

Modesto Junior College  
Accreditation/Institutional Effectiveness Committee Meeting  
January 16, 2009  
1:00pm-3:00pm  
Morris Conf. Room A

**Present:**

Karen Walters Dunlap, Co-Chair, Vice President of Instruction  
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  
Karen Tabacco, CSEA appointee  
Sarah Mesenhimer-Johnson, CSEA appointee  
Michael Adams, Faculty Curriculum Committee Co-Chair  
Dale Phillips, Faculty Career and Technical Education Liaison  
Mark Anglin, Instructional Dean  
Brian Sanders, Instructional Dean  
Melissa Beach, Administrative Secretary, Instruction

**Absent:**

Gary Whitfield, Administrative Services Administrator  
Bob Nadell, Student Service Administrator  
Taylor White, Associated Students of Modesto Junior College Appointee

**I. CHECK IN**

Karen Walters Dunlap introduced Melissa Beach as the new secretary/administrative support of the AIE Committee and welcomed her. All committee members checked in with brief updates on how they are doing.

**Other Opening Statements-** Karen WD stated at the last Executive Council Meeting it was mentioned that the AIE committee is slipping in tasks to be accomplished this semester. She stressed it is time to refocus and accomplish pre-determined plans/goals/tasks as this committee has accomplished so many things in the past we do not want to lose that momentum.

There will be an end of year retreat on Thursday, May 7, 2009 with the Accreditation/Institutional Effectiveness and Planning & Budget Committees. With our new MJC processes of always performing a gap analysis at the end, (Did it work? What didn't work? An evaluation) these committees will hold a day long retreat off-campus. Attendance will be included from Leadership, YFA, Academic Senate, E Board, CSEA, College Council and ASMJC.

**II. PLANNING & BUDGET COMMITTEE UPDATE**

Karen reported the handout "Program Review Addendum" created by AIE Committee was passed out at the January 16, 2009 Planning & Budget Committee meeting and each area was asked to look at their resource allocations and report back to Planning & Budget. The Planning & Budget Committee recommended hiring the following full time faculty for Fall 2009: Nursing, Microbiology, English, Math, Biology, History, Basic Skills (Counseling), ESL, Animal Science, Speech. Each of these positions were listed in the individual unit's Program Review and linked to the college's prioritized strategic goals. This Recommendation to Hire was forwarded to Dr. Rose and he has forwarded to Dr. Darnell for approval.

The Planning & Budget Committee is developing "Budget Reduction Plan Values"-which includes values and assumptions to accomplish maintaining our excellence of education and to retain staffing, while looking at different scenarios addressing next year's budget.

### **III. ACCREDITATION MEETINGS UPDATE**

Karen WD reported we are in the progress or doing reorganization with responsibilities to Accreditation and she is now the MJC Accreditation Liaison Officer. We have undergone an administrative re-shuffle to make this more transparent. Becki Scharffer and Melissa Beach will be her administrative support on Accreditation responsibilities. Bi-monthly meetings will be held by a sub-group of AIE (Karen WD, George Railey, Becki S., Melissa B.) to look over tasks, appoint administrative work to be completed and preparation of reports to the college community. An Accreditation office will be housed in a central location, most likely in Learning Resources where you can find all Accreditation documents: evidence, files, former reports, etc., as this will provide more transparency to all MJC/YCCD employees and the public. She is attending the Statewide Academic Senate Workshop on Accreditation next week with Curtis Martin, Adrienne Peek, Bruce Anders, and Dale Phillips as we prepare for MJC's Accreditation Self-Study that begins in 2009. In February 2009 there is another Accreditation workshop that 2 faculty members (Library and Counseling) will attend as the focus of reporting is on those areas. Bob Nadell and Tobin Clarke will recommend those to attend.

### **IV. PROGRAM REVIEW**

#### **A. REPORT FROM CURRICUNET TASK FORCE**

The CurricUNET taskforce is currently reviewing the Program Review template in CurricUNET. AIE recommended it but never completed the requisition to purchase. Is Program Review appearing again this year? Will it be in CurricUNET? By holding off on this purchase will we have time to accomplish our pre-stated goals? Brian Sanders reported he has been working on what needs to be input in the program and did correspond with CurricUNET letting them know we would be purchasing their system. Karen WD will contact Gary Whitfield to prepare and approve this requisition ASAP. The target date is 5/1/09 to have CurricUNET in place as there is a lot of data, most of which is automatic.

Curtis Martin stated MJC's Program Review needs to be trimmed down and Ken Hart stated we need to collect different data—data identified by the Planning & Budget Committee.

Brian S. questioned the process of Program Review by creating a diagram on the board to show the process as follows: Program Review; Representative; Dean/Manager; AIE Committee/ Planning & Budget Committee with notations of: flow of resource allocation (Planning & Budget); part of our charge to Curriculum; Assessment data, professional development, training; and linkage to Strategic Plan Goals.

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

The Strategic Plan is a 3-5 year cycle and we will look, assess and prioritize goals each year. Karen WD asked for an Administrative Program Review taskforce as Gary Whitfield needs to move on this, taskforce members will be: Gary Whitfield, Bob Nadell, Ken Hart & Mark Anglin.) Gary will make a presentation to AIE at the end of February.

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

Karen WD stated we need a taskforce to review Program Reviews for Instruction and Student Services and might want to bring in members from last year's Program Review Committee to report on this. Instruction/Student Services Program Reviews Taskforce members: Curtis Martin, Karen WD, Bob Nadell, Mike Adams, Adrienne Peek, Ken Hart, Brian Sanders. This taskforce is responsible for streamlining Student Services, Instructional Services, and Administrative Services' Program Reviews and will bring back report to AIE Committee in February 2009.

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

### **A. UPDATE ON STUDENT LEARNING OUTCOMES SPREADSHEET**

Karen WD reported she has the most recent spreadsheet of MJC SLO's and inquired what the next step is? Did all divisions identify dates for their courses?

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

Adrienne Peek wants Academic Senate reps to coordinate Assessment efforts in their divisions and track what is going on, while providing assurance they have collected their data. She stated the majority of times you must wait until the end of a course to assess the SLOs. A SLO by definition is "how did it turn out?" Each discipline is so unique—looking at a summary. Next steps: Assessment Workshops for individuals we are asking to coordinate these events (*here is what we want you to do for MJC—to coordinate, collect, next steps, etc.*)

### **C. PROGRAM AND INSTITUTIONAL OUTCOMES**

MJC needs to move in the direction of program and institutional SLOs. Committee members agreed it would make sense if our institutional SLOs align with our Strategic Plan. AIE is the college body that will develop institutional SLO's for the campus-wide dialogue. Brian S. would like someone to bring a draft of institutional SLOs to AIE in March (1 hr. presentation). Karen WD will make this an agenda item and Adrienne P. will bring examples from other colleges.

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

Karen WD stressed that Accreditation duties must be accomplished, including the end of year Status report—how we did this year with our Strategic Plan and how we allocated our resources. Ken H. brought in examples of status reports from other colleges at an earlier AIE meeting. We need to decide if we will develop our own Status Report or let CurricUNET do it. Ken H., Dale P. and Bob N. will develop a proposal for AIE to review. We need the report completed by March 2009 and will distribute to the college community in April 2009. We will use this document and review it at our end of year retreat.

Karen WD, Adrienne Peek, Curtis Martin and Dale Phillips will be attending the Statewide Academic Senate Workshop on Friday, 1/23/09 when our next AIE Committee meeting is scheduled. We might not hold that meeting and hold individual AIE taskforce meetings instead, since many taskforces were named/given task responsibilities at this meeting. She will let us know.

#### **Action Item:**

- Contact Gary Whitfield to prepare requisition to purchase CurricUNET.

**WHO:** Karen Walters Dunlap

**WHAT:** Contact Gary Whitfield to prepare requisition to purchase CurricUNET.

**WHEN:** 1/20/09

#### **Action Item:**

- Administrative Program Review Taskforce schedule meeting(s) and bring presentation to AIE meeting, end of February.

**WHO:** Gary Whitfield, Bob Nadell, Ken Hart, Mark Anglin

**WHAT:** Administrative Program Review Taskforce hold meeting(s) and bring presentation to 2/27/09 AIE meeting.

**WHEN:** 1/20/09

#### **Action Item:**

- Instruction/Student Services Program Reviews Taskforce schedule meeting(s) and bring report back to AIE meeting, end of February.

**WHO:** Curtis Martin, Karen WD, Bob Nadell, Mike Adams, Adrienne Peek, Ken Hart, Brian Sanders

**WHAT: Instruction/Student Services Program Reviews Taskforce schedule meeting(s) and bring report back to 2/27/09 AIE meeting.**

**WHEN: 1/20/09**

**Action Item:**

- Bring examples of institutional SLOs to March AIE meeting.

**WHO: Adrienne Peek**

**WHAT: Bring examples of institutional SLOs to March AIE meeting.**

**WHEN: 12/1/08**

**Action Item:**

- Develop End of Year Status Report proposal and bring to AIE Meeting.

**WHO: Ken Hart, Dale Phillips, Bob Nadell**

**WHAT: Develop End of Year Status Report proposal and bring to AIE Meeting.**

**WHEN: 1/20/09**

**MEETING ADJOURNED**