



Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
September 24, 2010

Present:

Michael Adams, Co-Chair, Academic Senate President
Dr. Bob Nadell, Vice President of Student Services (Student Services Administrator)
Mark Anglin, Dean of Agriculture, Environmental Sciences, and Technical Education
Gary Whitfield, Vice President of College and Administrative Services
Brian Sanders, Dean of Science, Mathematics, and Engineering
Dr. Ken Hart, Director of Research and Planning
Adrienne Peek, Faculty Curriculum Committee Co-Chair
Letitia Miller, California Schools Employees Association Appointee
Heather Townsend, Administrative Assistant/Recorder
Jenny Netto, Faculty Accreditation Co-Chair
Curtis Martin, Faculty Program Review Liaison
Antoinette Herrera, Student Services Administrator
Vacant, California Schools Employee Association Appointment

Absent:

Pauline Rosado, Associated Students of Modesto Junior College Appointee
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee
Dr. Karen Walters Dunlap, Vice President of Instruction

1. Check-in
2. J. Netto gave an accreditation update. She explained that the Self-Study timeline looked good. J. Netto has completed the introduction which is about 70 pages in length. The introduction includes many charts and graphs. Dr. Loewenstein and Dr. Smith plan to review the Self-Study on October 3rd. The entire campus will be able to review the Self-Study in January 2011. J. Netto passed out a document, Assignments for Initial Review of Self-Study. AIE used this document to decipher which body should review each of the standards. J. Netto explained that it would be great to have these bodies review standards and then report back with feedback only to each team. J. Netto will present this document to at the next Tri-Chair meeting scheduled for October 4, 2010.
3. M. Adams announced the upcoming Assessment Workshop dates. The dates are January 4th and 5th 2011. M. Adams asked AIE to help decide on places, topics, and times of day for the event. A. Peek stated that she was under the impression that the Assessment Workshop would be done by divisions. A. Peek also explained that we are currently at 21% of our program outcomes goal and need to be at 75% by January 2011. The scheduled time of the workshop was discussed but not officially decided upon. It was mentioned that the Assessment Work Group and IAC will help facilitate the workshop. These two groups are in need of training before the January dates. The Assessment Workshop will be campus wide



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and it is proposed that each division will meet and have an assessment representative to help guide them through the process of mapping programs and writing SLOs. C. Martin asked if faculty is required to attend. It was stated that faculty are not required to attend but it would be very beneficial to volunteer to complete the 75% goal of program mapping.

4. A. Peek gave an Assessment Work Group update. The work group is currently working on building a calendar of agenda items, recently completed a merge with the Program Review Work Group (approved by Academic Senate), and are in process of revising their mission, charge and title. The work group has only five more meetings left this semester. The Assessment Work Group now has a third chair, C. Martin. The work group meeting times have changed from 2:00-4:00 to 1:00-3:00.
5. K. Hart discussed the Focus Group Taskforce meeting. The MJC Climate Survey forums will be held on October 5th and 13th. The focus groups will meet after the forums take place. AIE is expected to attend the forums in October. Meeting members focused on three areas:
 - Which statements from the MJC Climate Survey would be used for discussion among the focus groups
 - Creating a list of participants in the focus groups (still working on this area)
 - Develop an initial list of dates, times, and places for meetings to take place and appoint a note taker for each group
6. K. Hart presented the AIE committee with suggestions from the recent Planning and Budget meeting. K. Hart passed out the Proposed Process for Progress Report on Strategic Goals document. K. Hart recommends cutting first and second bullets out of the document. B. Nadell stated that by taking these bullets off completely, the statements may end up becoming lost. K. Hart explained that the statements are still in the timeline; therefore, they will not be lost. B. Sanders suggested we drop the first four bullets and make it simplified. M. Anglin suggested that we look at rewording the title of the document and change to, Assessing and Reporting Goals. L. Miller agreed that less would be more. It was decided by AIE that we keep bullets: 5, 7, 8, 9, 10, 11, and 12. It was also decided that we change the title.
7. B. Sanders and L. Miller presented the Faculty Responsibilities: Year-at-a-Glance calendar. All items presented within the calendar are faculty responsibilities outside of teaching. It is a great tool for faculty members because every item is on one document to help show faculty the big picture of all non-instructional items that take place within semesters. C. Martin agreed that this is a great tool and very impressive. He asked if the following items will also be added to the calendar: participatory governance, division meetings and other. L. Miller will add an inset that states, "Calendar does not include participatory governance, division meetings, etc." C. Martin will bring the draft to the union to get their approval.



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8. K. Hart suggested that the executive summary of the ten goals for the *Annual Status Report* be added to the next AIE agenda.
9. Check-out