

# The Catalyst

## *Bi-Monthly Instruction Office News*

Barbara Adams

### Curriculum Corner

#### ***"I've Submitted My Course – Now What?"***

*You've made it through each field in the checklist in CurricUNET, you hit the submit button, and you're relieved! So what happens next? How do you know where your launched course is in the process? Has your curriculum rep reviewed it yet? Has the dean held it for requested changes? Why hasn't it shown up on an agenda yet?*

*One of the advantages of the CurricUNET system is the ability to check the status of any course in any stage of the approval process. If you're interested in seeing where one of your courses is in the process, follow these simple steps.*

[continued on page 2](#)

Adrienne Peek, Student Learning Outcomes Coordinator

### Accreditation Report: *Assessment Update*

On February 4th and 5th, Adrienne Peek, Brian Sanders, Curtis Martin, Jenny Netto, and Ken Hart attended WASC's Level I Retreat on Student Learning and Assessment in Emeryville. In order to help participants to get the most benefit from the retreat, attending teams were asked to define and submit a project (prior to the retreat) that would suit their institution's needs. MJC's team elected to work on developing integration among SLO Assessment, Program Review, and Planning & Budget.

At the retreat, the team attended a variety of plenary and breakout sessions where they gathered information and shared experiences

with teams from other campuses. Additionally, the participating teams were assigned mentors to help them with their projects. MJC's mentor was Frederick P. Trapp, who served on the steering committee for the California Assessment Initiative and led numerous workshops on learning outcomes and assessment for the Research and Planning Group. Fred Trapp currently serves as an evaluator for the Accrediting Commission for Community and Junior Colleges (ACCJC).

On the first day, the team attended a plenary session entitled "Assessment in Learning-Centered Institutions," in which the presenter offered a broad overview of accreditation expectations and shifting to a learning-centered focus. Next, the team divided up to attend



[continued on page 2](#)

## Accreditation Report: *Assessment Update (continued)*

numerous break-out sessions: “An Outcomes-based Assessment Model for General Education,” “Unique Issues in Assessment for Community Colleges,” “Developing and Applying Rubrics,” “The Administrators’ Role in Assessment of Student Learning,” and “Institutional Effectiveness at Two-Year Colleges: A Chance to Dialogue and Share Ideas.” We finished up the day in a work session with our mentor.

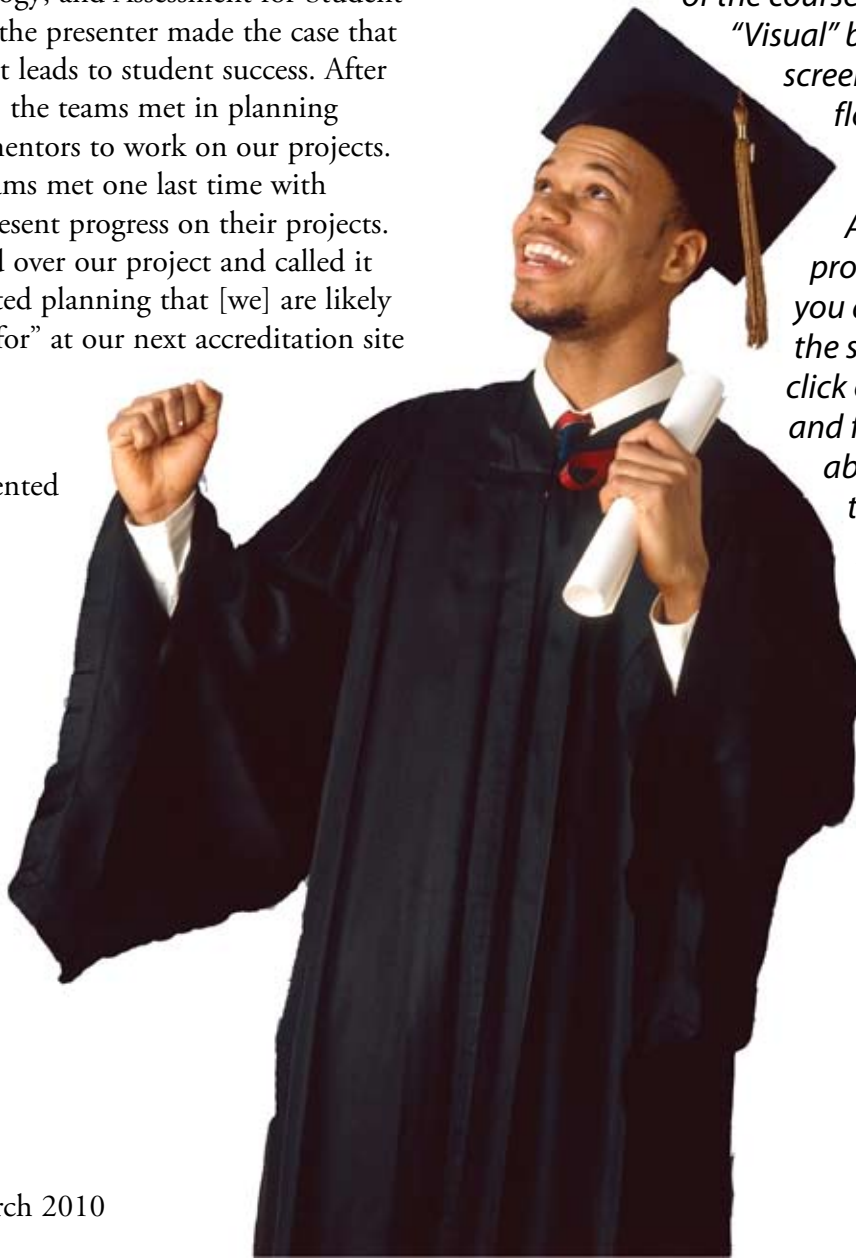
On the second day, we met with our mentor over breakfast and then attended a plenary session entitled “The Learning-centered Institution: Curriculum, Pedagogy, and Assessment for Student Success,” in which the presenter made the case that student engagement leads to student success. After the plenary session, the teams met in planning sessions with our mentors to work on our projects. After lunch, the teams met one last time with their mentors to present progress on their projects. Our mentor looked over our project and called it “wonderful integrated planning that [we] are likely to be commended for” at our next accreditation site visit.

Brian Sanders presented our project at the last meeting of the Accreditation/ Institutional Effectiveness committee and received a “thumbs-up” approval to begin implementation.

## Curriculum Corner (*continued*) *“I’ve Submitted My Course – Now What?”*

- *Log in to the CurricUNET.*
- *Click on “Track My Proposals” and it will bring up a list of any course(s) you have submitted.*
- *Find the appropriate course and click on the “Check Status” box. A screen will open which will show you the level it is at in the approval stream and the dates of any actions taken.*
- *If you wish to look at a visual picture of the course’s progress, click on the “Visual” box toward the top of the screen and it will open a visual flowchart for you.*

*Are you interested in the progress of courses which you didn’t author? To check the status of any course, click on “Track All Proposals” and follow the same steps as above. I encourage you to use this tool to ensure your course proposals navigate through the curriculum approval stream in a timely and efficient manner.*



# Ruth Cranley: Articulation Officer

## Instruction Office Staff

My primary role is to serve as an institutional liaison between Modesto Junior College and four-year public and private colleges/universities throughout California. I represent MJC when dealing with the CSU Office of the Chancellor, UC Office of the President and the ASSIST Coordination site. I help my colleagues establish: course transferability between MJC and UC/CSU/private institutions, “prep for major” coursework, and placement on General Education patterns for MJC, CSU-GE, and/or IGETC. Staying abreast of system-wide and local changes is part of my responsibility. Therefore, I am involved with committees on and off campus, such as Curriculum Committee, Curriculum sub-committees, HECCC (past chair), Region 5 (chair), and NCIAC (Executive Committee).



### Bio:

Before serving as the Articulation Officer, I worked as a part-time counselor/instructor at MJC in the EOP&S and Project TEAM programs. Prior to moving to Modesto, I worked as a counselor for Woodland High School for six years. My professional journey began at Imperial Valley College in 1980-94 where I served in various positions: District Counselor, Transfer Center Director, re-entry women’s counselor, Director of Talent Search and Student Support Services Programs (TRIO).

### Favorite Quote:

*“Life is too short to play it safe. There is no safe position in life. Here is a simple fact; you can’t get out of life alive. You can either die in the bleachers or die in the field”*

- Les Brown

**“Before serving as the Articulation Officer, I worked as a part-time counselor/instructor at Modesto Junior College in the EOP&S and Project Team programs.”**

*Ruth Cranley, March 2010*

## Instruction Office Staff

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.



**Next Issue  
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



**MODESTO JUNIOR COLLEGE**  
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