

Modesto Junior College  
Accreditation/Institutional Effectiveness Committee  
Meeting Minutes  
October 31, 2008

**Present:**

Karen Walters Dunlap, Co-Chair, Vice President of Instruction  
Jim Sahlman, Co-Chair, Academic Senate President  
Gary Whitfield, Administrative Services Administrator  
Bob Nadell, Student Service Administrator  
Emily Malsam, YFA appointee  
Taylor White, Associated Students of Modesto Junior College 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

**Absent:**

Curtis Martin, Faculty Program Review Liaison  
Ken Hart, Director of Research and Planning

**Guests:**

Patrick Bettencourt

1. Review of the Program Review Addendum Spreadsheet
  - The committee reviewed the Program Review Addendum Spreadsheet that was submitted to the Planning and Budget Committee. KWD thanked everyone on the committee for their assistance in completing this task. A number of observations were made regarding the process/template that was used by the committee: 1. There is a need to have faculty and staff clarify terms used in program review; 2. A limit needs to be set on the number of requests from an area; and, 3. The committee should only be looking at items above a certain dollar amount (i.e., supply requests over \$1000).

## 2. Institutional Effectiveness Study Session

- Bob Nadell presented a study session regarding the college's 2008 *Institutional Effectiveness Report*. A lively and spirited discussion ensued. A number of committee members commended Dr. Hart for his weekly emails to the college community; the weekly updates are beginning to become 'water cooler' topics for the college. Suggestions for new data elements for the next institutional effectiveness report include the college's student learning outcomes reports and program review summaries.

## 3. Development of template for year-end status report

- The committee started the development of a template for the college's year-end status report by reviewing sample reports from other institutions. Committee members were directed to read the sample report provided and be prepared to discuss it and other models at the next meeting (November 7, 2008).

## 4. CurricUNET Program Review Module Demonstration

- A demonstration of the Program Review Module from CurricUNET was presented to the committee via a phone conference with the software company. Program reviews from other California community colleges using the software were reviewed and analyzed. It was noted that this software package would be customized for Modesto Junior College for use in both instructional and student services program reviews. The college would be able to use this module for the end of the year status report, warehousing of student learning outcomes and assessment tools. If the college were to purchase the software, the timeline for implementation for all programs and units at the college would be Spring 2009. The committee forwarded a recommendation to Dr. Rose in support of purchasing the program (estimated cost: \$15,000).

## 5. Student Learning Outcomes

- The committee continued the discussion about the assessment of student learning outcomes at the college. Adrienne Peek, College Student Learning Outcome Coordinator, stressed the importance of starting the assessment of 25% of courses/units each year for the next four years as soon as possible. A task force was identified to develop a draft process for implementation of the student learning outcomes assessment model at Modesto Junior College before the end of the current semester. KWD, Mark Anglin, Adrienne Peek, Jim Sahlman and Ken Hart agreed to serve on the task force and present the findings back to the committee on November 7, 2008.

