



Modesto Junior College  
Accreditation/ Institutional Effectiveness Committee  
Meeting Minutes  
October 22, 2010

**Present:**

Dr. Karen Walters Dunlap, Vice President of Instruction  
Michael Adams, Co-Chair, Academic Senate President  
Jenny Netto, Faculty Accreditation Co-Chair  
Mark Anglin, Dean of Agriculture, Environmental Sciences, and Technical Education  
Dr. Bob Nadell, Vice President of Student Services (Student Services Administrator)  
Gary Whitfield, Vice President of College and Administrative Services  
Brian Sanders, Dean of Science, Mathematics, and Engineering  
Adrienne Peek, Faculty Curriculum Committee Co-Chair  
Letitia Miller, California Schools Employees Association Appointee  
Heather Townsend, Administrative Assistant/Recorder  
Curtis Martin, Faculty Program Review Liaison  
Pauline Rosado, Associated Students of Modesto Junior College Appointee  
Nora Seronello, California Schools Employee Association Appointee

**Absent:**

Wendy Griffiths-Bender, Yosemite Faculty Association Appointee  
Antoinette Herrera, Student Services Administrator  
Dr. Ken Hart, Director of Research and Planning

1. Nora Seronello was introduced as the California Schools Employee Association Appointee AIE representative. AIE members did a check-in and briefly introduced themselves.
2. KWD gave an accreditation update. The first draft of the MJC Self-Study is in process of being completed. Dr. Loewenstein is currently reviewing the draft. The draft deadline date of November 1 has been pushed up slightly because the draft is currently in the process of being thoroughly reviewed. Standards IIA and IIIC will also not be ready due to their massive size. Dr. Loewenstein is currently helping with his input of links and data into the draft. KWD distributed a document outlining the appointed AIE liaisons. This document was also distributed and discussed at the recent Tri-Chair meeting. Each liaison is responsible for assisting and facilitating the initial review process among selected groups within the Modesto Junior College community. Each Standard will be under review by a selected group and that group will analyze, discuss, and make adjustments to the written draft of that particular Standard. KWD will send an email out to Tri-Chair members next week to outline their responsibilities during the initial review process. H. Townsend will have copies available for each group involved in the initial review process. Each AIE Liaison is to contact H. Townsend with requests of total copies needed for each group to review. The review process shall be completed and all documents turned in by November 30<sup>th</sup>. KWD announced that the Substantive Change Proposal has been finalized and sent to the commission. We should know the results sometime after November 5<sup>th</sup>. The next AIE meeting is scheduled for November



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12, 2010. The next Tri-Chair meeting is scheduled for November 1, 2010 from 3:00-5:00 in Forum Building 102.

3. M. Adams gave a Focus Group Taskforce update. Two focus groups have been held and were very productive. The focus groups were held to get an in-depth analysis of the Modesto Junior College Climate Survey results. Each group has approximately six to eight persons attending.
4. C. Martin discussed the Faculty Responsibilities: Year-at-a-Glance calendar. C. Martin brought this document to YFA for approval and/or input. YFA suggested that the title be changed and detected several problems within the document. YFA saw the calendar more as a timeline for administrators and felt that accountable and non-accountable time should be included. AIE discussed the changes. B. Sanders and L. Miller will make edits to the document and forward the document to H. Townsend. H. Townsend will add the revised document for discussion and/or approval at the next AIE meeting on November 12<sup>th</sup>.
5. KWD discussed the draft of the *Introduction to Decision Making at Modesto Junior College*. The document was provided through email to all AIE members before start of the meeting for review. AIE members noted that majority of the document looks good but a few adjustments are still needed. Some of the suggested edits or additions are as follows:
  - Name changes to committees
  - New Prioritization document needs to be added
  - Allocation of Resources document needs to be added
  - Organizational charts to be added
  - Curriculum Review Cycle document to be updated
  - Title change: Decision Making at Modesto Junior College
  - Timelines

Any edits or suggestions need to be forwarded to KWD via email. The final draft should be available in two weeks for review. H. Townsend will send an email out for AIE to review the final draft. G. Loewenstein plans to have copies available for the college Council members and is also planning a study session for review of the draft.

6. A. Peek gave an Assessment Work Group update. The work group recently approved a form for all representatives to gather assessment results, discussed feedback regarding data results and discussed the January campus-wide assessment day event. The group suggested that we start publicizing the event and also provide the benefit for attending and the agenda for planned activities. KWD reiterated that the campus-wide assessment event, scheduled for



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January 4<sup>th</sup> and 5<sup>th</sup>, is a major event where program mapping and/or the writing of program SLOs will be accomplished.

7. The *Strategic Goals Executive Summary* update was tabled for the next AIE meeting.
8. Check-out