



Modesto Junior College  
Accreditation/ Institutional Effectiveness Committee  
Meeting Minutes  
March 12, 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  
Dr. Bob Nadell, Vice President of Student Services (Student Services Administrator)  
Antoinette Herrera, Student Services Administrator  
Sarah Mesenhimer-Johnson, California Schools Employee Association Appointment  
Brian Sanders, Dean of Science, Mathematics, and Engineering  
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  
Deborah Knowles, Counseling Classified Supervisor (Visiting From Sacramento City College)  
Heather Townsend, Recorder  
Vacant, Faculty Career and Technical Education Liaison

**Absent:**

Wendy Griffiths-Bender, Yosemite Faculty Association Appointee  
Curtis Martin, Faculty Program Review Liaison  
Gary Whitfield, Vice President of College and Administrative Services  
Jenny Netto, Faculty Accreditation Co-Chair

1. Check-in
2. KWD presented an accreditation update. The accreditation workshop will be taking place on March 26<sup>th</sup> in Forum Building 101. The workshop will be attended by the Accreditation Tri-Chairs and Steering Committee. At the workshop, attendees will have the opportunity to break up into their writing teams and start the Self-Study writing process. The Steering Committee will be on-hand to help facilitate the different groups or answer any questions that the writing teams may have. Also, the Tri-Chair meetings will be held on the first Monday of every month. At the monthly meetings, Steering Committee members are asked to attend. The Steering Committee members will choose a Standard that they relate to and participate with those writing teams on the relevant chosen Standard.
3. KWD informed AIE of the current status of the MJC DE Substantive Change Proposal. Data for the DE proposal has been collected, organized, and computed. KWD will be meeting with J. Netto to start the writing process for the DE Substantive Change Proposal next week.

4. KWD alerted AIE members of the upcoming WASC conference. A. Peek and KWD will be attending the April WASC conference.
5. KWD informed the group that the District/College Functional Mapping process is starting next week. KWD asked for interested participants to contact her in the near future via email or telephone.
6. B. Sanders updated the AIE members on the SLO Tracking Module. At this point, B. Sanders would like for the SLO's to be incorporated into the Program Review site. A discussion arose about the storage of SLO's and how the public can access the SLO data. It was decided that the SLO's will be available for public viewing on the Assessment Work Group webpage. The timeframe for full implementation of the SLO database, according to B. Sanders, should be sometime in the upcoming 2010 fall semester.
7. K. Hart presented a draft of the Modesto Junior College Strategic Planning and Budgeting Processes' Timelines of Activities. The Strategic Planning Process Timeline lays out a 12-month calendar of the activities that need to be accomplished in order to complete the planning process. The Strategic Budgeting Process Timeline does the same thing to complete the budgeting process. The next step for the timeline is for the final draft to be submitted to the Planning and Budget Committee at the next meeting. After the approval from Planning and Budget, the final document will be submitted to the College Council. The final draft will then be available for all to view on the Planning and Budget webpage.
8. K. Hart submitted the revised MJC Faculty/Staff College Climate Survey. The AIE group previously shortened the survey to allow for less time taken from an individual's work day. The group decided to not shorten the survey and make K. Hart's draft the final document. L. Miller volunteered to send out a marketing email to prepare MJC staff/faculty of the date and time the survey will be distributed.
9. A. Peek gave an Assessment Work Group update. The Assessment Work Group met on March 5<sup>th</sup>. The group is in process of finalizing the Assessment Work Group charge. The group also worked on the timeline submitted by K. Hart and made some changes. SLO Assessment data from last spring was also analyzed and discussed at the meeting.
10. KWD informed the AIE committee of the Assessment Workshop scheduled for May 6<sup>th</sup>. It will be an all day workshop. Also, KWD reminded the AIE members that Institute Day is scheduled for August 27<sup>th</sup>. The AIE committee will have 15 minutes set aside for accreditation. The next AIE meeting is scheduled for March 26<sup>th</sup> in Forum Building 101.

#### 11. Check-out