



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

**Present:**

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)  
Sarah Mesenhimer-Johnson, California Schools Employee Association Appointment  
Brian Sanders, Dean of Science, Mathematics, and Engineering  
Gary Whitfield, Vice President of College and Administrative Services  
Dr. Ken Hart, Director of Research and Planning  
Letitia Miller, California Schools Employees Association Appointee  
Heather Townsend, Administrative Assistant/Recorder  
Vacant, California Schools Employee Association Appointment

**Absent:**

Antoinette Herrera, Student Services Administrator  
Jenny Netto, Faculty Accreditation Co-Chair

1. Check-in
2. KWD announced that S. Mesenhimer-Johnson has stepped down as the CSEA representative for the AIE committee. KWD will contact R. Faughn for a replacement.
3. KWD gave an accreditation update. The Self-Study writing teams have uploaded the descriptive narratives to SharePoint. Here are some Tri-Chair deadlines that were discussed:
  - Each analysis is due by July 14<sup>th</sup>
  - The planning agendas and narratives are due by August 16<sup>th</sup> (AIE to review)
  - First draft due October 2010

KWD advised the committee that the *MJC Climate Analysis Survey* was presented to the Board of Trustees on June 9, 2010. The board approved the look and feel of the *MJC Climate Analysis Survey*. In July the *Comprehensive Assessment Report* will also be presented to the board. The college will be soon presenting the Annual Report to the Accrediting Commission for Community and Junior Colleges. This is the first year that the report will be submitted electronically. The Commission requires member institutions to submit an Annual Report which contains information on a number of issues including potential substantive changes, fiscal health, distance learning, and student loan default rates. The college was accepted to present at the Student Success Conference. K. Hart, A. Peek, and J. Hamilton will be

presenting information from the Assessment Work Group. KWD announced that Dr. Barbara Beno, ACCJC President, will be speaking at Columbia College's Institute Day.

4. KWD spoke about the upcoming Planning and Budget Workshop scheduled for August 16, 2010. The workshop will be an all day event to take place in the Fireside Lounge from 8 a.m. to 4 p.m. Participants include the Accreditation/Institutional Effectiveness Committee and the Planning and Budget Committee. AIE will be hosting the workshop. KWD stated that we are going to review the college mission and determine the process to use to review the Strategic Plan. K. Hart requested that we set some time aside to discuss the strategic goals and a modification of K. Hart's timeline. H. Townsend will send the invite out through a meeting request.
5. A. Peek gave an Assessment Work Group update. The Assessment Report is not finalized as of yet. The Comprehensive Assessment Report will be presented to the Board of Trustees in July. Six people are planning to attend the White Water Institute in Oregon. The Institute specializes in helping groups map out programs. We are attempting to achieve the goal of having program outcomes for all degrees and certificates by the year 2012. A. Peek explained that when starting the program mapping process, it is fairly simple. You take the college catalog and look at all the requirements for a particular program and map it out. The hardest part is looking at the program from a student's perspective and then identifying the outcomes. KWD announced that A. Peek is in the process of becoming a Certified Assessment Leader through WASC (Western Association of Schools and Colleges).
6. B. Sanders gave an update on the Program Review Workflow Chart that was created prior to the Institutional Effectiveness Assessment Workshop. K. White, Interim President, contacted B. Sanders and asked for a revised chart showing the process in a more easy to read format. AIE suggested that the acronyms be spelled out, a date of 08/2010 be added, and the chart title be changed to read, "Modesto Junior College Assessment, Program Review, and Resource Allocation Workflow." Also, it was suggested that posters be made (11x17) and then displayed around the MJC campus and at Institute Day. The current workflow chart draft has been uploaded to the web and will be updated to reflect the approved changes shortly. The current draft can be displayed at:

<http://www.mjc.edu/facultyinformation/instructionoffice/Assessment%20and%20PR%20Workflow%20-%20the%20BIG%20picture%20v2.pdf>

7. K. Hart passed out the *Analysis of MJC Annual Status Report of Achievement of Strategic Plan Goals/Objectives* Cover page draft. The AIE members were sent an email asking members to submit their additions to the *Annual Status Report*. K. Hart received one response from B. Nadell. Because the response was so minimal, K. Hart asked for member suggestions on how to change the current process that is in place for the drafting of the *Annual Status Report*. AIE members decided to use the information compiled currently but to discuss different ways to achieve the information and finalization of the next report. It was suggested that 10 people need to be prime leaders (one person for each strategic goal). The prime leader can then be in charge of a small taskforce that will help to compile, edit, and finalize the information for that particular goal. The leader will be in charge of insuring that things are being finished on time in relation to that goal. It was also suggested that the leader be provided with a

template or a good example of what a section might look like. KWD asked, “How do we get there?” K. Hart and B. Nadell stated that first we need to minimize the goals. K. Hart, B. Nadell, and L. Miller will meet and draft a process for the next *Annual Status Report* and present the recommendations at the next AIE meeting. With AIE’s approval, the process will then be presented at the Planning and Budget Workshop scheduled for August 16<sup>th</sup>. It was decided that KWD will assign certain AIE members to a goal and that member will write the executive summary with a deadline of **August 1, 2010**. The following table shows the particular goal and the AIE member assigned to it:

<b>1. G</b>	<b>Goal</b>	<b>AIE Member Assigned</b>
	<b>Goal 1:</b> Modesto Junior College will continue to foster the success of all students by providing access to a broad array of quality, relevant teaching and learning programs, and appropriate services.	KWD
	<b>Goal 2:</b> MJC will tie Program Review, including all instructional and student services programs, to resource allocation decisions: staffing, technology, instructional equipment and facilities.	B. Sanders
	<b>Goal 3:</b> MJC will develop and assess Student learning Outcomes (SLOs), used for student learning improvement, at the course, program, and institutional levels.	A. Peek
	<b>Goal 4:</b> Leadership responsible for governance at MJC will create a climate that empowers all MJC employees to be engaged in the campus community and that encourages respect, trust and integrity through open communication and professional development.	M. Adams & R. Faughn
	<b>Goal 5:</b> MJC will collaboratively develop a staffing plan that includes realistic outcomes of program review for both instructional and student services programs, including attention to potential growth areas, program decline, and impending retirements.	B. Nadell
	<b>Goal 6:</b> MJC will expand and enhance outreach to business, industry and the community based on identified needs and opportunities.	G. Boodrookas
	<b>Goal 7:</b> MJC will create a culture of evidence and measurable improvements.	K. Hart
	<b>Goal 8:</b> MJC will expand and enhance the learning environment and delivery options for students.	J. Clarke
	<b>Goal 9:</b> MJC will develop a plan to increase student engagement in order to improve overall student success.	M. Anglin & P. Rosado
	<b>Goal 10:</b> MJC will improve the planning and budget process to foster an environment of informed participation and budgetary understanding.	G. Whitfield

8. KWD reminded the AIE Committee (AKA Self-Study Steering Committee) of the Responsibilities of the Steering Committee. The Steering Committee guides the process for the writing of the Self-Study. The Steering Committee will be accessing SharePoint frequently and are to read and review the writing team postings. The committee needs to make sure things are getting done and are in the right formats. It was discussed that the current descriptive summaries need to be in one running document on SharePoint. Many teams have

loaded the descriptive summaries into separate page documents. It was decided that the Tri-Chairs will be notified via email from H. Townsend and asked to put the summaries into one document on SharePoint. A deadline of July 15<sup>th</sup> was given for this task. The Steering Committee will then review the summaries. KWD will discuss the responsibilities of AIE for this task at the next AIE meeting that KWD is present.

## 9. Check-out