



Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
February 26, 2010

Present:

Dr. Karen Walters Dunlap, Co-Chair, Vice President of Instruction
Michael Adams, Co-Chair, Academic Senate President
Adrienne Peek, Faculty Curriculum Committee Co-Chair, President Elect, Academic Senate
Martha Robles, Student Services Administrator (Attending on Behalf of Dr. Bob Nadell)
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee
Curtis Martin, Faculty Program Review Liaison
Brian Sanders, Dean of Science, Mathematics, and Engineering
Jenny Netto, Faculty Accreditation Co-Chair
Gary Whitfield, 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
Letitia Miller, California Schools Employees Association Appointee
Pauline Rosado, Associated Students of Modesto Junior College Appointee
Vacant, Faculty Career and Technical Education Liaison
Heather Townsend, Recorder

Absent:

Dr. Bob Nadell, Vice President of Student Services (Student Services Administrator)
Antoinette Herrera, Student Services Administrator
Sarah Mesenhimer-Johnson, California Schools Employee Association Appointment

1. Check-in
2. KWD presented an accreditation update. The committee was notified of the recent additions to the accreditation website. H. Townsend published a 2011 Accreditation Tri-Chair Resources page. The page can be accessed at the following link: <http://mjc.edu/facultyinformation/instructionoffice/trichair/index.html>. KWD also informed AIE of the recent email she sent requesting college participation in the 2011 Accreditation Self-Study. An update was also presented regarding the Accreditation Tri-Chair meetings. The Tri-Chair group will be meeting the first Monday of every month. The Tri-Chairs will provide a written update to the Steering Committee (AIE) once a month. The first Tri-Chair meeting is to be held on Monday March 1. The Steering Committee has been asked to attend all Tri-Chair meetings. An agenda for the March 1st Tri-Chair meeting was distributed to the Steering Committee members.

3. K. Hart developed a survey titled *MJC Faculty/Staff Climate Survey*. A copy of the survey was passed out to the AIE members. The AIE committee was asked to help narrow down the survey. The survey will take approximately 30 minutes to complete. The committee has been asked by K. Hart to review and choose which questions within the survey they want to eliminate or keep. Also, the committee will compare the questions to the elements in the standards. AIE will report back to K. Hart via email by March 5th. The Faculty/Staff Climate Survey will be presented in final format at the next AIE meeting scheduled for March 12. The group will act as a pilot group for the survey. The committee also discussed the multiple ways that the survey can be distributed. Below are some of the ideas discussed:
 - Class Climate in hard copy format
 - Electronic format
 - Institute Day

4. KWD distributed a document that will be presented at the Tri-Chair meeting. The document, The Accreditation 2011 Evidence Sheet, was reviewed by the committee. KWD noted that the Evidence Sheet will be used by the Tri-Chair members as a place to file any data/evidence collected during the 2011 Self-Study. ACCJC would like to see detailed evidence and this is the reason why we have implemented the Accreditation 2011 Evidence Sheet.

5. C. Martin discussed trend analysis within the database PRNet. The idea of trend analysis is to take a picture (in words) of the current year, previous years, etc., and analyze what you see over time. C. Martin is currently in process of implementing trend analysis within PRNet. The discussion of trend analysis led the committee into the discussion of the timeline for program review. A. Peek, and the Assessment Work Group, are in process of creating a module of the program review cycle.

6. A report was given from AIE members that attended the WASC's Level 1 Retreat on Student Learning and Assessment Conference. The members who attended were: C. Martin, J. Netto, K. Hart, B. Sanders, and A. Peek. After attending the conference, members believed that MJC is more advanced in Student Learning and Assessment than previously thought and should move forward to a Level 2 conference. Prior to attending, the team chose to work on developing integration among SLO Assessment, Program Review, and Planning and Budget. B. Sanders distributed a CurricUNET SLO Tracking Module- Draft Proposal. The CurricUNET database will be used to track SLO's. One of the areas within the SLO Tracking Module is the SLO Checklist. The SLO checklist has the following information listed:
 - State SLO
 - Assessment instrument
 - Assessment results
 - Analysis of results
 - Next steps

The committee agreed that the wording “Next steps” should be changed to say “Action plan.” It was noted at the WASC conference by ‘mentor’ Fred Trapp, retired Administrative Dean for Institutional research and Academic Services at Long Beach Community College District, that the college could possibly be commended for the design and implementation of the integration of SLO’s into CurricUNET. Brian asked for approval to continue with the SLO Tracking Module. The committee voted to approve the design and implementation of the CurricUNET SLO Tracking Module. Brian will update AIE on progress at the next AIE meeting.

7. K. Hart presented an executive summary of the CCSSE 2009 survey. The full report can be found at the following link:
<http://www.mjc.edu/facultyinformation/research/CCSSE%202009%20Report%20and%20Appendices.pdf>. The CCSSE contains questions that frame five benchmark areas identified in research as indicators of student engagement and satisfaction. The five benchmarks are discussed in the introduction of the full report found at the link provided above.
8. Check-out