

Modesto Junior College
Accreditation/Institutional Effectiveness Committee Meeting
February 6, 2009
1:00pm-3:00pm
Morris Conf. Room A

Present:

Karen Walters Dunlap, Co-Chair, Vice President of Instruction
Bob Nadell, Student Service Administrator
Jim Sahlman, Co-Chair, Academic Senate President
Curtis Martin, Faculty Program Review Liaison
Ken Hart, Director of Research and Planning
Emily Malsam, YFA appointee
Adrienne Peek, Student Learning Outcomes Faculty Coordinator
Michael Adams, Faculty Curriculum Committee Co-Chair
Mark Anglin, Instructional Dean
Brian Sanders, Instructional Dean
Gary Whitfield, Administrative Services Administrator
Lauren Cisneros, Associated Students of Modesto Junior College Appointee
Melissa Beach, Administrative Secretary, Instruction

Absent:

Sarah Mesenhimer-Johnson, CSEA appointee – Sub: Devin Jones
Dale Phillips, Faculty Career and Technical Education Liaison
Karen Tabacco, CSEA appointee

I. CHECK IN

Other Opening Statements- Brian Sanders addressed MJC's present enrollment situation. Though in the recent past instructors were asked to take as many students as possible we now must change direction with our increased enrollment and better manage it. Now is the time for instructors to relax and not overfill their classes. We should teach with the appropriate number of students for each class and what is in the best practices for student success.

II. PLANNING & BUDGET COMMITTEE UPDATE

Discussion was held regarding the Enrollment Planning & Management report and why we need to grow at the right pace. Mission critical goals were presented showing the goals, objectives and lead responsibility (person or group) for 2009-10. The document "Talking Points" was distributed to Planning & Budget and Jim Sahlman will send copies of that document to all AIE members who were not present at the Planning & Budget committee meeting. A lengthy conversation was held regarding the budget allocation model for MJC. When we look at the model is there justification why MJC, YCCD and CC receive the amounts/percentages they receive? If the existing allocations to these areas are correct will it also be the same if we take a reduction? Will each area be reduced by the same amount/percentage and is that the correct way to do this? All areas must be collegial in the process. We need to have a joint taskforce with some members from both AIE and Planning & Budget to address this.

Gary Whitfield stated the Planning & Budget committee is working on the calendar to link district, MJC, AIE and Planning & Budget so we will have processes for the next 2 years.

Our Student Demand taskforce studied which courses are really in demand and questioned if the wait list is the best indicator of this, ex: students are able to register for multiple sections at the same time. Margo Guzman, IT, said even with students being on multiple wait lists there is probably not enough to skew the report. Susie Agostini addressed the loophole in Datatel when a student first enters the Datatel system they are able to sign up for as many classes as they want. Brian S. stated if we are going to use waitlists, then IAC should discuss whether or not there should be a standard waitlist cap for classes. Ken Hart stated there is a glitch in the Wait List crystal report that he ran the prior day

showing 19,839 students on the wait list. Shawna Dean explained to Ken H. that someone inadvertently erased the "Active" Wait List numbers by section and that they will be restored after the spring semester is concluded. She stated the Active numbers (this semester at the time in question was approximately 7,700 students) are more indicative of current demand. Bob Nadell thinks this is probably not proper reporting as some classes do not even have wait lists. On the other hand, many students show up to the first class that were never on the wait list.

III. ACCREDITATION INSTITUTE UPDATE

Curtis Martin reported on the recently attended Accreditation Institute conference stating that 70% of the presentations were geared for those not very familiar with accreditation. Some presentations were quite fascinating and others were for those just beginning to understand the process. He stated that governance and accreditation were very closely linked and that MJC must always have our SLOs, program review and governance linked as well. Adrienne Peek is concerned with how we will link our SLOs and program review and assess them through budget allocation. What do we do at the end with SLOs and program review? Curtis mentioned that presenters at the institute had started with their existing processes to make this all work. MJC needs to take stock of what we do best and go from there.

IV. PROGRAM REVIEW UPDATE

A. REPORT FROM CURRICUNET TASK FORCE

The CurricUNET taskforce met last week and addressed important questions. Brian S. passed out the Program Review Approval Stream draft. Once the program review questions are defined we can then build this into the system and we need to know what data we will need. A lengthy discussion of Program Review ensued. Among the items discussed included: What are the appropriate review steps? Should there be a separate approval stage for a faculty group at some point between the Dean and the AIE committee? Should the questions be focused primarily for the purpose of the Planning and Budget committee, or should they include broader, self-reflective items as well? Some members expressed concern about any additional steps in the process for this year because the actual program review questions have not been finalized and the new software system has not been implemented. Any additional approval steps might slow down the process and cause Program Review to again happen over the summer.

B. DEVELOPMENT OF ADMINISTRATIVE PROGRAM REVIEW

The Administrative Program Review taskforce held their first meeting and identified units and responsibilities. They reviewed Mt. Sac's Administrative Unit Objectives and then reviewed Riverside's program review. Gary W. reported they would like to use MJC's format along with parts of formats from other colleges. They will use organizational charts for each area. They meet again next week.

Discussion was held on if we are using the same strategic goals and linking them to our program review. You first develop your program review, listing what you need and then see if it matches the strategic goals. Gary W. stated he is a member of the Fiscal Services Staff meetings with Teresa Scott and shared the Fiscal Services Satisfaction Survey report with AIE.

C. CHANGES TO EXISTING INSTRUCTION/STUDENT SERVICES TEMPLATES

Bob Nadell reported the Student Services Program Review template is complete and he will bring it to a future AIE meeting.

V. STUDENT LEARNING OUTCOMES PROCESS & PROCEDURES UPDATE

A. ASSESSMENT PROCEDURE FOR SPRING 2009

Adrienne P. scheduled the first Assessment Workshop, 3/19/09, for Academic Senate and anyone who wants to attend. This will be a working session and those attending need to bring the outcome(s) they wish to assess. The goal is for people to leave with a very clear

assessment instrument. Some will leave needing to change what they initially thought would work.

Brian S. passed out a CurricUNET SLO Tracking Module draft proposal. There is a course record and the system is straight forward and simple. AIE members reviewed the handout. We must incorporate SLO assessment reports in our program review and tie it into the budget, stating how it will improve student learning. Emily M. stated from a YFA point of view, it would be very scary to attach SLO and assessment to the course outline of record and feels this would be detrimental to faculty. Brian S. explained that CurricUNET only puts some of the fields within the database on the course outline of record and that the SLO-related items would not be put onto course outlines. The database is simply an efficient location to gather and store SLO data.

B. PROGRAM AND INSTITUTIONAL OUTCOMES

No discussion took place.

VI. DEVELOPMENT OF THE END OF YEAR STATUS REPORT

Ken H. stated the Operational Road Map says to close the gap and the responsible parties are the President, 3VPs, Research Office, and the AIE Committee, and they must “Annually prepare and distribute a status report on the college’s work on the strategic plan goals/objectives and student learning outcomes; ensure that this annual report documents the ways that the college is using planning and resource allocation to improve programs and services.” Ken H. then handed out two draft formats of what the Annual Status Report could look like. Discussion on these formats is to continue for the next meeting. This is our task for our end of year retreat, May 7, 2009. Conversation was short due to lack of time.

VII. OTHER

Budget Allocation – The smart way is to prepare your own assessment and decide if you like the results and if there is funding needed to fix it, Planning & Budget will look at the whole picture before approving. Gary W. will bring the budget report regarding allocating for next year to the next AIE meeting.

Action Item:

- Email suggestions for the Program Review Approval Stream draft prior to our 2/27/09 AIE meeting.

WHO: All AIE committee members

WHAT: Email suggestions for the Program Review Approval Stream draft prior to our 2/27/09 AIE meeting.

WHEN: 2/25/09

Action Item:

- Work on/make change to Program Review Approval Stream and bring to 2/27/09 AIE meeting.

WHO: Brian Sanders, Curtis Martin

WHAT: Work on/make change to Program Review Approval Stream and bring to 2/27/09 AIE meeting.

WHEN: 2/25/09

Action Item:

- Bring Student Services Program Review template to future AIE meeting.

WHO: Bob Nadell

WHAT: Bring Student Services Program Review template to future AIE meeting.

WHEN: ?

Action Item:

- Bring the budget report regarding allocating for next year to the next AIE meeting.

WHO: Gary Whitfield

WHAT: Bring the budget report regarding allocating for next year to the next AIE meeting.

WHEN: 12/1/08

Action Item:

- Get price quotes on facilities for 5/7/09 End of Year Retreat: 60 people, round tables, breakfast, lunch, afternoon snack & refreshment, flip charts, pens & handouts.

WHO: Melissa Beach

WHAT: Get price quotes on facilities for 5/7/09 End of Year Retreat: 60 people, round tables, breakfast, lunch, afternoon snack & refreshment, flip charts, pens & handouts.

WHEN: 2/27/09

MEETING ADJOURNED