

Modesto Junior College
Accreditation/ Institutional Effectiveness Committee
Meeting Minutes
September 11, 2009

Present:

Dr. Karen Walters Dunlap, Co-Chair, Vice President of Instruction
Michael Adams, Co-Chair, Academic Senate President
Dr. Ken Hart, Director of Research and Planning
Wendy Griffiths-Bender, Yosemite Faculty Association Appointee
Curtis Martin, Faculty Program Review Liaison
Dale Phillips, Faculty Career and technical Education Liaison
Brian Sanders, Dean of Science, Mathematics, and Engineering
Jenny Netto, Faculty Accreditation Co-Chair
Heather Townsend, Recorder

Absent:

Mark Anglin, Dean of Agriculture, Environmental Sciences, and Technical Education
Sarah Mesenhimer-Johnson, California Schools Employee Association Appointee
Adrienne Peek, Faculty Curriculum Committee Co-Chair
Gary Whitfield, Vice President of College and Administrative Services
Dr. Bob Nadell, Vice President of Student Services

Substitutes:

Antoinette Herrera for Bob Nadell

1. Introductions/Recap of committee's charge, membership
 - a. Dr. Karen Walters Dunlap started committee introductions.
 - b. The committee reviewed and discussed current committee charge. Jenny Netto is now the Faculty Accreditation Co-Chair. Wendy Griffiths-Bender is the Yosemite Faculty Association Appointee. The Student Learning Outcomes Faculty Coordinator position has been removed. The position of Faculty Program Review Work Group Co-Chair will be taken by Curtis Martin. Dale Phillips will be on hiatus. Dale will have a replacement for the next AIE meeting date. A CSEA position has been tabled for discussion in the next meeting.
2. Program Review Update
 - a. Dr. Karen Walters Dunlap has sent out a reminder to the college community regarding program review documents and the deadline. Karen stated that most, if not all, of the program reviews have been already completed. Karen also stated that we will have every program review and addendum by next AIE meeting.

- b. PR NET is a program review database. Brian Sanders showed the committee a flow chart of the program review system through the new PR NET database system. Training cycles for PR NET are projected to start by the end of next semester.
 3. Student Learning Outcomes
 - a. Dr. Karen Walters Dunlap opened discussion about an assessment work group chaired by Adrienne Peek. The work group will have representation from all areas of the college. The work group will be composed of faculty, staff, and students. The work group was voted to move forward by the committee.
 - b. Dr. Karen Walters Dunlap opened discussion about program mapping. The college brought in facilitators to do a one day workshop on program mapping. The outcome was great. We now have ten new degrees and certificates to publish in the catalog this year. A follow up meeting with the participants of the program mapping workshop is in the process of being scheduled.
 - c. Institutional Outcomes has been tabled for next meeting.
 4. Institutional Effectiveness Report, 2009
 - a. Dr. Ken Hart presented the committee with the 2009 Institutional Effectiveness Report. The committee looked through, and discussed, the items within the report. Everyone agreed that the report was well done and is a valuable wealth of information. Dr. Hart will be speaking to other committees regarding the information listed in the report in the near future. Dr. Hart also noted that the report is online at:
<http://www.mjc.edu/facultyinformation/research/Institutional%20Effectiveness%20Report%202009%20FINAL%20w%20cover.pdf>
 5. Accreditation Update
 - a. Dr. Karen Walters Dunlap reminded members that their will be a self-study training September 24 at Merced College. Modesto Junior College is scheduled for a team to visit fall 2011 for accreditation. Starting August 2011 we will have to have the self study written and approved by the board of trustees. Over one hundred people will be working on the self-study team.
 - b. Dr. Karen Walters Dunlap passed out a Distance Education and Correspondence Education Manual. The publication was developed by the ACCJC and it entails information on commission policies, guidelines for implementation, institutional context and commitment, and questions to aid in the evaluation of distance learning. The committee was advised that Tobin Clarke and Jim Clarke are scheduled to speak on September 24 regarding distance education. Karen also stated that we are in the process of working on student support services in the area of distance education.
 - c. The following upcoming conferences were announced:
 - Assessment Workshop, September 24 &25 (no one to attend)
 - CCLC Accreditation Workshops, November 18-22, San Francisco (Jenny Netto to attend)

- Academic Senate Accreditation Workshop, March 2010, Newport Beach (open for volunteers)

*Members were advised to see Karen Walters Dunlap for more information and to volunteer for workshops.

6. Other

- a. Dr. Karen Walters Dunlap announced that the Instruction Office Newsletter will be available online November 2009.
- b. KWD passed out a flyer from the ACCJC online newsletter on Program Review and Institutional Quality.
- c. The AIE meeting for September 25 has been canceled. The meeting date of October 2 will be the replacement date. A meeting request will be sent out to committee members.

7. Checkout