

Modesto Junior College  
Accreditation/Institutional Effectiveness Committee Meeting

February 27, 2009  
1:00 p.m.-3:00 p.m.  
Morris Conf. Room A

**Present:**

Karen Walters Dunlap, Co-Chair, Vice President of Instruction  
Bob Nadell, Student Service Administrator  
Curtis Martin, Faculty Program Review Liaison  
Ken Hart, Director of Research and Planning  
Emily Malsam, YFA appointee  
Michael Adams, Faculty Curriculum Committee Co-Chair  
Dale Phillips, Faculty Career and Technical Education Liaison  
Mark Anglin, Instructional Dean  
Brian Sanders, Instructional Dean  
Gary Whitfield, Administrative Services Administrator  
Sarah Mesenhimer-Johnson, CSEA appointee  
Lauren Cisneros, Associated Students of Modesto Junior College Appointee  
Melissa Beach, Administrative Secretary, Instruction

**Absent:**

Jim Sahlman, Co-Chair, Academic Senate President  
Adrienne Peek, Student Learning Outcomes Faculty Coordinator

**I. CHECK IN**

**II. PLANNING & BUDGET COMMITTEE UPDATE**

Gary Whitfield passed out the *MJC Budget Implementation Timeline 2009/2010*. There are four columns showing timelines for: YCCD Budget, MJC Budget, MJC Planning & Budget Committee and MJC Accreditation/Institutional Effectiveness. He asked committee members for input on the document. He will be adding an annual status report in an attempt to integrate the different planning processes. He also reported he is looking into numbers developing the budget on Fund 12 salary and classified priorities for new staff.

**III. ACCREDITATION CELEBRATION**

Karen Walters Dunlap reported College Council named a taskforce to handle the MJC Accreditation Celebration. Gene Hill is the chairperson and the day-long event will be held on Thursday, March 26, 2009. At 8:30 a.m. the Foundation will host a breakfast with the President, YCCD Board members, the Chancellor and community members. From 10:00-11:00 a.m. there will be an Open Forum in the Little Theatre and AIE members are tasked in preparing this presentation. We need to tell the story on what happened, what we did, what next, etc. AIE will develop the agenda. From 12:00-3:00 p.m. ASMJC will host a BBQ on the East Campus quad. From 4:00-7:00 p.m., there will be a Pirate Party in MSR, West Campus and the entire district will be invited showcasing our instructional programs.

On May 7, 2009 the college will hold the end of the year assessment workshop; the President's Office will send out the "save the date" email to the appropriate parties. This is a day-long retreat, 8:00 a.m.-4:00 p.m. to prepare the annual Status Report showing 'what is working, what did not work, etc.' The AIE committee is tasked with preparing the workshop's agenda.

#### **IV. PROGRAM REVIEW UPDATE**

Discussion was held regarding questions from faculty members on what program review will look like. They questioned at what point they will receive feedback so they know works best.

##### **A. REPORT ON PRNET**

Due to software constraints, PRNET implementation will be posted until the next program review cycle. The Program Review taskforce proposes to use last year's program review, adding an area for SLO's and attaching an updated addendum with resource allocation requests. The taskforce also recommended that the group remain small in size. Curtis Martin, chair of the taskforce stated he would like AIE to approve their moving forward on the above recommendations as soon as possible. The addendums will have the same format in each college-wide program review. Representation from Student Services and College Administrative Services need to be added to the Program Review Taskforce. Bob Nadell will represent Student Services, or name an appointee.

##### **B. DEVELOPMENT OF ADMINISTRATIVE PROGRAM REVIEW**

Gary W. handed out an Administrative Unit Program Review format from Marino Valley College for the committee to review. Gary pointed out to the committee that the straight forwardness of the template, usage of organizational charts and history of what staff has done over the past 5 years was a good model for the college to use. After discussion, the committee recommended that the template be shared with the college's administrators. Gary stated he will present this document to College Administrative Council next week.

##### **C. CHANGES TO EXISTING INSTRUCTION/STUDENT SERVICES TEMPLATES**

Karen WD reported each department/division turned in their program review documents and Becki Scharffer provided them an addendum. The question arose, do we give each department back their program reviews and have them update their addendum? The 2008-09 program review is complete. We now need to complete the 2009-10 and give each department an addendum that they can highlight and provide changes needed for next year's budget cycle. In program review each area must report: what have you received/accomplished/what needs remain.

Curtis Martin will bring a draft program review letter to the next AIE meeting on 3/13/09. When approved, this document will then be sent to IAC and then sent campus-wide.

Bob N. passed out the Student Services program review draft which is almost completed. If accepted, it will be implemented for 2009-10.

#### **V. STUDENT LEARNING OUTCOMES PROCESS & PROCEDURES UPDATE**

##### **A. ASSESSMENT PROCEDURE FOR SPRING 2009**

Karen WD reported on Adrienne Peek's behalf by providing AIE members with an SLO report. The Academic Senate will hold an SLO Assessment Workshop on 3/19/09 for senators and whoever else is developing assessments. Attendees will be developing assessment instruments for SLOs they will be measuring this semester.

##### **B. PROGRAM AND INSTITUTIONAL OUTCOMES**

Karen WD reported on Adrienne Peek's behalf she is presently gathering institutional SLO samples, also known as core competencies, and will bring them to the 3/13/09 AIE meeting. Adrienne P. and Ken H. are attending the SLO Regional meeting at Sierra College on 3/20/09. The focus of the meeting is to facilitate "SLO coordinators and researchers working together to create a synergy and get the job of assessment and program review done." Adrienne reported she is receiving many calls requesting clarification and assistance on assessment. The most common question is on reporting and how to do so. She shared there is still much confusion and once explained to faculty that SLO assessment is really

about helping to create a way of making the educational enterprise drive the budget decisions, they seem to relax and are more willing to learn and participate.

## **VI. DEVELOPMENT OF THE END OF YEAR STATUS REPORT**

Ken H. passed out two different *End of Year Status Report* drafts. One in Word format and one in Excel, each showing the goals, objectives and statuses. He explained, in Excel a lot more can be done with sorting and accessibility. We need to keep in mind the college is our audience. We could include an abstract at the beginning. Discussion was held on using the Excel format with a narrative style. Ken H. will develop a third draft listing all goals and will make appropriate changes on Gary W's timeline and send it back to him. He will present this Status Report style for college-wide use at the next Cabinet meeting.

## **VII. IPEDS DATA FEEDBACK REPORT 2008**

Ken H. passed out the IPEDS (Integrated Postsecondary Educational Data System) Feedback Report to all AIE members. The committee discussed the data elements in the report. The college's IPEDS report will be included in the next year's *Institutional Effectiveness Report*.

## **VIII. CHECK OUT**

Lauren Cisneros, (ASMJC student rep), announced the MJC Forensics Team has just started a new club and is raising money by selling tickets to a Hungry Hunter prime rib dinner to be held on Sunday, 3/15/09, where they will showcase their speeches. She asked members to spread the word. If interested—be sure to contact Lauren at: alydar\_phoenix@yahoo.com.

### **Action Item:**

- Develop agenda for 3/26/09 Accreditation Celebration.
- Prepare agenda for End of Year Assessment Workshop.

**WHO:** AIE Committee

**WHAT:** Develop agenda for 3/26/09 Accreditation Celebration. Prepare agenda for End of Year Strategic Report Retreat.

**WHEN:** Taskforce formed at the next AIE meeting, 3/13/09

### **Action Item:**

- Take Administrative Program Review template to CAC next week.

**WHO:** Gary Whitfield

**WHAT:** Take Administrative Program Review template to CAC next week for review.

**WHEN:** 3/6/09

### **Action Item:**

- Bring a draft program review letter to the next AIE meeting on 3/13/09. When approved, send this document to IAC and then send campus-wide.

**WHO:** Curtis Martin

**WHAT:** Bring a draft program review letter to the next AIE meeting on 3/13/09. When approved, send this document to IAC and then send campus-wide

**WHEN:** 3/13/09

### **Action Item:**

- Bring examples of institutional SLOs to 3/13/09 AIE meeting.

**WHO: Adrienne Peek**

**WHAT: Bring examples of institutional SLOs to 3/13/09 AIE meeting.**

**WHEN: 3/13/09**

**Action Item:**

- Prepare the college's status report template draft listing all goals, make appropriate changes on Gary W's timeline and send it back to him. Present this Status Report style for college-wide use at the next Cabinet meeting.

**WHO: Ken Hart**

**WHAT: Update End of Year Status Report draft listing all goals, make appropriate changes on Gary W's timeline and send it back to him. Present this Status Report style for college-wide use at the next Cabinet meeting.**

**WHEN: 3/13/09**

**MEETING ADJOURNED**