



Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
March 11, 2011

Present:

Dr. Karen Walters Dunlap, Vice President of Instruction
Antoinette Herrera, Student Services Administrator
Dr. Don Low, Interim Vice President of Student Services (Student Services Administrator)
Michael Garcia, California Schools Employees Association Appointee
Brian Sanders, Dean of Science, Mathematics, and Engineering
Dr. Carmen Fernandez, Interim Vice President of College and Administrative Services
Dr. Ken Hart, Director of Research and Planning
Mark Anglin, Dean of Agriculture, Environmental Sciences, and Technical Education
Curtis Martin, Faculty Program Review Liaison
Pauline Rosado, Associated Students of Modesto Junior College Appointee
Heather Townsend, Administrative Assistant/Recorder

Absent:

Adrienne Peek, Faculty Curriculum Committee Co-Chair
Michael Adams, Co-Chair, Academic Senate President
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee
Jenny Netto, Faculty Accreditation Co-Chair
Nora Seronello, California Schools Employee Association Appointee

1. Check-in

2. Accreditation Update

KWD reported that two task forces' are in process of being set up for the package, publication and team arrangements (hotel, meeting rooms, etc.) aspect of the Self-Study. It was noted, that currently the team visit has been moved up to October 17, 2011. Dr. Loewenstein, MJC President, is in the process of asking for a change back to the original date of October 24, 2011 for the site team to visit the MJC campus. KWD reported that Dr. Loewenstein will be visiting Fullerton College to participate in their Self-Study as a team member the week of March 14, 2011. Fall Institute Day will be an Accreditation focus. Members of the SRAC, Staff Resources Advisory Committee, are planned to host the event.

3. AUO Template Revision

The AIE committee discussed the needed revision of page one of the Administrative Unit Outcomes document. The committee found several administrative members listed that were no longer present at Modesto Junior College. The committee members will revisit this document during the summer session to possibly make another revision due to the recent changes coming forth with positions. The AUO document (front page) was revised and posted at the following link:

http://mjc.edu/facultyinformation/instructionoffice/aie_programreview.html



Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
March 11, 2011

4. Program Review Feedback

A discussion ensued regarding the committee or work group that would be responsible for feedback from Program Review documents submitted by divisions/departments. K. Hart reported that the Academic Senate decided to have the Assessment Work Group as the persons responsible to read all Program Reviews and provide feedback. K. Hart announced that the Assessment Work Group is currently in high demand and very busy. AIE discussed their thoughts on having “who” other than the work group, would fit this much needed role. KWD believes the role should be that of AIE. B. Sanders suggested we appoint a super committee. C. Martin suggested that a rubric be in place. C. Fernandez asked the committee “How many cycles have we accomplished so far with Program Review?” KWD reported that we have currently gone through four Program Review cycles. After much discussion, the AIE committee agreed that the Assessment Work Group will not be in charge of providing Program Review feedback. More discussion will need to take place regarding the committee or work group that will be appointed for this item. This item will be added to a future agenda for more discussion.

5. Focus Group Discussion

K. Hart reminded the committee members of the email sent by H. Townsend on January 19, 2011 asking for committee responses regarding the document “*Prioritized MJC Climate Survey Fall 2010 Focus Group Suggestions for Improvement.*” K. Hart reported that only one response was received. The committee members were asked to review the document and decide which actions had been completed and which actions are still in need of attention. B. Sanders volunteered to take action on this item and will report back at the next AIE committee meeting scheduled for March 25th.

6. MJC Staffing Prioritization Process Survey Results

K. Hart updated the committee on the survey results from the recent Staff Prioritization Survey. The committee discussed the results intensely and found that most of the participants felt a disconnect regarding how conclusions were made of the prioritizations from Program Review data. The committee also discussed recommendations, out of survey results, on how we can better the process next time around. Here are some of the recommendations:

- Present a “Just the facts” announcement from the Instruction Office via email
- Limit the number of faculty to be prioritized
- Instructional support staff be prioritized at IAC (Deans need to be able to speak)
- Separate Student Services into two lists (student services staff, faculty)
- Clearly defined rubrics
- Force ranking
- Training on Program Review within divisions/departments

KWD asked K. Hart to provide her with an Executive Summary and a list of the recommendations. KWD plans to present the summary and recommendations to the Planning and Budget Committee by the end of the spring semester.

7. Strategic Goal Review Leaders

K. Hart reported that an email was sent out from H. Townsend regarding leaders previously selected at AIE for the purpose of providing an evaluation of how or what our institution has done to accomplish the goal. Leaders are asked to



Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
March 11, 2011

provide the requested information by April 1, 2011 via email to hartk@mjc.edu. K. Hart will compile the evaluations and present them at the April 8th AIE meeting.

8. Check-out