

The Catalyst

Bi-Monthly Instruction Office News

Barbara Adams*

Curriculum Corner

2010-2011 MJC Catalog

I imagine most, if not all, faculty have heard students refer to their catalog rights. Why do catalog rights matter? They refer to the specific MJC catalog to which a student's academic record is linked at the point of enrollment at MJC. Students are not evaluated by our printed brochures, thoughts, or suppositions about what the program requires. They are evaluated against program information published in the catalog for a specific catalog year.

A Contract with the Public

The courses, degrees, certificates and patterns listed in the MJC catalog constitute the scope and requirements of our curriculum; therefore, the catalog is our contract with our students and the public. Consequently, the catalog information must be accurate to the best of our institutional ability.

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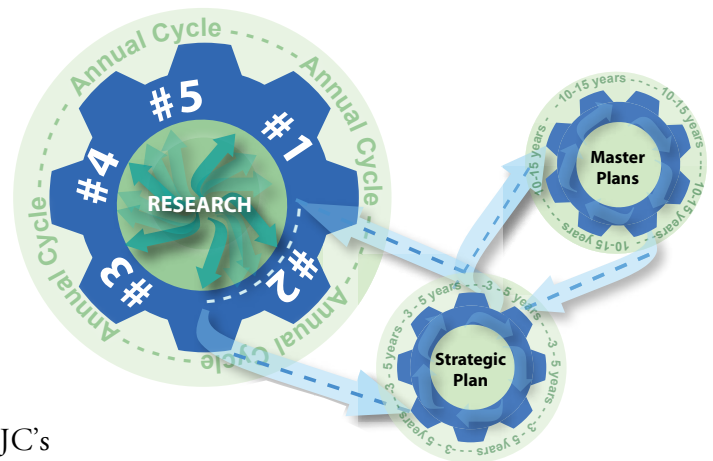
Karen Walters Dunlap

Accreditation Update: *Institutional Effectiveness*

Hello! Modesto Junior College has started the process for the next Accreditation Self Study Report to the Accrediting Commission for Community and Junior Colleges (ACCJC) which is due in October 2011. The self-study is a comprehensive examination of the college that requires broad and extensive participation from all constituent groups. It is an opportunity for us to gain a comprehensive perspective of MJC's

institutional effectiveness. We will use the accreditation standards to facilitate this dialogue; these four standards will frame the college-wide dialogue of our self-study.

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It is an opportunity for us to gain a comprehensive perspective of MJC's institutional effectiveness.

Karen Walters Dunlap, January 2010

Happy New Year...2010!

Accreditation Update: (cont'd)

Institutional Effectiveness

The Accreditation/Institutional Effectiveness Committee (AIE), responsible for monitoring all accreditation criteria related to institutional effectiveness at MJC, is the Accreditation Steering Committee (please see link for committee composition and membership). AIE is in the process of identifying college and district personnel to serve on the accreditation standards writing committees. Each committee will have a tri-chair structure: faculty, classified and administration. You will soon be receiving an email from AIE requesting your participation in this endeavor. The standards are listed below; I encourage you to read each standard thoroughly before deciding which committee to join.

Standard I: Institutional Mission and Effectiveness

- A. Mission
- B. Improving Institutional Effectiveness

Standard II: Student Learning Programs and Services

- A. Instructional Programs
- B. Student Support Services
- C. Library and Learning Support Services

Standard III: Resources

- A. Human Resources
- B. Physical Resources
- C. Technology Resources
- D. Financial Resources

Standard IV: Leadership and Governance

- A. Decision-Making Roles and Processes
- B. Board and Administrative Organization

Please visit ACCJC's website for more information on accreditation: www.accjc.org. For information about Modesto Junior College's self study, please visit the AIE website at <http://www.mjc.edu/facultyinformation/instructionoffice/aie.html>. I look forward to working with you on this project; it is exciting to have this dialogue to promote the quality and continuing improvement of our college!

About Accreditation Quick Links:

To learn more about accreditation in general, the purposes and processes of ACCJC, please select from the options below.

- >> [What is accreditation?](#)
- >> [What are the different kinds of accreditation?](#)
- >> [What is WASC?](#)
- >> [What are the purposes of ACCJC?](#)
- >> [How does the ACCJC evaluate colleges?](#)
- >> [Who oversees the accreditors?](#)

Karen Walters Dunlap:

Vice President of Instruction

I serve as the Chief Instructional Officer for the college and advise the College President on instructional and educational planning issues. My responsibilities include:

- Serve as the Accreditation Liaison Officer for the college
- Plan, coordinate, supervise and evaluate the effectiveness and efficiency of instructional programs and services
- Supervise all Instructional Deans and Program Directors
- Oversee the instructional budget, program assessment, faculty evaluation, and curriculum development
- Direct research related to student learning
- Develop, implement and assess student learning outcomes in all instructional programs and services
- Develop, implement and monitor enrollment strategies to achieve and maintain enrollment targets at the college



Bio:

I have served as Vice President of Instruction at Modesto Junior College since July 2007. Previously I was the Dean of the Sciences and Mathematics Division at Sierra College for five years, and also served as Interim Associate Dean and Interim Dean of that same division for approximately one year. Before making the transition to management, I was a Professor of Chemistry at Sierra College for five years. I also have four years experience as a 'freeway flyer,' teaching adjunct for four years at American River College, Sierra College and Yuba College. I earned a Ph.D. in Organic Chemistry from the University of California, Davis, and a B.S. in Chemistry from Sonoma State University.

On a personal note, I have two children, Courtney (age 12) and Maya (age 10). Both girls attend schools in the Sylvan School District and are actively involved in band and club activities. My husband, Mike, has worked at the University of California, Merced since 2005 in the engineering department. We have quite the zoo at our house: a beagle, a bird, couple of fish, and a guinea pig named Turtle. We like to travel, camp, play games and visit the Happiest Place on Earth!

FAVORITE QUOTE:

"Education is not the answer to the question. Education is the means to the answer to all questions."

-- *William Allin*

I have served as Vice President of Instruction at Modesto Junior College since July 2007.

Karen Walters Dunlap, January 2010

Curriculum Corner (cont'd)

CATALOG PRODUCTION: A HUMAN PROCESS

MJC has not yet achieved an automated, computer-generated catalog. While CurricUNET will eventually generate curricular information for the catalog, we are not yet at that level. We still must rely on a human process to evaluate, interpret, and manually transcribe the curriculum information throughout the catalog. Unfortunately, the human process is incapable of identifying and addressing every secondary effect of change to courses and programs.



HELP IMPROVE CATALOG ACCURACY

For this reason, we need the active involvement of discipline faculty to ensure the accuracy and integrity of curriculum information for the college catalog (2010-2011). Contact your curriculum representative to ask how you can view your courses and programs. Please note the reviews must be completed no later than January 18.

CHECK YOUR COURSES:

- Unit values
- Descriptions
- Titles
- Restrictions
- Cross-listings
- Requisites

CHECK YOUR DEGREES, CERTIFICATES, AND SKILLS RECOGNITIONS

- Accuracy of course information (titles, units)
- For logic
- Total units required

Please note this is not an opportunity to make changes to the curriculum. Qualitative problems with approved courses and programs need to be resolved through the curriculum process. This is merely an opportunity to ensure that your curriculum is published in our official contract as most recently approved. Save your students and yourselves from headaches, hassles and frustrations later on when errors affect their progress and your workload as you file for course substitutions. I encourage you to review the course and program information in your discipline.

**Letitia Miller, Curriculum Specialist, contributed to this article.*

Contact Information

Instruction Office Staff Directory



Karen Walters Dunlap
Vice President of Instruction.....6058



Ruth Cranley
Articulation Officer.....6713



Vicki Groff
Instruction Office Technician.....6413



Letitia Miller
Curriculum Processing Specialist.....6469



Alejandra "Alex" Cordova
Graphic Arts Specialist.....6046

Next Issue

Meet the Instruction Office Staff

Stay tuned as we profile each of our staff members in the upcoming newsletters. One employee per newsletter will be highlighted. Learn about them, their current positions and how they are here to serve you and the college community.



**Future Issues
Upcoming News:**

- » *Accreditation*
- » *Articulation*
- » *Curriculum*
- » *IO Staff*
- ...and much more



Sean Fornelli
Administrative Assistant.....6452



Heather Townsend
Administrative Assistant.....6893



Barbara Adams
Curriculum Committee Co-Chair....6890



Instruction Office
Modesto Junior College
<http://www.mjc.edu>
or call
209-575-6046

The Catalyst
Newsletter Staff
Chief Editor/Graphic Designer:
Alejandra "Alex" Cordova
Pictures: David Todd

Instruction Office Modesto Junior College