto Junior College President
Dr. Karen Walters Dunlap, Vice President of Instruction
Michael Adams, Co-Chair, Academic Senate President
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee
Curtis Martin, Faculty Program Review Liaison
Dr. Bob Nadell, Vice President of Student Services (Student Services Administrator)
Gary Whitfield, Vice President of College and Administrative Services
Dr. Ken Hart, Director of Research and Planning
Antoinette Herrera, Student Services Administrator
Heather Townsend, Administrative Assistant/Recorder
Vacant, California Schools Employee Association Appointment

Absent:

Letitia Miller, California Schools Employees Association Appointee
Jenny Netto, Faculty Accreditation Co-Chair
Brian Sanders, Dean of Science, Mathematics, and Engineering

1. Check-in
2. Dr. Loewenstein, MJC President, came and gave a brief introduction. Each AIE member introduced themselves to the new MJC President. KWD informed Dr. Loewenstein of the purpose of the AIE committee. KWD explained that AIE is responsible for the following:
 - Provide support to the Planning and Budget Committee
 - Oversee assessment and SLOs
 - Help provide direction to the college
3. KWD gave an accreditation update. The Accreditation MJC Institutional Effectiveness newsletter was distributed among the AIE members. KWD discussed the newsletter and advised the committee about the distribution of the newsletter to the college. A thousand copies were sent out across Modesto Junior College in June. A. Cordova, MJC Graphics Arts Specialist, designed and edited the newsletter for distribution. KWD informed the committee about the upcoming self-study deadlines:
 1. July 15 deadline for submission of Analyses.
 2. August 15 deadline for planning agendas.
 3. First draft due by the end of October 2010.



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Dr. Loewenstein remarked that we should look into shortening our planning agendas. KWD alerted the AIE members that as Steering Committee representatives the group will need to log-in to SharePoint to review the documents posted by the Tri-Chairs prior to the upcoming Institute Day. KWD has also submitted the Substantive Change draft to J. Netto. J. Netto will give review and give feedback sometime early next week. KWD will then send the document to AIE for review via email.

4. A. Peek gave an Assessment Work Group update. The Assessment Work Group has not met this month due to summer break. The group plans to meet two times in August. The following items will be on the Assessment Work Group agenda for next year:
 - General Education Assessment Plan
 - Program Outcomes
 - Assessment of Programs

A. Peek attended the WASC, Western Association of Schools and Colleges, leadership academy. The academy was a very intense weeklong event. A. Peek noted that we have a lot of work ahead when it comes to assessment. The *Comprehensive Assessment Report* will be presented to the Board of Trustees on Wednesday, July 14th. A. Peek familiarized Dr. Loewenstein, MJC President, about the Assessment Work Group. The Assessment Work Group started in January 2010. A. Peek stated, "Having this group will help the assessment process move forward. Every course needs to go through the assessment process at least once by the year 2012." Dr. Loewenstein offered assistance to help move along the process of making sure that 100% of courses have SLOs in place. Dr. Loewenstein, KWD, and A. Peek will meet sometime next week to have further discussions about assessment. KWD informed the committee of the upcoming White Water Institute trip, in which several participants from MJC will be in attendance. Currently we have identified program outcomes for 21% of programs at MJC, which is a total of 42 programs. We hope to have 100% of programs and degrees mapped with program outcomes by the year 2012.

5. The AIE committee discussed the agenda for the Planning and Budget workshop scheduled for August 16th. The workshop will be an all day event starting at 8:00 a.m. and ending at 4:00 p.m. AIE is facilitating the workshop and plan to provide data to help also facilitate the conversation. KWD asked the AIE members provide input of what they believe should be discussed at the workshop. K. Hart suggested that the *Institutional Effectiveness Report* be presented. K. Hart also suggested that we review the MJC vision and mission statement and the Strategic Plan. A. Peek stated that we need to look at establishing benchmarks and specific goals in the Strategic Plan. Dr. Loewenstein suggested that we take time during the workshop to form a consensus about resource requests and come out with criteria and rank them. Dr. Loewenstein and M. Adams will meet to finalize the Planning and Budget workshop agenda.



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6. K. Hart and B. Nadell distributed a document titled, “Modesto Junior College 2010-2011 Progress Report on Strategic Goals Proposed Process for Assessing and Reporting Strategic Plan Goals/Objectives Achievement for Inclusion in 2010-2011 Progress report on Strategic Goals.” In the last AIE meeting it was asked of B. Nadell, K. Hart, and L. Miller to meet and draft a process for the next *Annual Status Report* and present the recommendations at the next AIE meeting. The AIE members analyzed and discussed the following recommendations:
- The President and College Council review and endorse PBC recommendations for the college’s Core Values, Vision Statement, Mission Statement, and Strategic Plan Goals/Measurable Objectives. (Early-September)
 - The President presents the college’s Core Values, Vision Statement, Mission Statement, and Strategic Plan Goals/Measurable Objectives to the College Community. (Mid-September)
 - The Vice Presidents and Divisions, Departments, and Programs align Divisions’, Departments’, and Programs’ Goals with Strategic Plan Goals and carry out strategies to achieve aligned goals. This will serve as the mapping process. (Late-September)
 - The Accreditation/Institutional Effectiveness (AIE) Committee assigns a “champion” for each Strategic Plan Goal to form a Goal Team (college constituents willing and interested in serving) to identify Divisions, Departments, and Programs working to accomplish each Strategic Plan Goal and to track accomplishments and status level (and evaluate using agreed-upon codes) of Strategic Plan Goal/Measurable Objectives. (Early-October)
 - Divisions, Departments, and Programs report accomplishments and status level (using agreed-upon codes) of Strategic Plan Goal/Measurable Objectives through Program Review (PRNet) to Managers to Vice Presidents. (Late-February)
 - “Champions” and Goal Teams assess (and evaluate using agreed-upon codes) status level and level of accomplishment of Strategic Plan Goal/Measurable Objectives accomplishments, using PRNet extract of Goal Reports, and report to AIE. (Late February/Early March)
 - “Champions” and Goal Teams submit updated Goal Reports of SP Goal/Measurable Objectives accomplishments and status level to AIE before annual Assessment/Evaluation Workshop. Each SP Goal Report becomes a part of the Draft of the **2010-2011 Progress Report on Strategic Goals**. (Mid-/Late-April)
 - The AIE compiles all SP Goal Reports into the Draft of the **2010-2011 Progress Report on Strategic Goals** and submits it at the annual Assessment/Evaluation Workshop. (Early-May)
 - Assessment/Evaluation Workshop participants review, modify, and endorse **2010-2011 Progress Report on Strategic Goals**.



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- The AIE submits the Assessment/Evaluation Workshop-endorsed draft of the **2010-2011 Progress Report on Strategic Goals** for adoption to the PBC.
- In conjunction with the President, the AIE distributes and presents the **2010-2011 Progress Report on Strategic Goals** to the college community.

AIE decided that the word “Champion” should be changed to reflect something different. A suggestion of changing the word to “Goal Leader” was made. It was suggested that the goals should be streamlined down to three of four goals only. AIE discovered that the timelines are in need of some small modifications. K. Hart suggested we change the title of the Annual Status Report to one of the following two suggestions:

1. Progress Report on Strategic Goals
2. The current year in front, for example: 2010-2011 Status Report

K. Hart and B. Nadell will meet and modify timelines, propose a new title and replace the word champion. The modified proposal will be presented at the next AIE meeting on July 22nd. After changes have been made and the proposal is finalized, the document will be presented at the Planning and Budget workshop.

7. Check-out