*The following draft narrative may include language that has been proposed but not ratified by YFA. If ratification does not occur, the narrative will be rewritten to reflect the current YFA contract before being approved by the YCCD Board.*

**Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**

*The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.*

**Standard I.A Mission**

**Standard I.A.1**

*The mission describes the institution’s broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement.*

Evidence of Meeting the Standard:

The Modesto Junior College (MJC) mission, supported by the vision, and values, describes the College’s commitment to student learning and achievement and its educational philosophy. It addresses the College educational purposes, intended student population, types of degrees and credentials offered, and commitment to student learning and success. The College mission meets the criteria established in the [California Education Code 66010.4](http://www.asccc.org/sites/default/files/AppendixB_Mission_of_CCCs_EdCode.pdf). MJC’s vision and values support the mission, articulating how the College approaches its work as a learning-centered institution. The Mission, Vision, and Values are posted on the MJC website and prominently published in the College Catalog. ([Governance and Planning Website](https://www.mjc.edu/governance/), [Catalog](http://www.mjc.edu/general/accreditation/documents/catalog_2016_17pdf.pdf))

Mission:

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative, undergraduate, educational environment for the ever-changing populations and workforce needs of our regional community. ([Minutes – College Council 4/11/16](http://www.mjc.edu/general/accreditation/minutes_college_council_041116.pdf); [Minutes - BOT 5/11/16](http://www.mjc.edu/general/accreditation/documents/minutes_bot_mission_051116.pdf))

Vision:

MJC will enrich lives by challenging all students to become successful, lifelong learners who strengthen their community in a diverse and changing world. The college is the first choice for educational excellence in our community. ([Mission Statement Workshop Summary](http://www.mjc.edu/general/accreditation/missionstatementworkshopsummary.pdf))

Values:

Education is the reason our institution exists. To this end, we value innovation, professionalism, integrity, and responsible stewardship. We foster respect for and interest in the diverse individuals and histories of our community. These values are foundational to the way we shape our programs and services, make and communicate decisions, reinforce collaborative relationships within our community and promote civic engagement. ([Strategic Plan pgs. 5-6](http://www.mjc.edu/general/accreditation/strategic_plan_2016_2021_pgs_5_and_6.pdf))

The mission guides the broad educational purpose of the College through the development of instructional programs, administrative units, and student support services. Program review, which informs all college decision-making, requires program personnel to describe how the program purpose relates to the mission of the College. (Program Review) Moreover, the MJC mission is aligned with the YCCD mission, which reads: “The Yosemite Community College District is committed to responding to the needs of our diverse community through excellence in teaching, learning and support programs contributing to social, cultural, and economic development and wellness.” ([YCCD Mission](https://www.yosemite.edu/chancellor/yccdmissionstatement)).

The mission describes the student population as those seeking a dynamic, innovative, undergraduate education from the ever-changing populations of the regional community. The region is defined by the geographical areas represented by the Board of Trustees (Tuolumne, Calaveras, San Joaquin, Stanislaus, and Merced Counties). ([Trustees Areas Map](https://www.yosemite.edu/trustees/map)) Students from the service area include high school students with dual enrollment, recent graduates, English learners, and adult re-entry students, all of whom are represented on campus. Targeted services are in place to assist the diverse needs of all students and a dedicated group of Student Success Specialists work full-time to support new students as they matriculate into the college. (dual enrollment, new high school students, EL, adult re-entry; DSPS; Specialist calendars, emails) As an open enrollment, Hispanic-serving institution, the College serves more than 24,000 students (FTES: 14,686). ([Scorecard](http://www.mjc.edu/general/accreditation/2014_2015_scorecard.pdf)) The student population of MJC continually changes, based on the diverse make-up of the service area. The College regularly reviews the makeup of its student population as evidenced by the disaggregated set of enrollment data included in the campus-wide discussion of the Education Master Plan and Student Equity Plan development. ([Student Equity Plan pgs. 13, 19, 27-30, 37, 43](http://www.mjc.edu/general/accreditation/student_equity_plan_pgs_13_19_27to30_37_43.pdf))

The mission guides dynamic, innovative, undergraduate programs, regardless of the mode of delivery. MJC online courses and services accommodate the learning preferences of its diverse student populations and expand access to the local service area. ([Online Student Resources](http://www.mjc.edu/instruction/online/studentresources.php)) MJC provides model online courses to meet the needs of students for whom anytime, anywhere access to education is essential. (snapshot of model online course) The Distance Education (DE) Plan was developed to align with the college and district-wide mission and vision statements. ([Distance Education Plan](http://www.mjc.edu/general/accreditation/de_plan_2012_2017.pdf)) The DE Plan actively guides the continual evolution and improvement of distance education programs at MJC and directly supports the mission of the College.

MJC’s educational purpose focuses on student learning and achievement and is appropriate to an institution of higher learning. The College aligns with the California Community College’s mission as defined by Education Code 66010.4. ([California Education Code Section 66010.4](http://www.ucop.edu/acadinit/mastplan/cccmission.htm)) As an open-access, community college in California, MJC is committed to offering excellent programs and services for students pursuing transfer, career and technical education, and basic skills remediation needed to prepare students for college level coursework. (examples of transfer programs, CTE, and Basic Skills curriculum) MJC’s mission illustrates its dedication to student learning and student achievement, skills development, and career preparation through excellence in teaching and in continuously developing an environment in which students can thrive.

MJC is an Achieving the Dream (ATD) College. The ATD framework, including college-wide ATD Data Summits, helps identify student performance areas in which College programs and services can be strengthened. (ATD Data Summit 2016) The College mission is central to institutional planning, which relies on internal and external data to identify the educational needs of students and the community and to measure progress toward meeting those needs. ([Research and Planning Office](http://www.mjc.edu/general/research/): [MJC Fact Book](http://www.mjc.edu/general/accreditation/mjcfactbook2017april20update.pdf), [Datamart](http://datamart.cccco.edu/datamart.aspx), [Scorecard](http://www.mjc.edu/general/accreditation/2014_2015_scorecard.pdf), [Data Dashboard](http://www.mjc.edu/general/research/dashboards/index.php), Program Review Data, Assessment Data in eLumen, CCSEE, SOSE, Key Performance Indicator). Analysis of these data informs program and institutional planning through program review, the strategic planning process, and the implementation of the Education Master Plan. Data from external surveys and scans identify target occupations and potential new programs, and describe gaps and educational opportunities (COE Regional Scan)

MJC’s degrees, credentials, and certificates are developed and offered in support of the college mission. MJC’s mission emphasizes institutional commitment to “dynamic, innovative, undergraduate” education. The College offers academic and vocational instruction for students of all ages and readiness. Its programs focus on preparing students for transfer and to enter the workforce. MJC offers 79 degrees (AAT, AST, AA, AS) and 77 Certificates and Skills Recognitions. ([MJC Instruction Website - Degrees](http://www.mjc.edu/instruction/degrees.php)) Of those degrees, certificates, and skills recognitions, 48 are Career Technical Education (CTE), and one is a bachelor’s degree in respiratory care. Direct input from advisory committees ensures that CTE program curriculum is relevant and current. ([Substantive Change: New Degrees and Certificates 2016](http://www.mjc.edu/general/accreditation/new_program_sub_change_2016.pdf))

The MJC mission statement demonstrates the institution’s commitment to student learning and student achievement in its opening sentence: “MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning”. Institutional Learning Outcomes (ILOs) demonstrate this commitment to the intersection of learning and achievement in core competency areas. ([Outcomes Assessment](https://www.mjc.edu/instruction/outcomesassessment/outcomes.php)) The identified ILOs directly support the college mission of developing intellect, creativity, character, and abilities:

* Communication
* Creative, Critical and Analytical Thinking
* Cultural Literacy and Social Responsibility
* Information and Technology Literacy
* Personal and Professional Development.

The broad educational purpose of the College as described in the mission is to serve “the ever-changing populations and workforce needs of our regional community” by “transforming lives through programs and services informed by the latest scholarship of teaching and learning.” College faculty ensure a comprehensive curriculum process through the review and development of dynamic and innovative courses and programs that meet the highest standards of scholarship and professional development. ([Curriculum Review Process](http://www.mjc.edu/general/accreditation/mjccurriculumreviewprocess_09_23_08.pdf)) The mission guides program development that is responsive to the needs of students and the community through regular administrative, program, and student services unit review to support student learning and student achievement. (Program review template 2017)

The College demonstrates its commitment to its mission of student learning and student achievement through the MJC Strategic Plan (SP) and Education Master Plan (EMP). The Strategic Plan provides measurable, guiding directions that help the College report its accountability to the community. ([Strategic Plan](http://www.mjc.edu/governance/collegecouncil/strategic_plan_2016_2021.pdf)) Faculty and administrators developed the EMP through vibrant discussions of environmental and institutional trend and demographic data at division meetings through a series of charrettes. ([EMP Data Elements](http://www.mjc.edu/general/accreditation/edmasterplan_data_elements.pdf)) More than 200 college constituents participated in the charrettes, submitting written recommendations following discussions. The feedback was synthesized and categorized into themes which were then shared campus-wide through an electronic survey and developed into a working plan. ([EMP survey results](http://www.mjc.edu/general/accreditation/empsurveyresultsoverview.pdfhttp%3A/www.mjc.edu/general/accreditation/empsurveyresultsoverview.pdf)) The MJC Education Master Plan was approved by College Council on March 13, 2017. ([Minutes – College Council 3/17/17](http://www.mjc.edu/general/accreditation/collegecouncil031317approved.pdf))

The EMP identifies four priorities in support of the mission statement, further articulating the college commitment to student learning and student achievement: ([Education Master Plan](http://www.mjc.edu/general/accreditation/emp/educationalmasterplan_17-22_final.pdf))

* Academic excellence in teaching and learning (intentional, well-communicated pedagogy, curriculum, and pathways to careers and continuing education)
* Institutional culture and transformational change
* Student-focused education and support that leads to completion (extraordinary, holistic services)
* Evidence-based assessment, refinement, and sustainable practices.

A five-year work plan was developed to address the EMP priorities, including specific objectives, activities, and timelines. ([EMP Work Plan, p. 23-29](http://www.mjc.edu/general/accreditation/educational_master_plan_17_22_workplan_pgs_26-32.pdf)) Implementation of the EMP will produce and document recommendations for a variety of programs and services that increase student learning and achievement. ([EMP Appendix A](http://www.mjc.edu/general/accreditation/educational_master_plan_17_22_appendix_a_pgs_34_35.pdf))



In 2016, MJC reviewed and revised the mission statement to reflect the expanded educational opportunities afforded by the approved baccalaureate degree in respiratory care. ([Substantive Change: BA Respiratory Care](http://www.mjc.edu/general/accreditation/resp_care_sub_change_bt_js_final_1_2017.pdf)) The revised mission was approved on 4/11/2016 and was approved by the Yosemite Community College District (YCCD) Board of Trustees on 5/11/2016. MJC will offer its baccalaureate program in respiratory care beginning fall semester of 2017.

Student demand for the baccalaureate degree was established with environmental data provided by the Central Region Center of Excellence. (evidence: two CoE reports). An important factor in developing the program was the recommendation by the Commission on Accreditation for Respiratory Care (CoARC) that Respiratory Care providers hold a bachelor’s level credential. ([CoARC Accreditation Standards](http://www.mjc.edu/general/accreditation/co_arc_resp_care_accreditation_standards.pdf)) Recommendations from the Respiratory Care Advisory Committee drove program development and refinement. ([Minutes – Respiratory Care Advisory Committee 12/7/15](http://www.mjc.edu/general/accreditation/12715rcpadvisorycommitteeminutes.pdf))

Analysis and Evaluation:

MJC’s mission demonstrates its deep commitment to student learning and student achievement. The College’s educational philosophy supporting this commitment is articulated in its Strategic Plan and Education Master Plan, focusing on student success in all of its manifestations. All programming, courses, curricula, degrees and certificates stem from these institutional plans and serve the diverse student populations addressed in the mission. The MJC mission describes the institution’s broad educational purposes, its intended student population, and the types of degrees and other credentials offered. Most importantly, the College Mission articulates its commitment to student learning and student achievement, supported by the programs and services offered at the institution on a daily basis and the dedication of its faculty, administrators, and classified professionals.

**Standard I.A.2**

*The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.*

Evidence of Meeting the Standard:

MJC is continuously increasing its capacity to collect, understand, and use data to meet its mission. The College approved a Strategic Plan that directly supports the mission of the institution. The strategic directions and goals outline specific and measurable ways in which the College implements its mission. ([Strategic Plan](http://www.mjc.edu/governance/collegecouncil/strategic_plan_2016_2021.pdf); [Minutes – College Council 11/28/16 Strategic Plan](http://www.mjc.edu/general/accreditation/collegecouncil112816minutesappr.pdf)) Strengthening the structures and processes that assess programs, services, and activities is a college priority. In support of the mission, the MJC governance document, Engaging All Voices, outlines specific guiding principles for decisions, including consistent data analysis, clear articulation of recommendations, opportunities for all stakeholders to participate, and a foundational anchor to student success. Councils, workgroups, and committees examine and assess data related to their charges. ([Engaging All Voices pgs. 5 & 17](http://www.mjc.edu/general/accreditation/engagingallvoices_pgs_5_and_17_8_26_13.pdf), minutes from Councils, including hiring, enrollment counts, [Hiring Prioritization Website](http://www.mjc.edu/governance/instructioncouncil/hiring_prioritization_forms.php), [2016/2017 Hiring Prioritization Document](http://www.mjc.edu/governance/instructioncouncil/2016_2017_hiring_prioritization_document_april_2016.pdf))

The College analyzes programs and services and sets goals to measure how it meets the mission through several organizational structures and processes. Program review provides deep analysis of program effectiveness and is foundational to other assessment processes. (Program review template, 2017) Faculty and program personnel assess and report student learning outcomes that measure learning and inform institutional refinement. ([PLO, GELO, and ILO Assessment Webpage](http://www.mjc.edu/instruction/outcomesassessment/plogeloiloassessment.php)) Annual ATD Data Summits enable college stakeholders to review trend data and set goals. ([ATD Data Summit](http://www.mjc.edu/general/accreditation/atddataupdate2016november.pdf)) Progress and Self-Evaluation forms document workgroup research of evidence-based models to meet the priorities of the EMP, which are shared with the college councils. ([Progress and Self-Evaluation form](http://www.mjc.edu/general/accreditation/progress_and_evaluation_form.pdf)) An all-council Assessment, Reflection, and Celebration Day provides an opportunity to review campus progress toward meeting the MJC mission. ([Assessment Day agenda 5/4/17](http://www.mjc.edu/general/accreditation/emp_assessment_day_agenda_050417.pdf), [Assessment Day Summary 5/4/17](http://www.mjc.edu/general/accreditation/emp_assessment_day_summary_050417.pdf))

Data and analysis help set institutional priorities and drive decision-making for ongoing quality programming, effective student support, and timely workforce placement that meet the College mission. The EMP, developed from campus-wide assessment of institutional data, integrates the priorities of existing plans, linking all activities to the Strategic Plan and other relevant initiatives. (Division minutes: [EMP Charrettes](http://www.mjc.edu/general/accreditation/mjceducationalmasterplandevelopmentfeedbackfromcharrettes.pdf); [EMP logic model](http://www.mjc.edu/general/accreditation/emp_logic_model.pdf)) College stakeholders have the ability to access disaggregated student success, retention, and completion data through Institutional Research Office dashboards in order to assess how programs are serving the “ever-changing populations and workforce needs of the regional community”. College councils use these data to inform the hiring prioritization process, equity activities, course scheduling leading to degree attainment, and for continuous quality improvement at the course, program, department, and institutional level.  ([Research and Planning Website](http://mjc.edu/general/research/), [IR Dashboard](https://www.mjc.edu/general/research/dashboards/index.php))

In addition to quantitative data, the College values qualitative feedback collected through survey instruments and focus groups. ([Candy Bar Survey](http://www.mjc.edu/general/accreditation/documents/survey_candy_bar_2015.pdf), [CCSSE 2015 Key Findings](http://www.mjc.edu/general/accreditation/ccssemjc2015execsummary.pdf), Focus Group Findings) Faculty and administrators review course and program data as MJC works to close equity gaps evident in course achievement rates. ([Student Equity Plan](http://www.mjc.edu/governance/studentservicescouncil/documents/student_equity_plan.pdf), [CUE Leaders Initiative](http://www.mjc.edu/general/accreditation/cue_leaders_initiative.pdf)) Department and division assessments, program review, and College Council review of institutional processes are used to continuously assess and improve the quality of student programs and services that meet the College mission. (eLumen results, Program Review Data, Council Evaluations, Minutes that discuss evaluations – Francisco – retreat agenda, other deans?)

Assessment results lead to focused professional development and planning that prepares faculty, administrators, and classified professionals to develop innovative programs and services. For example:

* English faculty addressed low persistence rates in basic skills English courses by learning about acceleration through the California Acceleration Project and developing a College model ([English Department Program Review, 2016](http://www.mjc.edu/general/accreditation/program_review_english_2016.pdf))
* Student feedback about services in the 2015 “Candy Bar Survey” was instrumental in the design of the Developing Hispanic-Serving Institutions (Title V) grant: “Removing Barriers for High Need Students”, which enabled a redesign of the Student Services division ([Candy Bar Survey](http://www.mjc.edu/general/accreditation/documents/survey_candy_bar_2015.pdf); [Title V Grant Abstract](http://www.mjc.edu/general/accreditation/title_5_grant_abstract.pdf))
* Evidence of student equity gaps led to campus-wide mini-grants to pilot interventions and services that address disproportionate student impact (mini-grant evidence – Flerida)
* CTE faculty engaged in deep review of student achievement data to identify needs and develop program improvements through the Strong Workforce Initiative. (SW Proposals)

The Respiratory Care Baccalaureate program was developed from environmental data and advisory committee feedback that established the need for a bachelor-level degree in the field. The Respiratory Care Task Force developed eligibility criteria and an application process that ensured the program would align with the open access mission of California Community Colleges. ([Baccalaureate Eligibility](http://mjc.edu/instruction/alliedhealth/rcp/bachelordegree/requirements.php), [Baccalaureate Application](http://mjc.edu/instruction/alliedhealth/rcp/bachelordegree/application.php)) A College Respiratory Care Task Force designed the program delivery model to meet the needs of working adults. Students will enroll in hybrid courses, with face-to-face classes one night each week combined with online instruction. ([Baccalaureate Degree Schedule](http://mjc.edu/instruction/alliedhealth/rcp/bachelordegree/schedule.php))

Analysis and Evaluation:

MJC uses well-defined structures and processes to assess how well it meets its mission. The College wrote its EMP and Strategic Plan in direct support of the mission. All other plans and initiatives link directly to the mission through the EMP. ([Strategic Plan](http://www.mjc.edu/governance/collegecouncil/strategic_plan_2016_2021.pdf), [EMP](http://www.mjc.edu/governance/collegecouncil/mjcedmaster.pdf)) Annual Reports submitted to ACCJC document the improvement of institutional practices that meet the College mission. (ACCJC Annual reports) With the implementation of a comprehensive program review platform and easily accessed local sources of data (e.g. the institutional data dashboard), MJC has strengthened its structures and processes to enable better analysis and decision-making, based on assessment results. eLumen supports analysis of assessment data at the course, program, department, service area, and institutional levels, linking progress to the level of individual students and assisting in the ongoing conversation to identify and rectify discrete skill gaps. (eLumen assessment data overview)

The approval of the baccalaureate degree illustrates how MJC is using data to make programmatic improvements. ([CCCCO approval letter](http://www.mjc.edu/general/accreditation/rc_program_approval_ltr_modesto.pdf), [Sub change Resp Care](http://www.mjc.edu/general/accreditation/de_sub_change_2016_js_updated.pdf)) As curriculum for this degree has been developed and approved, assessments at both the local level and for external certifications have been embedded into the program. (Curriculum Committee minutes; link different CLOs)

**Standard I.A.3**

*The institution’s programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.*

Evidence of Meeting the Standard:

The Mission Statement for MJC guides planning and decision making. The decision making document, *Engaging All Voices*, outlines how the decision making process connects to the mission. (EAV, p. 5) Program review is linked to the College mission and drives resource allocation (physical plant, fiscal, or human) following review and affirmation by the appropriate council. ([Minutes - Resource Allocation Council 1/13/17](http://www.mjc.edu/general/accreditation/rac_minutes_ielm_funding_011317.pdf), [IELM Funding Requests 2017](http://www.mjc.edu/general/accreditation/ielm_rac_expenditure_requests_2017.pdf) [2016-2017 IC Hiring prioritization](http://www.mjc.edu/governance/instructioncouncil/2016_2017_hiring_prioritization_document_april_2016.pdf)) All allocations must be justified as serving the mission. The mission is kept to the fore in communications via agendas, minutes, notes, and email. (Agendas from college council, deans cab, BBSS division meeting agendas, weekly communication)

The mission of the college guides all planning agendas. The College engaged in the development of its Education Master Plan from wide review of environmental and institutional data that reflected the student population and community it serves. Other strategic plans are developed in support of the mission, including the College Technology Plan, the Distance Education Plan, the Student Success and Support Program, the Student Equity Plan, and the Basic Skills Initiative. (Technology Plan, [Distance Education Plan](http://www.mjc.edu/general/accreditation/de_plan_2012_2017.pdf), [SSSP, Equity Plan,](https://www.mjc.edu/studentservices/equity/studentsuccesssupport.php) Basic Skills Initiative) All MJC plans link to the College mission and include evaluation measures to assess outcomes.

Program review serves as a key instrument in planning and decision processes, providing a platform in which to analyze student learning and student achievement data. Through the review process, departments clarify and evaluate their role in helping to achieve the College mission. Resource requests must link to the mission of the college through program review. (Program review template)

Personnel, at all levels of the institution, understand how their roles further the mission of the college. Regular employee evaluations include assessment of duties as well as processes to set measurable personal goals and improve performance. (Evaluation forms) The College convenes two Institute Days each year, one at the beginning of the fall semester, and one at the beginning of the spring semester. These days bring together all administrators, faculty, and classified professionals to discuss ongoing priorities and ways the work of the institution is fulfilling its mission. ([Institute Day Agendas](http://www.mjc.edu/general/accreditation/mjc_institute_day_f15.pdf))

Professional development is targeted toward improving interactions with students. The College engaged the Disney Institute to provide focused training on individual purpose and ways to serve for administrators, faculty, and classified professionals. From that training, seven themes were developed and shared with managers and classified professionals. A training outline labeled “Purpose Trumps Task” was developed for all managers to use with department staff in identifying individual and department purpose at the institution. ([Disney service themes](http://www.mjc.edu/general/accreditation/disney_institute_training_service.pdf), [Disney Purpose module](http://www.mjc.edu/general/accreditation/disney_training_module_one.pdf))

Decision-making bodies at the College demonstrate alignment of planning, pilot projects, and resource allocation with student learning and student achievement by adhering to the council charges and their guiding principles. ([RAC Website](http://www.mjc.edu/governance/rac/)) Decisions at the College are supported by data, analysis, and requests developed from regular program review. (PR sample) The participatory governance document, Engaging All Voices, expressly lists the support and evaluation of student learning outcomes as a primary responsibility of every council. (EAV p. 17) All councils of the College base recommendations on analysis of student achievement and student learning outcomes:

* College Council recently approved the MJC Education Master Plan (EMP), which prioritized activities that increase student learning and student achievement. ([EMP, p. 23, 28](http://www.mjc.edu/general/accreditation/educational_master_plan_17_22_workplan_pgs_26-32.pdf))
* College Council regularly reviews student achievement goals set in conjunction with the Institutional Effectiveness Partnership Initiative (IEPI) and Institutional Learning Outcomes (ILOs). ([2016-2017 IEPI Goals](http://www.mjc.edu/general/accreditation/iepi_goals_mjc_2016_17.pdf), [Minutes - College Council 3/13/17](http://www.mjc.edu/general/accreditation/collegecouncil031317approved.pdf)) ILOs;
* The Resource Allocation Council (RAC) allocates available funding based on resource requests developed from program review. (http://mjc.edu/governance/rac/documents/instructionalequipmentrurubricdraft.pdf)
* The Instruction Council identifies prioritized hiring lists for new faculty positions from needs identified to support the mission in program review. (IC minutes)
* The College has developed a data dashboard that specifically tracks disaggregated Institutional Learning Outcomes and General Education Learning Outcomes for review in councils. ([IR Dashboard](https://www.mjc.edu/general/research/dashboards/index.php))

The baccalaureate program aligns with the institutional mission by directly addressing an emerging, undergraduate workforce need in the regional community. Planning, budgeting, hiring, and curricular design for the program are rooted in the mission statement, as the degree was conceived in response to the great need for respiratory care in the Central Valley. The respiratory care accrediting body (CoARC) recommends that respiratory care professionals hold a bachelor’s level degree, making the baccalaureate program an important educational step for students pursuing this career pathway. (<http://www.coarc.com/29.html>; [Sub change Resp Care](http://www.mjc.edu/general/accreditation/de_sub_change_2016_js_updated.pdf) ; IEPI goals for baccalaureate program. Include BA annual plans)

The institution includes the baccalaureate degree program needs in its decision-making and planning processes, including the annual hiring prioritization process, undertaken by the Instruction Council. (IC Hiring Prioritization Minutes) The College submitted a substantive change to the ACCJC outlining the priorities, alignment with the College mission, and the decision-making process that led to the development of the program. ([Sub change Resp Care](http://www.mjc.edu/general/accreditation/de_sub_change_2016_js_updated.pdf)) Program faculty developed Course Outline Records (CORs) to meet upper division requirements. (CORs)

Analysis and Evaluation:

The Mission statement is foundational to the plans and resulting processes at Modesto Junior College. The statement is broad and inclusive of programs, modalities, and purposes, including the recent addition of a baccalaureate level program. The MJC Mission Statement supports the diverse programs offered at the College, including the baccalaureate program, through a commitment to: “transform lives through programs and services” and “...provide a dynamic, innovative, undergraduate educational environment for the ever-changing populations and workforce needs of our regional community.” Planning, resource allocation, and program refinement are implemented to support the mission, as evidenced by the body of data analysis and consistent alignment to institutional priorities ([EMP](http://www.mjc.edu/governance/collegecouncil/mjcedmaster.pdf), [RAC IELM processes](http://www.mjc.edu/governance/rac/documents/racminutes020615.pdf), [2016/2017 Hiring Prioritization Document](http://www.mjc.edu/governance/instructioncouncil/2016_2017_hiring_prioritization_document_april_2016.pdf), [Sub change Resp Care](http://www.mjc.edu/general/accreditation/de_sub_change_2016_js_updated.pdf)).

**Standard I.A.4**

*The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary.*

Evidence of Meeting the Standard:

The College engaged in campus-wide discussions to identify its collective purpose and values during the revision of the mission statement in spring, 2012. ([MJC Employee Values Graphic](https://www.mjc.edu/general/accreditation/documents/employee_values.pdf)) These broad discussions involved all college constituencies as well as several community members, and included multiple discussions of college priorities from which the mission statement was developed. (add docs in 3.17 email to A.C.; fall 2012 – need minutes) Data and assessment of student learning, student achievement, and community need led to discussions about a respiratory care baccalaureate program. ([Sub Change Resp Care pgs 3&4](http://www.mjc.edu/general/accreditation/resp_care_sub_change_pgs_3_4.pdf)) In spring, 2016, College Council reviewed, refined, and reaffirmed the mission statement with the support of all constituent groups, revising the statement to include all undergraduate programs. The Board of Trustees reaffirmed the Mission Statement at the May 2016 Board of Trustees Meeting. ([Minutes - BOT 5/11/16](http://www.mjc.edu/general/accreditation/documents/minutes_bot_mission_051116.pdf)) ([Minutes - College Council 3/28/16](http://www.mjc.edu/general/accreditation/minutes_college_council_032816.pdf), [Minutes - College Council 4/11/16](http://www.mjc.edu/general/accreditation/minutes_college_council_041116.pdf)). The Mission statement is widely publicized, appearing in the annual college catalogue, posted on the MJC website, and printed in materials used for recruitment, meeting agendas, and in various places throughout the institution. (<http://www.mjc.edu/instruction/catalog.php>; [http://mjc.edu/president/; College Council agenda - 3.27.17](http://mjc.edu/governance/collegecouncil/collegecouncilagendamarch272017.pdf))

Analysis and Evaluation:

The College reviews the mission on a regular cycle when policies and procedures are reviewed. The most recent review of the mission statement included thoughtful review of encompassing all of the modalities taught by MJC as well as the need to include the newly approved Baccalaureate Degree in Respiratory Care. The last sentence of the mission statement, “We provide a dynamic, innovative, undergraduate, educational environment for the ever-changing populations and workforce needs of our regional community” enfolds all of those concerns. The affirmation of the statement followed the participatory governance process laid out in *Engaging All Voices*, and was affirmed by the Board of Trustees at the May 2016 meeting. ([BOT Minutes](http://www.mjc.edu/general/accreditation/botminutesmay2016.pdf))

**Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**

**Standard I.B Assuring Academic Quality and Institutional Effectiveness**

**Standard I.B.1**

*The institution demonstrates a sustained, substantive and collegial dialogue about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.*

Evidence of Meeting the Standard:

The institution engages in broad and continuous engagement related to student learning and achievement through professional development, council and committee work, and program review. At the beginning of each fall and spring semester, the Professional Development Coordinating Committee plans a campus-wide Institute Day that regularly includes experts who present national models and data as well as lead post-presentation discussions with College stakeholders. Presentations have been made to the college on topics including Implicit Bias, the RP Group’s Student Support (Re) Defined and the Six Student Success Factors, guided pathways for students, the Multiple Measures Assessment Project, the California Acceleration Project, and other relevant topics. (need Institute Day Agendas, 2014, 2015, 2016, 2017—also get agendas for the Regional Equity Conference from J. Todd) Council and Committee meetings as well as division discussions provide opportunity for ongoing dialog about new ideas and initiatives on the campus to improve student outcomes, increase student equity and academic quality, and measure the effectiveness of programs and services. (CC minutes; SSEC minutes) Discussions in College Council and Academic Senate meetings lead to plans to improve student learning and student achievement. (CC & Senate Minutes re: [Strategic Plan 2016-2021](http://www.mjc.edu/governance/collegecouncil/strategic_plan_2016_2021.pdf), [EMP](http://www.mjc.edu/governance/collegecouncil/mjcedmaster.pdf), [Student Equity Plan](http://www.mjc.edu/governance/studentservicescouncil/documents/student_equity_plan.pdf), [Student Success and Support Plan (SSSP)](http://www.mjc.edu/governance/studentservicescouncil/documents/2015_2016_sssp.pdf)

The College Curriculum Committee ensures academic quality related to all curricular matters through regular, structured dialog about the impact of curriculum on student learning and achievement. (<http://www.mjc.edu/governance/curriculum/agendas.php>). The curriculum process includes the incorporation and review of student learning outcomes with each course outline of record. The program approval process also includes the review and incorporation of program learning outcomes for students (Curriculum approval guidelines).

Program review is a central process that drives dialog about student achievement and student learning data. The Outcomes Assessment Workgroup (OAW) and the Program Review Workgroup guide the improvement of Student Learning Outcomes assessment and Program Review tools and processes that enable faculty to effectively report, engage, analyze, and increase student learning and achievement (OAW minutes, PR minutes). After evaluating assessment and program review processes, the College moved to a full integration of disaggregated SLO and achievement data in one process and template. A newly developed platform provides a more robust timeline for program review completion (once every two years) and a more thorough SLO assessment cycle (every course assessed once every two years). Program review directly supports the college priority of student equity, student success, and academic quality through a structured, required analysis that leads to program improvement. (Senate & CC Minutes re: eLumen; eLumen template)

The College has continued to focus on institutional effectiveness and building institutional capacity to use and understand general and disaggregated data. College-wide ATD Data Summits and subsequent dialogue about student learning and equity gaps led to the development of the Student Equity Plan and the Education Master Plan along with the emergence of specific activities to improve student learning and student achievement. ([Achieving the Dream Data Summit](http://www.mjc.edu/general/accreditation/atddataupdate2016november.pdf), Student Equity Plan, p. 57-62; Education Master Plan – p. 24-30).

Dialog regarding continuous improvement occurs regularly in committees, councils, divisions, and workgroups. Constituency-based discussion is integral to the implementation and evaluation of the College planning agenda and the processes that support it. The participatory governance handbook, Engaging All Voices, outlines the organization of the College’s governance structure. (EAV p. 29) Campus leaders from all constituent groups engage in dialogue that leads to concrete outcomes through multiple perspectives in the participatory process. (College Council minutes)

The analysis of evidence, research, and data is incorporated into college-wide discussions and processes. The College developed the Education Master Plan (EMP) through deep discussion of environmental and institutional data, research of the latest scholarship of teaching and learning, and ongoing dialog in College councils, committees, and workgroups that improves learning and student achievement for students. (Division agendas for charrettes; [EMP](http://www.mjc.edu/governance/collegecouncil/mjcedmaster.pdf)) The Instruction Council identified key measures and then reviewed data sets in order to develop a prioritized list of potential faculty positions for hiring. ([hiring prioritization document](https://www.yosemite.edu/recruitment/hiringprocess/hiring_process_forms/YCCD%20Recruitment%20Process%202017.pdf)) The DE Committee regularly reviews student achievement data and discusses ways in which online courses and services can be improved to increase student learning. (DE Committee minutes) The Student Success and Equity Committee (SSEC) closely monitors disaggregated data to identify disproportionate impact and develop solutions to close equity gaps. (SSEC minutes)

The college prioritizes dialogue about disaggregated data and questions for exploration and substantive improvement of student success. The Center for Urban Education (CUE) worked with deans and volunteer faculty to explore individual success and retention rates through disaggregated data to identify solutions that close equity gaps.(CUE agendas) After an examination of achievement gaps in developmental education, basic skills courses at MJC have been redesigned to better facilitate student learning and shorten time to completion. English faculty developed and are offering accelerated English courses, and mathematics faculty will pilot a noncredit math emporium model in summer 2017. ([English Department Program Review](https://www.mjc.edu/general/research/english2016.pdf); noncredit math emporium)

To support efforts in measuring student learning, the Academic Senate passed resolutions in support of regular learning outcome assessment. (S16-D “Adoption of eLumen” and S16-F “Cycle of Assessment” found on senate website) There is ongoing dialogue about the Program Review Cycle, its component parts, and its effectiveness. (First discussion 10/20/2016, Second discussion 12/1/2016 found on senate website; Program review workgroup minutes) The College has engaged in productive dialogue about student assessments that incorporate multiple measures. English and mathematics faculty have now adopted multiple measures to provide students with several methods of identifying placement levels in math and English courses. (<http://www.mjc.edu/studentservices/enrollment/testing/multiplemeasures.php>)

These ongoing conversations facilitate a collective understanding of the meaning of evidence, data, and research used in evaluation of student learning. Discussions about data are becoming more frequent and focus on deeper analysis as institution-wide capacity for data analysis increases. Faculty, classified professionals, and administrators are more at ease discussing questions that arise from data analysis, increasing institutional ability to understand and use data. Statistical information is regularly found in minutes, updates, communications, and on the College Data Dashboard. (minutes?; [Research and Planning Web Link](http://www.mjc.edu/general/research/dashboards/index.php); college council minutes) ([IR Dashboard](https://www.mjc.edu/general/research/dashboards/index.php)) The President, in order to facilitate conversation across the institution, holds regular meetings on each campus, Coffee and Conversation, where a forum is provided to discuss various topics related to instruction, initiatives, and the institution (minutes??). The President also sends out a regular electronic communication that often contributes to, or generates new, substantive discussions (President’s emails – [Reflection page](http://www.mjc.edu/president/reflection.php)).

Faculty and administration discuss continuous quality improvement of student learning through online delivery, including how it compares with student learning in traditional programs (data dashboard – DE data). The Academic Senate had detailed discussion about online teaching and learning culminating in the passage of S16-G “Resolution in Support of Adopting the OEI Rubric for Online Courses” (link). Foundationally, the DE Committee recommended that all faculty who teach online must obtain online training through MJC’s master online teacher training program or its statewide equivalent, @One online training. (DE minutes; CC minutes?) There is an “Online Faculty Resources” page on the MJC website that is always accessible as a source of assistance for faculty. ([Online Faculty Resources](http://www.mjc.edu/instruction/online/facultyresources.php))

Analysis and Evaluation:

The College facilitates ongoing, effective dialogue about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement. Conversations and practices that support the College priorities of helping students reach educational goals and close equity gaps are integrated into council meetings and department activities. The College culture includes the expectation that conversations be undergirded with data, that data is used to justify any requests, and that assessment of these processes will result in process improvements for the future.

MJC has significantly invested in creating and maintaining a culture of continuous quality improvement as College constituents work to help students achieve their educational goals. Investment in positions, professional development, events, and infrastructure are prioritized to support improved student learning and achievement. These investments have led to reflective, substantive, and proactive dialogues across all disciplines toward ongoing, positive change for MJC students.

**Standard I.B.2**

*The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services.*

Evidence of Meeting the Standard:

MJC has established learning outcomes for all of its courses, programs, degrees, and certificates, including noncredit courses, student services, and learning support services. As part of a continuing process of improvement, faculty review and assess learning outcomes at all levels for courses, degrees, certificates, and programs. (SLOs on website) The SLO Assessment Handbook defines learning outcomes at all levels, identifies who is responsible for facilitating the measurement of learning outcomes, defines how to assess learning outcomes, and offers instruction on how to close the assessment loop through productive dialogue. ([SLO Assessment Handbook 2013](http://www.mjc.edu/general/accreditation/slo_handbook_2013.pdf)) The Outcomes Assessment Workgroup (OAW), a subcommittee of the Academic Senate, hosts a page on the MJC website, which instructs faculty how to use eLumen to archive assessment instruments, record outcome results, create reports for use in analysis of outcomes data, and information about how to integrate these reports with program review. ([Outcomes Assessment Index](http://www.mjc.edu/instruction/outcomesassessment/index.php)) The OAW works in conjunction with faculty to establish and keep learning outcomes current, and these are assessed on a regular schedule posted on the Outcomes Assessment Workgroup page. ([OAW Workgroup Website](http://www.mjc.edu/instruction/outcomesassessment/workgroup.php))

Evaluation of student learning and achievement are the foundational assessment criteria for course and program analysis. Evaluation has led to several key transformational curricular initiatives at the College. Following a faculty retreat in 2015 that focused on achievement data, the English faculty addressed low persistence rates in basic skills English courses by developing an acceleration model at the College. ([English Department Program Review, 2016](http://www.mjc.edu/general/accreditation/program_review_english_2016.pdf)) Student feedback reflecting learning outcomes in the 2015 “Candy Bar Survey” was instrumental in the design of the Developing Hispanic-Serving Institutions (Title V) grant: “Removing Barriers for High Need Students”, which enabled a redesign of the Student Services division and the development of a noncredit Math Emporium for students in basic skills. ([Candy Bar Survey](http://www.mjc.edu/general/accreditation/documents/survey_candy_bar_2015.pdf); Title V grant, p. 18, noncredit math courses) As part of a collaboration with the Center for Urban Education at USC, a thorough review of evidence regarding student equity at the College led faculty to transform course syllabi in order to close achievement gaps in particular courses. (CUE agendas) CTE faculty engaged in deep review of student achievement data to identify needs and develop program improvements through the Strong Workforce Initiative, resulting in proposals from Fire Science, Agriculture Irrigation, Medical Assisting, Business Administration, and Certified Nursing Assistants. (SW Proposals) Piloted supplemental instruction in accounting classes resulted in a thorough student learning outcomes assessment and cost/benefit analysis, leading to the development of an accounting boot camp to increase persistence rates. (evidence – N. Sill) (Other program improvements??) Business programs redesigned a spreadsheets course after interviewing employers and recognizing the curriculum and learning outcomes needed to be updated. (N.Sill sabbatical) Agriculture faculty developed curriculum for an irrigation technology program after advisory committee members identified the critically needed skills and knowledge for irrigation employees. (AG advisory committee notes)

Course and program improvement develops through the assessment and review of student learning outcomes. (examples of program improvement – Nita) Program review, including the regular assessment of all SLOs enables departments to analyze program, general education, and institutional learning outcomes; assess their curriculum review cycle; examine the demand for course offerings; investigate disaggregated student achievement data; and, construct action plans to improve student learning and completion (PR examples, SLOs). As assessment processes have improved across the college, a new two-year cycle allows for two full iterations of learning outcomes assessment and program review to inform each department’s five-year curricular update. (OAW website with cycle updates NITA; insert cycle visual, Senate and College Council minutes)

Beyond program review, CTE faculty work closely with recommendations from advisory committees in order to maintain course and program currency and relevance. (Advisory Committee minutes) CTE courses and programs are also reviewed and endorsed by faculty from fifteen neighboring community colleges in the Central Valley through the Central Region Consortium curriculum review process. ([Central Region Consortium Endorsed Programs](http://crconsortium.com/2016-2017-endorsed-programs/) ) CTE faculty improve programs in response to feedback from advisory committees regarding current industry needs. (Ag Irrigation Advisory Committee notes; [Respiratory Care Advisory Committee Minutes](http://www.mjc.edu/general/accreditation/12715rcpadvisorycommitteeminutes.pdf); Logistics Advisory Committee notes)

The College provides a systematic and regular review of its instructional and student support services. Modesto Junior College’s Student Services Program Review Data is available on the Research and Planning Website. ([IR Program Review Website](http://www.mjc.edu/general/research/programreview.php)) Student Services follows a two-year review cycle, similar to instruction program review, and includes student support and service area outcomes assessment results in each program review. ([Student Services Assessment Matrix 2013-2015](http://www.mjc.edu/general/accreditation/student_services_matrix.pdf); new matrix) Student services programs have program reviews and assessment data posted publicly:

* [CalWorks](http://mjc.edu/general/research/calworksoutcomes.pdf)
* [Career Development and Transfer Center](http://mjc.edu/general/research/careercenteroutcomes.pdf)
* [Counseling](http://mjc.edu/general/research/counselingoutcomes.pdf)
* [Disabled Student Programs (DSPS)](http://mjc.edu/general/research/disabledservicesoutcomes.pdf)
* [Enrollment Services](http://mjc.edu/general/research/enrollmentservicesoutcomes.pdf)
* [EOPS (Extended Opportunity Programs & Services)](http://mjc.edu/general/research/eopsoutcomes-1.pdf)
* [Health Services](http://mjc.edu/general/research/healthservicesoutcomes.pdf)
* [International Student Services](http://mjc.edu/general/research/internationalservices.pdf)
* [Library & Learning Centers](http://www.mjc.edu/general/accreditation/llc_sao_assessment_instruments.pdf)
* [Student Development & Campus Life](http://mjc.edu/general/research/studentdevelopmentoutcomes.pdf)
* [Student Financial Services](http://mjc.edu/general/research/studentdevelopmentoutcomes.pdf)
* [TRIO](http://mjc.edu/general/research/trioservicesoutcomes1.pdf)
* [Veterans Services](https://www.mjc.edu/studentservices/counseling/veterans/vrc/)

Faculty developed the Baccalaureate Degree in Respiratory Care curriculum to reflect higher levels of depth and rigor for upper division courses. Faculty workgroups engaged in multiple discussions regarding rigor, content, advising and support mechanisms, and student learning outcomes that appropriately supported upper division coursework. College faculty developed CLOs around upper division respiratory care and general education courses, appropriate to the skills and knowledge needed to earn a bachelor’s degree. Program Learning Outcomes (PLOs) also reflect the attainment of higher skills and knowledge. (PLOs on Curricunet) The courses and program were approved locally, by the Central Region Consortium, and by the state chancellor's office. (Curriculum Committee minutes; CRC approval; Chancellor’s Office approval) Course and program assessment, including the analysis of student learning and achievement rates, will begin when classes are offered, scheduled for fall, 2017.

Analysis and Evaluation:

MJC continues to evolve as a data-driven, assessment-oriented institution. Concerted efforts have been made to construct efficient assessment cycles and make data more accessible and usable for faculty and the College is progressing in the level of analytic discourse and program improvement resulting from the assessment process. In 2015, the Institution purchased eLumen software to assist with the collection, housing, disaggregation, analysis, and reporting of assessment data and program review. The platform centralizes results and can produce reports that help identify specific groups who need attention and/or assistance to achieve their learning goals. ([IR Program Review Website](http://mjc.edu/general/research/programreview.php))

Disaggregated data helps shape many improvements and reforms on campus. The Center for Urban Education has coached faculty and administrators on the use of disaggregated data that now drives the reduction of equity gaps in courses. Data is routinely disaggregated to analyze learning and achievement outcomes from students in online courses. ([EMP, p. 47](http://www.mjc.edu/general/accreditation/emp_page_47.pdf)) Faculty and deans engage in rich discussion about teaching strategies that reach students from impacted groups. Many positive outcomes have developed because the College is increasing its review of data; however, there is a need to continue building institutional processes that move discussion toward actionable steps. With an ongoing focus on improvement, the Institution will strengthen its capacity to review and analyze student learning evidence that lead to improved programs and services. The Quality Focus Essay will outline steps for this Action Project.

**Standard I.B.3**

*The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.*

Evidence of Meeting the Standard:

The College has established criteria and processes to determine appropriate, institution-set standards for student achievement. Annual discussions in College Council identify Institution Set Standards as a minimum measure of effectiveness, and Institutional Effectiveness Partnership Initiative (IEPI) goals as a more aspirational target for the College. ([2016-2017 IEPI Goals](http://www.mjc.edu/general/accreditation/iepi_goals_mjc_2016_17.pdf); CC Minutes) The two measures include metrics for course completion, degree and certificate completion, and transfer. Progress reports toward meeting and exceeding institution-set standards are discussed in College Council, whose members share the information with their constituencies. The yearly results are reported in the ACCJC Annual Report. ([ACCJC Annual Report 2016](http://www.mjc.edu/general/accreditation/2016_annual_report.pdf), 2017) SSSP and Student Equity funding enable the development of strategies based on best practices and research that will impact students’ success, including the closure of achievement gaps, in the near term and for future years. ([Student Success and Support Plan (SSSP)](http://www.mjc.edu/governance/studentservicescouncil/documents/2015_2016_sssp.pdf), [Student Equity Plan 2015-2016](https://www.mjc.edu/studentservices/equity/documents/studentequityplan2015-16final.pdf)) The 2017-18 Institution-Set Standards are listed below (<https://www.mjc.edu/governance/collegecouncil/mjciepigoals.pdf> ):

**MJC Institution-Set Standards**

**2017-2018**

64.8 % Successful student course completion

1195 Unduplicated student completion of degrees and certificates combined

999 Number of unduplicated student completion of degrees, per year

229 Number of student completion of certificates, per year

7% Number of students who transfer each year to 4-year colleges/universities

The College relies on the key metrics used in the annual USED Scorecard to assess performance against institution-set standards. Data on the CCCCO Scorecard is foundational to other generated reports. The College publishes a link to the Scorecard on its website. ([Scorecard](http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=592)) Scorecard data and IEPI goals help programs, divisions, and departments monitor their progress as compared to the Institution-Set Standard indicators. Regular processes such as program review and assessment of SLOs also keep faculty informed of institutional effectiveness progress. College Council reviews performance data each year to measure progress against ISS and refine IEPI goals. (College Council agendas/minutes) After reviewing student achievement data in an annual ATD Data Summit, the College established an aspirational goal to increase program completion by ten percentage points, from 43% to 53%. (CC Minutes, Aspirational goal)

The ACCJC Annual Report identifies Institution-Set Standards and the achievement data attained by the institution for the year. ([2016 Annual Report](http://www.mjc.edu/general/accreditation/2016_annual_report.pdf) ) In the preparation and review of the report through the college participatory governance processes, MJC addresses successes and challenges that the data suggests. ([College Council Minutes, April 2017](http://mjc.edu/governance/collegecouncil/cc41017unapproved.pdf))

The College has not fallen below its Institution-Set Standards; however, College Council developed a process to address the issue, should the standards not be met. In that case, College Council would establish a task force to analyze the problem and make recommendations to correct it through the council structure. (CC Minutes)

As indicated in the mission, MJC offers a full undergraduate experience with separately defined student achievement standards for the Respiratory Care Baccalaureate Program. Program faculty developed Institution-Set Standards based on industry standards and the expectations of the external accrediting body, CoARC. (BDP-developed ISS) The program is scheduled to be implemented in fall 2017, when results and benchmarks can be tracked and assessed. These results and standards will inform continuing programmatic improvement.

Analysis and Evaluation:

Modesto Junior College is at varying degrees of progress throughout the institution in how it maximizes the use of Institution-Set Standards to measure student achievement. Metrics are set and published annually, analyzed and discussed in College Council, and there is a framework for establishing them as benchmarks. IEPI goals provide targets from which to measure progress against the standards.

The Education Master Plan offers a comprehensive framework with activities to be executed in order to help the institution reach identified goals. The EMP provides a structured work plan that deepens institutional capacity to assess and improve its programs and services. The College recognizes that better understanding of quantitative and qualitative data will uncover root causes for student behavior, enabling faculty and administrators to develop targeted strategies that increase student achievement. Through the process of self-evaluation, the College has identified specific actions to enhance the capacity to analyze student achievement data in improving institutional effectiveness. These steps are outlined in the Quality Focus Essay.

**Standard I.B.4**

*The institution uses assessment data and organizes its institutional processes to support student learning and student achievement.*

Evidence of Meeting the Standard:

At MJC, assessment data informs college planning to improve student learning and achievement. All initiatives and requests made to support student learning and achievement require the inclusion of equity data, student learning assessment, and justification that discusses how the initiatives/requests will improve results and close gaps. Faculty review programs regularly, and the research and planning website posts detailed information regarding instruction and student services program review data. ([IR Program Review Website](http://mjc.edu/general/research/programreview.php)) Program review provides the fundamental information that leads to resource allocations awarded by the institution. (link to requests/form/rubric used by RAC and link to [hiring prioritization process](https://www.yosemite.edu/recruitment/hiringprocess/hiring_process_forms/YCCD%20Recruitment%20Process%202017.pdf)) CTE/Perkins funding requires faculty to report and acknowledge how allocated resources are improving programming, student learning, and student success and completion. (CTE/Perkins reports) The College implemented a Strong Workforce proposal process, requiring program assessment and labor market data as a justification for proposed program improvements. (Strong Workforce Proposals)

College stakeholders have access to multiple data sources, including data from the Achieving the Dream Data Summit, the California Community Colleges Chancellor’s Office (CCCCO) DataMart, the CCCCO Launchboard, and the Data Dashboard on the research and planning website. (ATD Data Summit; DataMart; Launchboard; Dashboard) Requests by faculty and staff for professional development mini-grants from both Equity Funds and the Modesto Junior College Foundation are facilitated through processes that requires data supporting the validity of the proposal and evidence that the proposed activity will support student learning and achievement. (link to Applications) Minutes from the Student Success and Equity Council (SSEC) reflect the range of proposals that have been submitted and which proposals were granted funds. (link minutes from equity site) Regular discussions about assessment data are held in Academic Senate and College Council (Senate and CC Minutes)

College processes support student learning and student achievement through the implementation and evaluation of its institutional plans. ([EMP](http://www.mjc.edu/governance/collegecouncil/mjcedmaster.pdf); [Student Success and Support Program (SSSP](https://www.mjc.edu/studentservices/equity/studentsuccesssupport.php)), Student Equity, Basic Skills Plan, [Distance Education Plan](http://www.mjc.edu/general/accreditation/de_plan_2012_2017.pdf), Technology Plan) The MJC Strategic Plan articulates the College’s commitment to well-organized processes in Strategic Direction Four: “Serve as stewards of our resources and advance practices to improve and sustain institutional effectiveness in support of accountability.” ([Strategic Plan 2016-2021](http://www.mjc.edu/governance/collegecouncil/strategic_plan_2016_2021.pdf)) The EMP links directly to the Strategic Plan, with specific activities and targets under Strategic Direction Four that require the incorporation of assessment data in the determination of successful, sustainable programming. (EMP, p. 28-29)

Data used for assessment and analysis are disaggregated to reflect factors of difference among students and to identify opportunities for improvement. Key indicators are shared through college-wide forums that invite broad discussion, participatory governance councils and committees, in administrative meetings such as Deans’ Cabinet, and in division and department meetings. (ATD Data Summit Data; Institute Day: Pathways Discussion; College Council agendas; Deans’ Cabinet agendas; division agendas) Review of data leads to exploration of new ideas, professional development, and recommendations for improvement of student learning and student achievement. (Pathways application; CAP acceleration professional development; acceleration courses)

Analysis and Evaluation:

With each iteration of allocation processes, the institution, through continuous quality improvement, becomes more adept at the use of assessment data in the proposal and decision making process. Planning and resource requests require the use of critical data points such as success rates, disaggregated SLO data, FTES/FTEF, FTES generation, course scheduling, and other instructional and non-instructional programmatic measures. ([Hiring prioritization](https://www.yosemite.edu/recruitment/hiringprocess/hiring_process_forms/YCCD%20Recruitment%20Process%202017.pdf), RAC process) With the rollout of the publicly accessible Data Dashboard designed by the Institutional Research Office, all stakeholders of the Institution may access the following reports:

1. Student Equity and Success Rates, Disaggregated by Ethnicity
2. Program Productivity Measures
3. Faculty by Program and Type
4. Programs and Success Measures
5. Enrollment Trend Reports
6. Course Completion Trend Reports

The ability to access and analyze institutional data contributes to a holistic picture of how a program is responding to student learning needs, and in conjunction with assessment data and program review, create a foundation for planning. The College has improved its ability to gather, publish, and discuss data. To continue the cycle of improvement, the College will strengthen its institutional processes embedding the use of data analysis in order to improve programs and services and increase student learning and student achievement. Specific steps to increase integrated, evidence-based analysis and planning are outlined in the Quality Focus Essay.

**Standard I.B.5**

*The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.*

Evidence of Meeting the Standard:

MJC’s program review process incorporates systematic, ongoing evaluation of programs and services using data on student learning and achievement, improvement planning, implementation, and reevaluation. Program personnel must critically address how their program supports the mission of the college. ([Program Review Assessment Cycle](http://www.mjc.edu/general/accreditation/assessment_program_review_cycle_update_2017.pdf), [Outcomes Assessment Cycle](http://www.mjc.edu/instruction/outcomesassessment/cycle.php); need to make sure websites are up to date; Program Review Template).

The College continues to evaluate and refine its outcomes assessment process and program review cycle. In 2015, the College invested in new software that would enable the engagement of disaggregated student learning outcomes data inside of program review. The College evaluated its processes and subsequently moved from a five-year model to a two-year cycle of student learning outcomes (SLO) assessment and program review that more closely aligns with CTE program curricular review, provides improved analysis for course and program curricular updates, and fully supports continuous assessment and quality improvement. ([Academic Senate Resolution S16-C](http://www.mjc.edu/general/accreditation/resolution_s16_c_cycle_of_slo_assessment_and_program_reviews_with_revisions_march_3_2015.pdf); other Senate resolutions; College Council and Academic Senate minutes; PR workgroup notes and proposal)

Program review incorporates both student achievement and student learning data, disaggregated for analysis and review. In each program review, departments analyze program, general education, and institutional learning outcomes; assess their curriculum review cycle; examine the demand for course offerings; investigate disaggregated student achievement data; and, construct action plans to improve student learning and completion. Program personnel develop resource requests based on student learning, student achievement, and other institutional data to improve and revise programs. The requests are then considered and recommended through established processes of the college participatory governance structure. (PR Instructions for resource requests; see/use new PR process from April 2017 in Senate and College Council; [Budget Development & Resource Allocation Process](http://www.mjc.edu/general/accreditation/budgetdevelopprocess.pdf) : reports of allocations from RAC/approval from College Council?)

The analysis of program review data, as well as institutional data available on the College research dashboard, drive college planning to improve student learning and student achievement. (program review example; [Research and Planning Link](http://www.mjc.edu/general/research/dashboards/equity.php)) College planning processes include data that is reviewed and discussed by participatory governance bodies in order to improve student learning and achievement. (<http://www.mjc.edu/governance/documents/engagingallvoices_8_26_13.pdf>, p. 17) Examples of the analysis and use of data in planning include:

* The development of the MJC Education Master Plan (EMP) after campus-wide review of institutional and labor market data ([Education Master Plan Data Elements](http://www.mjc.edu/general/accreditation/emp/documents/edmasterplan_data_elements.pdf)).
* The review of student achievement data set in conjunction with the Institutional Effectiveness Partnership Initiative (IEPI) goals and Institutional Learning Outcomes (ILOs). (IEPI 15-16, p. 2-4; ILOs; 16-17 – CC minutes, April 2017)
* The allocation of Instructional Equipment and Library Materials (IELM) funds through the Resource Allocation Council (RAC) based on resource requests developed from program review. ([Instructional Equipment Rubric](http://mjc.edu/governance/rac/documents/instructionalequipmentrurubricdraft.pdf))
* The prioritization of faculty positions for hiring recommendations by the Instruction Council from needs identified in program review. (IC minutes)

Program personnel and participatory governance groups routinely disaggregate data to illustrate disproportionate impact of student populations identified as having the greatest equity gaps in achievement. Understanding equity gaps in student learning and achievement is a priority at MJC and is included in most data discussions. The College engaged in deep review of disaggregated data in the development process of the Student Equity Plan. (Student Equity Plan, p. 10-12) Most of the data sets identified for the development of the Education Master Plan were disaggregated by ethnicity to continue an emphasis on the College equity efforts. (Education Master Plan Data Elements, p. 3-4, 7-8) The first dashboard on the Institutional Research site displays Student Equity and Success Rates, by Ethnicity. ([Research and Planning web link](https://www.mjc.edu/general/research/dashboards/index.php)) Further, the move in 2016-17 to a new program review platform includes the ability to assess disaggregated retention and success data. (snapshot of program review)

The program review process is consistent for all programs regardless of delivery mode (reference the Curriculum Review process that is same for all courses and programs regardless of delivery mode).  The college currently has many online courses, but no fully online programs. Results of program review as well as many analytics are publicly available on the Research and Planning site so all constituent groups and stakeholders can access relevant information. (<http://mjc.edu/general/research/programreview.php>) The use of common data sets combined with established assessment and program review processes contribute to the integration of planning and resource allocation.

Analysis and Evaluation:

The College actively assesses the accomplishment of its mission by measuring student success and retention data, and program growth and development. Administrators and faculty intentionally review disaggregated data to ensure programs and services meet the needs of the ever-changing population it serves. Through the Great Teachers Retreats 2015 & 2016, the institution invested in professional development of faculty in the areas of acceleration and equity. (Great Teacher Retreat Agenda 2015, Great Teacher Retreat Agenda 2016) Further instruction on the interpretation of disaggregated student learning and student achievement data has facilitated improvements in courses and programs across the institution. (BBSS Division Meeting Agenda, Lit & Lang Division Meeting Agenda \*Institute Day meeting\*, COR ENGL 45 & 100)

The Institution has made great strides in the ways personnel analyze data in program review, assessment, planning and allocation of resources. Data is more readily accessible through dashboards published on the Research Office website. College faculty and administrators review and discuss data to improve student learning and achievement. ([IR Index](http://www.mjc.edu/general/research/index.php)) Fundamental data analysis is now The College recognizes the need to increase the capacity of using data analysis to drive meaningful student learning and program improvements. Steps to enrich professional development opportunities focused on using assessment results to increase student learning and achievement are outlined in the Quality Focus Essay.

**Standard I.B.6**

*The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.*

Evidence of Meeting the Standard:

The analysis of disaggregated student learning and student achievement data is a priority of the College. Prior to 2015, the College reviewed aggregated student learning outcomes data in program review. After evaluating the process, the College adopted a new system, eLumen, that enables faculty to review disaggregated student learning outcomes and incorporate the analysis into a more comprehensive program review. The College also evaluated and changed what had been a five-year assessment and program review cycle, to a more robust two-year process that aligned with CTE programs and allowed for two full cycles of data analysis before departments refine curriculum. (eLumen snapshot; Curricunet snapshot?) With the new system, the College now can disaggregate and analyze student achievement data by ethnicity, gender, and course modality (face-to-face versus online).

The College maps its learning outcomes assessment data to program (PLOs), general education (GELOs), and institutional learning outcomes (ILOs). (Program Review – PLO, GELO, and ILO disaggregated data) Student achievement rates are disaggregated at the course level, where faculty may compare learning outcomes and achievement rates of different subpopulations. In program review, faculty reflect on disproportionate impact in learning outcomes and achievement rates, and develop plans to address identified gaps. (Program Review)

The College implements multiple initiatives and plans to serve its diverse student groups. As a federally designated Hispanic Serving Institution, the College closely tracks student achievement data regarding its Hispanic student population as well as other underserved populations. Review of disaggregated achievement data includes basic skills data and transfer-level retention, persistence, and completion data. (<http://www.mjc.edu/governance/studentservicescouncil/documents/student_equity_plan.pdf>, p. 27-29) Deep assessment of student achievement data in the development of the SSSP and Equity Plans uncovered a significant equity gap for African American students across all measures. The equity gap for Hispanic students was also significant, though smaller than the gap for African American students. With the large number of Hispanic students at the College, addressing the gap for both student populations became a priority. Data analysis led to specific plans intended to increase the number of students who progress in and complete courses and programs from both populations. (<http://www.mjc.edu/governance/studentservicescouncil/documents/student_equity_plan.pdf>, p. 10-12) Throughout the body of the Student Equity Plan, key performance indicators and targets are identified by which the institution will know when it has met the goal of reducing equity gaps. (Student Equity Plan, p. 19) Continual analysis of disaggregated data is encouraged and published on the Research and Planning’s Equity Data page. (<http://www.mjc.edu/general/research/equity.php>)

With membership in the ATD network, institutional discussions and review of disaggregated data in student learning as well as student achievement have increased. Through the assessment of disaggregated student data, administrators and faculty identify and analyze trends, and plan specific interventions and services to address noted disproportionate impact. (SSEC mini-grants; Umoja application; online readiness certificate; Specialist Canvas shells)

Program review drives resource allocation. The Resource Allocation Council (RAC), a standing council of the College, meets twice monthly to review the College budget process and allocate resources that have been requested through program review. For example, Instructional Equipment and Library Materials (IELM) are forwarded to RAC through a process that includes verifying they are embedded in program review, prioritization through an individual department process, and approved, modified, or disapproved by RAC through analysis using a developed rubric. (IELM rubric) RAC reviews and evaluates the process each year for continuous improvement. (RAC minutes reviewing IELM process) RAC Guiding Principles provide guidelines for the process of resource allocation. ([RAC Guiding Principles](https://www.mjc.edu/governance/rac/documents/rac_guiding_principles.pdf)) The Instruction Council (IC) similarly looks to program review as the foundational site documenting the need for faculty hiring. The IC reviews requests for new faculty positions that come from program review and submits a prioritized recommendation to the College Council. ([IC Hiring Prioritization process](https://www.yosemite.edu/recruitment/hiringprocess/hiring_process_forms/YCCD%20Recruitment%20Process%202017.pdf)).

The College embeds institutional data, including disaggregated student learning and achievement data, in program review. The program review template asks faculty to review and analyze program, general education, and institutional learning outcomes, and to provide a plan to close learning gaps after reflecting on what they observe. (PR template, ILOs and PLOs; PR, Enrollment, Success and Productivity Trends)

The institution continually focuses on program review and improvement, as well as closing equity gaps. After reviewing disaggregated course success rates, the College invested in the Center for Urban Education’s (CUE) Equity Institute for deans and faculty. This intensive one-semester training takes individual faculty through the analysis of their own equity data, identifying areas for improvement, studying ways to make their syllabi and classroom more accessible to varying student populations and results in the faculty submitting a final report after the training. (ask Flerida for information about faculty reflections on CUE)

At the Great Teachers Retreat, 2015 and 2016, all faculty were invited to participate in professional development that focused on equity, pedagogy, and learning to work with data effectively. In 2016, faculty explored data from their individual courses, including success, retention, and completion. One session focused particularly on success rates, and faculty were guided through an exercise in interpreting and analyzing data from their courses (evidence: 2016 Agenda, speaker brochure, desired learning outcomes from retreat - ask Nancy, survey monkey results). Faculty were then invited to apply for the Center for Urban Education Equity Institute for the following academic year to gain further professional development refining skills at reducing equity gaps in the classroom.

The institution also invested physical, human, and fiscal resources into the development of a Multicultural Center to improve student achievement for specific student groups after reviewing disaggregated data. The new space provides a place for meetings, studying, mentoring, and workshops for disproportionately impacted groups as identified in the Student Equity Plan. (Announcements from the Multicultural Center) To connect faculty, staff, and students with other groups in California Community Colleges, the institution has sponsored attendance to the A2Mend conferences (2015, 2016, 2017) (contact Equity Office to get a list of attendees—also sent Flerida an email to present a list of the year’s activities in College Council).

Review of disaggregated institutional data led to the development of a Department of Education Title V Grant entitled Removing Barriers for Underrepresented Students. The grant enabled the College to remove physical barriers through a facility renovation that now enables the provision of comprehensive services to students; procedural barriers through redesigned staff positions that streamline services; and academic barriers, through the development of noncredit supplemental learning. (Title V Grant, p. 18). Student Success Hubs and Pathways Centers now provide services and assistance to students in multiple locations on both campuses (Pathways Center evidence – Flerida).

The Curriculum Committee evaluates and approves online courses through the same review process as other courses. (Curriculum Committee minutes for DE course approval) All online courses were reviewed in summer 2012 with recommended improvements for effective online pedagogy. (Summary of Online Course Rubric Review; Schedule for Online Course Second Review) Before an instructor can teach an online course for the first time, they must complete the Online Teacher Training, which includes an equity component. The training is provided by the Distance Education Faculty Coordinator, a full-time position supported by the College (online training outline – M. Smedshammer) Through this training, faculty members receive assistance in planning and developing new online courses.

Analysis and Evaluation:

MJC has made great strides in the way it analyzes and uses disaggregated data to improve student learning and achievement. Discussing the impact of new programs on multiple student groups is now part of the institutional culture. Resources have been allocated for professional development, physical space, and technology resources to support the closing of performance gaps. The College evaluated and refined its program review process to include the analysis of disaggregated student learning and achievement data that leads to program improvement.

The College used disaggregated data, including ethnicity, online student, and college-prepared/unprepared data in college-wide charrettes to develop the Strategic Plan and Education Master Plan, which are the guiding strategic plans for the College. Within these plans are long-term, measurable strategies for continued improvement of student learning and student achievement. (Data sets for EMP, [College Council Minutes approving the EMP on 3/13/17](http://mjc.edu/governance/collegecouncil/collegecouncil031317approved.pdf))

**Standard I.B.7**

*The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.*

Evidence of Meeting the Standard:

The institutional governance document, Engaging All Voices, provides for annual evaluation of the integrated planning process and each council. (EAV, RAC annual evaluation) Annual reaffirmation of guiding principles and processes for the governance councils is outlined in Engaging All Voices and has been accomplished by some of the councils. In spring 2014, a comprehensive evaluation was performed and in the resulting years, several councils and committees have consistently conducted assessments. (cite Brian Sanders survey, RAC, IC?, CC, Technology Committee, Facilities Council) The College conducted an all-council review of its institutional effectiveness practices and processes in May 2017, with plans embedded in the EMP to make the all-council assessment day an annual practice. ([Assessment Day Summary 5/4/17](http://www.mjc.edu/general/accreditation/emp_assessment_day_summary_050417.pdf); EMP, p. 25)

Through the evaluation of existing processes and structures, the College identified a need to support the development of new ideas related to institutional initiatives. The Student Success and Equity Committee (SSEC) was formed with a specific focus on integrating work across several key initiatives, including the Student Success and Support Program Plan, the Student Equity Plan, the Basic Skills Initiative, and the Adult Education Block Grant. (SSEC Charge and Membership) The SSEC reviews and evaluates data, plans, and activities across all of these areas in order to bring a more cohesive and integrated approach to solving key issues in student support, basic skills, student equity, and adult education. (SSEC Minutes)

The College used the assessment and analysis of institutional data and existing practices to develop its major institutional strategic plans, including:

* The Education Master Plan: A small workgroup led ten campus-wide charrettes with individual divisions, discussing multiple internal and external data sets. (EMP, p. 3, 38-50)
* The Student Equity Plan: College administrators and faculty engaged in rigorous review of evidence demonstrating disproportionate impact. They discussed multiple ways to measure equity gaps, including lowest achieving compared to all students and lowest achieving compared to highest achieving students. These broad discussions led to a shared understanding of the need for an equity plan. (Student Equity Plan, p. 4, 19, 27-30)
* The Distance Education Plan: DE Committee members conducted a statewide survey of distance education offices, including staffing, technology, and training support (DE Plan, p. 3)
* The College Technology Plan: The College Technology Committee conducted a college-wide technology survey with faculty and students to identify priorities for support and training. (College Technology Plan, p. 3)
* The College engaged in a broad discussion of student achievement data in its annual ATD Data Summit. The data review and discussion led to the identification of an aspirational completion goal of 53%. ([ATD Data Summit agenda](http://mjc.edu/governance/collegecouncil/collegecouncilagendamarch272017.pdf) and CC minutes)

Individual governance groups regularly review College practices and processes, recommending improvements for adoption through the participatory governance process. (RAC minutes, end of year survey; CTC Survey; EAV update)

MJC recognizes the unique aspects and requirements of the baccalaureate program and addresses those needs through its evaluation policies and practices. Cross-disciplinary and departmental collaboration during the planning and evaluation process developed scalable and appropriate learning and student support services. Additionally, the College prioritized resource allocation and oversight for the baccalaureate program to establish a sustainable model. College constituents from all parts of the College have collaborated to develop upper division curriculum, identify specific support services for the targeted working adult student, and planning for the staffing and structural needs of the program (Task Force minutes) 

Analysis and Evaluation:

The College has made great progress in building its capacity to gather and analyze data. Awareness of the importance of assessment that increases institutional effectiveness is increasing; however, the College recognizes that there is room to improve its institutionalization of the process of evaluation. New projects are sometimes implemented without a solid idea of what the measurable goals are and without identifying evaluation measures. The College will benefit from identifying and improving institutional effectiveness practices. With clear processes and training, the College will increase its ability to make improvements in measured, straightforward approaches. To address this need, the College identified an Actionable Improvement Plan to a) increase capacity to assess and analyze results, b) clarify its cycle of evaluation for planning, assessment, and resource allocation, and c) improve the documentation of evaluation results and improvement plans that lead to increased institutional effectiveness and accomplishment of the mission. A clear process of assessment will be developed and approved by spring, 2018.

**Standard I.B.8**

*The institution broadly communicates the results of all of its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.*

Evidence of Meeting the Standard:

The Institutional Research website is the central repository for MJC assessment and evaluation results. External stakeholders are able to view course and program outcomes data, program review results, and qualitative survey results about the College, such as the Community College Survey of Student Engagement (CCSSE). (Course Outcomes Data, Program Review Data, CCSSE Student Survey In addition, discrete dashboards offer opportunity for student achievement data to be disaggregated and openly shared with the public. ([IR Dashboard](https://www.mjc.edu/general/research/dashboards/index.php); Snapshot of ILO dashboard)

MJC communicates assessment and evaluation information to internal stakeholders through several forums. As outlined in Engaging All Voices, councils participate in an annual self-assessment and discuss how to improve processes. (Campus-wide Assessment Day agenda; minutes from RAC and other councils that have participated) The recently adopted Education Master Plan includes a *Progress and Self-Evaluation Template* (PSET) intended to help workgroups and committees document their work and evaluate progress toward goals. (EMP, p. 32-33) The College is developing a student/employee portal, which includes Team Sites that will house individual PSETs as well as annual summaries of council and workgroup assessment results. (Screenshot of portal) In addition, the College employs the use of surveys and focus groups to understand the reasons behind statistical data. These assessment results inform the development of new plans ([Candy Bar Survey](http://www.mjc.edu/general/accreditation/documents/survey_candy_bar_2015.pdf), Equity Focus Groups, CCSSE, ATD Survey; SSEC minutes re: mini-grants)

In both the hiring prioritization process (Instruction Council) and IELM allocation (Resource Allocation Council), councils have implemented several iterations of their processes, based on institutional feedback and priorities. With each round, these processes have gone to constituent groups for review and improvement. (locate minutes in RAC, IC) Times have been set apart for discussion of assessment results, college planning, and evaluation of processes, including Institute Day, Program Review Parties, ATD Data Summits, Coffee and Conversation with the President, and The Assessment, Reflection, and Celebration Day. (find sessions associated with Program Review and Assessment, link to communications about past program review parties; ATD Data Summit, 3.2017; Assessment Day agenda)

Data-supported discussion leads to the establishment of institutional priorities. When laying the foundation for the Education Master Plan, the EMP Workgroup conducted a round of charrettes with each division. Faculty discussed institutional and environmental data, identified strengths and weaknesses, and made recommendations for the EMP. A campus-wide survey followed, inviting internal stakeholders to prioritize the themes that emerged from the charrettes. From these discussions, institutional priorities were set for the next five years, along with a work plan that included timelines and activities designed to meet the priorities. (EMP Priorities and work plan)

 (Ed Master Plan Dev 2016 - excel; MJC Educational Master Plan Development; working drafts) Data analysis of basic skills attainment showed that while success rates in individual courses were on par with other college courses, the success rates of basic skills sequences was very low. Students who started in the lowest level of math, for example, had less than a 15% chance of completing a college-level course. These discussions led to the development of the Basic Skills Initiative (Basic Skills Initiative)

College Council members communicate the results of discussions about strengths and weaknesses through the participatory governance structure. College Council is the primary conduit for sharing assessment findings. IEPI goals and other assessment data are published and discussed in this central participatory governance setting. (minutes, constituent communications re: strengths and weaknesses; <https://www.mjc.edu/governance/collegecouncil/documents/iepi_institution_set_standards_2015-2016_april_6.pdf>; ATD Summit Data) Other councils also review and share assessment data. RAC routinely reviews program review data in the allocation process. (RAC minutes) Instruction Council reviews program review data as they prioritize hiring recommendations. (IC minutes) The Student Success and Equity Committee looks closely at disaggregated assessment results, including qualitative data such as focus group responses. (Focus Group data) These constituency-based councils are accountable for sharing information with those they represent at the College. (EAV Charges) Minutes of every meeting are also posted on the College website ([minutes](http://mjc.edu/governance/collegecouncil/minutesandagendas.php))

Analysis and Evaluation:

Modesto Junior College continues to mature in its communication processes. The development of the data dashboard through the Office of Institutional Research represents distinct progress in the dissemination of evaluation and assessment results. The successful development of the Education Master Plan 2017-2021 exemplifies the robust, process driven, and participatory evolution of measurable institutional goals and is evidence that the institution is developing its capability to incorporate stakeholder voices in long-term planning. The Education Master Plan offers a framework and timeline with measurable targets to facilitate continuous communication and improvement for all campus initiatives.

**Standard I.B.9**

*The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources.*

Evidence of Meeting the Standard:

College stakeholders engage in broad planning and evaluative discussions in a variety of participatory governance, division, and Academic Senate meetings. These planning discussions led to the development of multiple strategic plans that lead to the accomplishment of the College mission. ([Strategic Plan 2016-2021](http://www.mjc.edu/governance/collegecouncil/strategic_plan_2016_2021.pdf), EMP, [Distance Education Plan](http://www.mjc.edu/general/accreditation/de_plan_2012_2017.pdf), CTC Plan, Student Equity Plan – identify page numbers with mission)

Program review occurs on a regular cycle and is a fundamental element in planning and resource allocation leading to improved institutional effectiveness and academic quality. The program review process brings together key departmental data, including disaggregated student learning and achievement data, productivity measures, course demand and scheduling information, and completion rates. (PR template) Program review includes the process of identifying resource needs to improve programs. RAC allocates resources through a process of prioritization, developed and assessed through the participatory governance process. (RAC allocation process)

Results from program review are also required in the development of Strong Workforce proposals, and recommendations for hiring. (IELM process, [Hiring prioritization](https://www.yosemite.edu/recruitment/hiringprocess/hiring_process_forms/YCCD%20Recruitment%20Process%202017.pdf), SW proposals)

Institutional planning regularly occurs through the participatory governance process. College Council, with representatives from every constituency on campus, (faculty, administrators, classified professionals, and students) reviews all major institutional planning efforts. As a responsibility of serving on a participatory governance council, members are accountable for sharing information and soliciting feedback on planning. (EAV, roles and responsibilities; minutes: AS, CSEA, ASMJC, LTAC) Regular planning, shared through this structure, includes valid trend and program review data (CC minutes: IEPI Goals – 4.11.2016 and 2017?; [2016/2017 Hiring Prioritization Document](http://www.mjc.edu/governance/instructioncouncil/2016_2017_hiring_prioritization_document_april_2016.pdf)) Processes for planning are consistent as outlined in Engaging All Voices. (EAV participatory governance processes visual)

The EMP is the central planning document for the College, linking all other initiatives and projects to support the mission. (EMP Logic Model, p. 22) The College is prioritizing work identified in the EMP through workgroups that develop and document effective models in multiple areas that are then recommended through the participatory governance structure. (EMP workgroups, p. 34) EMP priorities directly address the College mission throughout the work plan, including academic quality in Priority #1 and institutional effectiveness in Priority #2 (EMP, p. 20).

Many plans are developed in other committees or councils and then forwarded to College Council for approval. For example, Resource Allocation Council is responsible for College budget development, budgetary master planning, budgetary support of Student Learning Outcomes, and fiscal review of technology planning.  ([RAC Goals and Directions](http://www.mjc.edu/governance/rac/racgoals.php)) The Instructional Equipment & Library Materials (IELM) allocation process exemplifies the use of program review, strategic goals, and institutional planning for resource allocation (IELM Process – RAC). Over three iterations, the IELM allocation process has been executed, assessed, and refined to better meet institutional needs. (Minutes for RAC refining IELM process) Other councils have studied and refined key processes as well, including:

* College budget and updates (RAC minutes; [CC minutes](http://mjc.edu/governance/collegecouncil/documents/ccm_9_12_2016_appr.pdf), 9.12.2016)
* Roles and responsibilities of council members ([CC 9.12.2016 minutes](http://mjc.edu/governance/collegecouncil/documents/ccm_9_12_2016_appr.pdf))
* Faculty hiring prioritization (IC minutes, CC minutes)
* Enrollment priorities (SSEC minutes; CC minutes – SSEC recommendations)
* IEPI Goals ([CC minutes 4.11.2016](http://mjc.edu/governance/collegecouncil/documents/ccm_4_11_16_appr.pdf))
* Review of the Mission Statement (CC minutes, spring 2016)
* Program Review (CC minutes)

In addition to plans adopted through participatory governance meetings, assessment and implementation of strategic plans drives innovative planning in divisions. The Student Equity and Student Success and Support Program (SSSP) plans prioritized faculty professional development in order to develop new approaches to increasing student achievement and closing equity gaps. Two summer Great Teachers’ Retreats provided professional development on topics including, acceleration, programs to address the needs of students of color, and First Time in College programs. (GTR agendas) From the objectives outlined in the strategic plans and their recommendations for professional development, interested faculty developed pilot programs in each of the noted areas. (Acceleration curriculum, FTIC program, Rise UP program) The SSEC funded individual mini-grants to try new ideas based on focus groups results. (SSEC mini-grant minutes) Pilot programs are being implemented and assessed, which will inform additional planning agendas. (Acceleration data, FTIC data, Rise Up data)

Analysis and Evaluation:

The process of institutional planning is an area in which the College has made significant progress. Multiple strategic plans are in place that guide the work addressing student equity, student success, distance education, college technology, and basic skills. ([Student Equity Plan](http://www.mjc.edu/governance/studentservicescouncil/documents/student_equity_plan.pdf),[Student Success and Support Plan (SSSP)](http://www.mjc.edu/governance/studentservicescouncil/documents/2015_2016_sssp.pdf), [Distance Education Plan](http://www.mjc.edu/general/accreditation/de_plan_2012_2017.pdf), CTC Plan) The Education Master Plan 2017-2021 includes elements specifically designed to promote process, assessment, and accountability. (EMP Gaant chart, EMP annual progress report template, Role of EMP workgroups) The College has organized workgroups to implement the activities of the plan. (List of workgroups) The structures and processes outlined in the EMP identify specific tasks that will improve institutional planning and evaluation. The College has identified an Actionable Improvement Plan, building on the objectives of the EMP to adopt a comprehensive cycle of planning, implementation, and evaluation. A comprehensive cycle will be developed and approved by spring, 2018.

**Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**

**Standard I.C Institutional Integrity**

**Standard I.C.1**

*The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors.*

Evidence of Meeting the Standard:

The College Council regularly reviews College and District policies and practices to ensure their clarity and accuracy and to identify issues that may impact students. (CC minutes)

MJC makes every effort to provide current and transparent information to students and the community regarding its mission, learning outcomes, programs, and student support services. Community members and potential students can access information through the MJC Website and the College Catalogue (offered both in print and online). (link mjc.edu and <http://www.mjc.edu/instruction/catalog.php>) Information regarding student success and degree programs are shared through specific links to the Student Success Scorecard and the Associate Degree for Transfer sites at the bottom of the homepage. ([Scorecard](http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=592))

The Research and Planning Office maintains a data dashboard that offers a wealth of information about equity, retention, success, and completion by course and programs. ([IR Dashboard](https://www.mjc.edu/general/research/dashboards/index.php)) Information includes trend data and can be compared to an institutional average to understand departmental/programmatic performance in the context of the entire college. Data can also be filtered to view online course achievement. The Research and Planning page also presents the institution’s Key Performance Indicators as well as the IEPI 2016-2017 Goals. ([IEPI KPI Framework](http://www.mjc.edu/general/research/mjckpiframework2016.pdf); [IEPI Goals](http://www.mjc.edu/general/research/iepigoalsmjc2016-17.pdf))

Student learning outcomes statements are publicly posted for courses, programs, general education, and the institution. Instructions to access individual course outcomes are available on the MJC Outcomes Assessment Website. ([Expected Learning Outcomes](http://www.mjc.edu/instruction/outcomesassessment/outcomes.php)) Students receive student learning outcomes statements on all course syllabi and in the “class search” feature in PiratesNet when registering for classes. (snapshot of class search; syllabus)

MJC posts its accredited status on the Accreditation page of its website, including all relevant communications and accreditation reports. ([Accreditation site link](http://www.mjc.edu/general/accreditation/index.php))

MJC is one of fifteen California Community Colleges that will offer a bachelor's program in the California Community College System. Beginning in fall 2017, MJC will offer a Respiratory Care Baccalaureate Degree Program to a beginning cohort of 40 students. A new cohort will begin every fall through 2021.The Baccalaureate Degree in Respiratory Care has its own website under the Allied Health program and is listed on the College Degrees and Certificates webpage as well as in the catalog. ([Respiratory Care Baccalaureate Link](http://www.mjc.edu/instruction/alliedhealth/rcp/bachelordegree/index.php); [Degrees and Certificates Link](https://www.mjc.edu/instruction/degrees.php)) The BDRC page presents information to prospective students about program requirements, the application process, coursework, employment statistics, and costs for the program. [Respiratory Care Baccalaureate Link](http://www.mjc.edu/instruction/alliedhealth/rcp/bachelordegree). Contact information for both classified support, student counseling, and the program director are listed prominently. Student support services for the program are outlined as well. (need new web page here)

Analysis and Evaluation:

Modesto Junior College provides complete and accurate information to prospective and current students. In this way, at a very early stage, the institution lays the foundation for the students’ experience for the duration of their programs. The College catalogue and the website are reviewed regularly to ensure content is current, accurate, and consistent. The MJC Instruction Office posts periodic addenda to the college website as needed so students always have access to current information. The College provides clear information about eligibility, application, and program details for the Baccalaureate Degree in Respiratory Care. The accessible nature of this information demonstrates the currency, integrity, and consistency of important information for students and potential students.

**Standard I.C.2**

*The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the “Catalog Requirements”.*

Evidence of Meeting the Standard:

Modesto Junior College offers the catalogue in both print and online formats. The online catalogue is found on the MJC website just two clicks from the homepage. ([MJC Catalog Link](http://www.mjc.edu/instruction/catalog.php))  The website helpfully divides the catalogue into sections that assist stakeholders with finding pertinent information. There is an annual revision process to ensure that all information in the catalogue is up to date (see appendix ???) (insert graphic from Letitia that outlines catalog review and revision process) In brief, the process is as follows:

1. Curriculum is created and modified then forwarded as proposals to the Curriculum Committee
2. Curriculum Committee reviews and approves curricular proposals
3. Curriculum Process Specialist updates curricular and general information
4. Content experts across the campus review and update general catalogue information
5. Graphic arts specialists prepares for printing
6. GE Breadth course approvals arrive from CSU and UC
7. Catalog posted to the Internet and sent to print
8. Priority registration begins
9. Printed catalogs available for purchase in the college bookstores
10. (If Needed) Catalog Addendum production /posting to internet

The institution has protocols that ensure the catalog presents accurate, current, and detailed information to the public about its programs, locations, delivery methods, and policies. This process involves all stakeholders in the campus community. Faculty are responsible for ensuring curricular is current and accurate. Classified professionals and administration review all of the process and procedural components and send updates, revisions, and edits to the office of instruction for inclusion in the new edition. (Link to Catalogue review process graphic)

Electronic addenda to the catalogue are posted as needed on the MJC website. This ensures that the latest curriculum approvals are published so students and stakeholders are aware of the latest curricular and program information. (Addenda to catalog website)

Analysis and Evaluation:

The catalog review process at MJC is well organized and thorough. Dedicated classified professionals in the Office of Instruction ensure the latest and most accurate information is available to all stakeholders. A printed catalog is available to students through the College Bookstore. Revisions or updates to the catalog are published on the website for current information.

**Standard I.C.3**

*The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public.*

Evidence of Meeting the Standard:

The institution collects assessment data on student achievement and student learning, and analyzes the data to determine meaning. The Outcomes Assessment Workgroup (OAW) was formally established through the Academic Senate, charged with promoting a culture of evidence by establishing an ongoing process of collecting, analyzing, and reporting learning outcomes throughout the College. ([Minutes - Academic Senate 6/21/201](http://mjc.edu/governance/academicsenate/documents/minutes/min_6_21_12.pdf)2; [OAW](https://www.mjc.edu/instruction/outcomesassessment/workgroup.php) ) The Institutional Research Office collects and publishes student achievement data, both in the form of a data dashboard and in the MJC Student Success Scorecard, through the College website. (IR data dashboard website; [Student Success Scorecard](http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=592)) The College and the community are also able to review student learning outcomes assessment results for program, general education, and institutional learning outcomes on the IR Website. ([Program Course Outcomes Data in eLumen](http://mjc.edu/general/research/programoutcomes.php))

College councils and committees, instructional departments, the Program Review Workgroup, and the Student Success and Equity Committee discuss student learning and student achievement data, including ways to improve measures. (minutes from departments? CC, PR Workgroup, SSEC) Faculty and councils review data from multiple years to understand trends and develop program refinements to improve learning and achievement:

* Business faculty interviewed industry experts about desired employee skills that led to the development of an intermediate Excel course to provide additional preparation in spreadsheet management. (need evidence here)
* Humanities faculty reviewed student achievement data in some of their highest enrolled courses and determined the subject matter was not relevant to the lives of the students. They wrote and obtained a two-year grant from the National Endowment for the Humanities to study the culture of the Central Valley and develop curriculum based on local art, theater, philosophy, and history. New curricular modules were written and embedded in Humanities courses. Course completion rates increased 7.9 percentage points over the next two years: from 57.4% in fall 2014 to 65.28% in fall 2016. ([Course Retention Success](http://datamart.cccco.edu/Outcomes/Course_Ret_Success.aspx); [The Search for Common Ground Blog Post](http://commonground.blogs.yosemite.edu/the-search-for-common-ground-culture-in-californias-central-valley/))

The OAW serves an important function on campus. The representatives from each area and division assist in the training, organization, and reporting of assessment data at course, program, general education, and institutional levels. The OAW communicates assessment and achievement results to the Academic Senate.

Evaluation of the process led to a major change: what was once reported via Excel spreadsheet into CurricUNET is now being accomplished through direct input through eLumen software. Faculty have the ability to review disaggregated data, enabling deeper analysis and action. As assessment processes have strengthened, the College has aligned CTE and traditional instruction assessment schedules on a two-year cycle. (insert cycle visual, Senate and College Council minutes) This new schedule allows for two iterations of assessment and program review to provide more comprehensive information to the five-year curriculum update process. (OAW website with cycle updates NITA;[Handbook](http://www.mjc.edu/instruction/outcomesassessment/documents/slo_manual_2013.pdf);[The Basics](http://www.mjc.edu/instruction/outcomesassessment/elumen_basics.pdf); [Five-year Schedules](http://www.mjc.edu/instruction/outcomesassessment/5yearcourselearningoutcomescloassessmentscheduledbydisc.php);[Workgroup](http://www.mjc.edu/instruction/outcomesassessment/workgroup.php); [Workgroup Discussions](http://www.mjc.edu/instruction/outcomesassessment/oawagendas_minutes.php); [eLumen: New database (began transition in fall 2015](http://www.mjc.edu/instruction/outcomesassessment/elumen.php)); [Newsletter on Outcomes Assessment](http://www.mjc.edu/instruction/outcomesassessment/oaw_newsletter.php)) A reporting function in eLumen enables reflection and sharing between faculty members. Assessment mapping provides the means to roll up course level learning outcomes to institutional learning outcomes, providing a global view of student learning at the College. (Mapped assessment data)

Assessment results of student learning and student achievement in the baccalaureate degree will follow the same processes as those followed for AS/AA/Certificate courses. Assessments will begin with the delivery of the program in fall 2017. Student learning outcomes are identified for each course and for the program. (SLOs and PLOs)
Analysis and Evaluation: 

MJC communicates results of success, retention, and completion through common, public avenues such as the Scorecard, ACCJC annual reports, and through dashboards on the MJC Research and Planning website. Information that documents career planning and corresponding wages is also available when exploring CTE programs. Faculty analyze learning, including disaggregated data, through assessment data and learning outcomes that are mapped from CLOs to PLOs, GELOs, and ILOs. Student achievement data is also assessed through council and committee discussion and individual review of institutional data. With the acquisition and implementation of additional analytic tools, including eLumen, the College is beginning to recognize the important intersection of student learning and student achievement. Future analysis will develop greater capacity to identify ways to improve both measures.

**Standard I.C.4**

*The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.*

Evidence of Meeting the Standard:

To clearly communicate with stakeholders, MJC describes its certificates and degrees in terms of content, course requirements, and expected learning outcomes. Course descriptions and CLOs are available in the online catalogue, print catalogue, class search on PiratesNet, and on individual course syllabi. (print & online Catalog: course descriptions; class search; syllabi examples) MJC’s catalog offers information about degrees and certificates, itemizing a list of degrees and certificates offered at MJC, which refers stakeholders to the appropriate section of the catalog where a more extensive description can be found. (Catalog: degree example)

In compliance with ACCJC Standards, MJC course syllabi articulate the Course Learning Outcomes. Faculty update and submit copies of syllabi each semester to the respective division office for student reference. (syllabus example) Many faculty members also post their syllabi electronically on their publicly accessible faculty page. (faculty directory home page) In addition, all course sections have an automatically generated Canvas shell in which syllabi are posted for students enrolled in a particular course. (Canvas shell) Instructors distribute a copy of the syllabus to all students on the first day of class. Courses taught online post electronic syllabi in Canvas. MJC ensures that courses are taught with CLOs in mind by adhering to the cycle of assessment posted on the OAW website. (example of syllabus on Canvas; Cycle of assessment)

The program website for the Baccalaureate Degree in Respiratory Care contains links to schedules, courses, and program requirements. Course learning outcomes are available on CurricUNET, eLumen, and also in the class search feature on PiratesNet. ([link to CurricUNET](http://www.curricunet.com/mjc/), and [PiratesNet](https://apps.mjc.edu/whatsmyuserid/Core/MyUserID.aspx).) Program faculty developed a curriculum map of all the program courses that identify learning outcomes and examples of activities. (Curriculum map)

Analysis and Evaluation:

The institution has established consistent processes and procedures for the collection, storing, and distribution of information regarding program certificate and degree schedules, courses, and learning outcomes. This information is readily available to stakeholders and easily accessible online and in print. Students in all courses receive a copy of the course syllabus. Each syllabus is also posted electronically and copies are available in division offices. The institution is establishing a pathways workgroup, according to the Education Master Plan, and this workgroup’s task will be to promote, cultivate, and recommend the development of educational pathways at MJC. This initiative will help shape certificates and degrees in terms of courses, sequence, and learning outcomes.

**Standard I.C.5**

*The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.*

Evidence of Meeting the Standard:

College Council regularly reviews institutional policies, procedures and publications to assure integrity in the representations of mission, programs, and services. The catalog is the primary, public repository of College policies and procedures, and it undergoes an annual review and update (links to annual catalog revisions). The annual catalog update and addenda offer opportunities for the most recent changes to be communicated to all stakeholders. (Catalog website) To offer holistic student support, the institution provides a list of programs and services to assist with extracurricular needs. Policies and procedures related to campus programs and services are published on the website. (BIT website, catalog page 76-88; [MJC Resources Web Link](https://www.mjc.edu/instruction/bbss/fkce/resources.php); [DSPS Web Link](https://www.mjc.edu/studentservices/disability/); [Extended Opportunity Programs and Services Web Link](https://www.mjc.edu/studentservices/eops/); [Veteran Education Benefits Overview](https://www.mjc.edu/studentservices/counseling/veterans/veteranbenefitoverview.php); [Campus Life Manual](https://www.mjc.edu/studentservices/sdncl/campus_life_manual_published_2016.pdf) )

The college participates in the YCCD District Council, which reviews district policies and procedures according to a schedule. This monthly meeting is comprised of representatives from the Academic Senates, YFA, and management. District Council members review and recommend changes to policies. Constituent groups regularly review and recommend changes to policies. (District Council minutes) College Council also regularly reviews College and District policies and recommends revisions as necessary. (CC minutes) The Board of Trustees accepts final revisions and approves all policy changes. (BOT minutes)

Analysis and Evaluation:

Review of policies and procedures is a regular part of the District Council and College Council agendas, with the opportunity for constituent recommendation. The YCCE Board of Trustees approves final revisions. The annual catalog review and publication of later addenda provide program staff and faculty opportunity to recommend and review changes and updates made to published information. The completion of the annual update ensures that the information included is timely and accurate so students can meet their educational goals.

**Standard I.C.6**

*The institution accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks, and other instructional materials.*

Evidence of Meeting the Standard:

Modesto Junior College informs students of the total cost of education in multiple ways. Information regarding the cost of tuition and fees is found in multiple locations on the College website. ([Tuition and Fees Link](https://www.mjc.edu/studentservices/business/tuitionandfees.php); [Breakdown of Tuition and Fees](http://www.mjc.edu/studentservices/business/breakdown.php)) Students seeking a 12-month (or less) certificate can find Gainful Employment data, which includes the total cost of a certificate, on the MJC Gainful Employment website. (need link to Gainful Employment) Students find links to purchase textbooks for classes as they register for them. The costs of the required texts are listed on the Pirates Bookstore website by course and section number. In addition, the MJC Course Catalog outlines the costs and fees (p. 47 ff).

Analysis and Evaluation:

All required information about tuition, fees and other required expenses is available on the College website. Information about the total cost of enrollment for certificate programs provides a comprehensive view of program cost. Textbook purchases and costs are directly linked as students register in courses.

**Standard I.C.7**

*In order to assure institutional and academic integrity, the institution uses and publishes governing board policies on academic freedom and responsibility. These policies make clear the institution’s commitment to the free pursuit and dissemination of knowledge, and its support for an atmosphere in which intellectual freedom exists for all constituencies, including faculty and students.*

Evidence of Meeting the Standard:

Modesto Junior College embraces the ideals of academic freedom and integrity. On June 28, 2004, the Yosemite Community College Board of Trustees adopted BP4030 which states:

“Recognizing that academic freedom is essential to the pursuit of truth in a democratic society, the district adheres to the following principles:

Faculty shall be free:

1. ...to examine unpopular or controversial ideas to achieve course learning objectives, in
 discussion with students, and in academic research or publication
2. ...to recommend the selection of instructional materials.
3. ...to make available library books and materials presenting all points of view.

While faculty have the right to present ideas and conclusions, which they believe to be in accord with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views.

When District employees speak or write as citizens, care should be taken to avoid the representation of any personal view as that of the District or its Colleges.” ([BP4030](https://www.yosemite.edu/trustees/board_policy/4030%20Academic%20Freedom-%20Faculty.pdf))

**References:**

Title 5, Section 51203; Accreditation Standard II.A.7 (Title 5: [Title 5 Section 51203](https://govt.westlaw.com/calregs/Document/I6A03BB50B6CB11DFB199EEE3FF08959C?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) )

In addition to the Board Policy, there is an Academic Freedom statement in the course catalogue on p. 16 (reiterated on p. 356) which states:

“Students have the right to listen, the right to decide, the right to choose, the right to reject and the right to express and defend individual beliefs. As members of the MJC community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

“The educational purpose of the college is best served by this freedom of expression. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Student performance will be evaluated on a broad academic basis, not on opinions or conduct in matters unrelated to academic standards.”

These standards within the district and college are consistent amongst courses regardless of modality. To ensure that DE/CE courses are mindful of Academic Freedom, online faculty are trained in best practices and encouraged to embed a standardized “Start Here” module for online courses that teaches students about Academic Freedom and “Netiquette”. This fosters an atmosphere that promotes and sustains Academic Freedom. (DE Start Here Module)

Analysis and Evaluation:

Consistent and clear communication of policies regarding Academic Freedom promote the atmosphere the institution values.

**Standard I.C.8**

*The institution establishes and publishes clear policies and procedures that promote honesty, responsibility and academic integrity. These policies apply to all constituencies and include specifics relative to each, including student behavior, academic honesty and the consequences for dishonesty.*

Evidence of Meeting the Standard:

At both the district and college level, clear policies and procedures govern honesty, responsibility and academic integrity. Not only do these policies exist for students, but also for faculty. At the district level, Board Policy 5-8051 addresses academic freedom for students and corresponds with Education Code Sections 76067, 76120. Board Policy 5500 addresses standards of student conduct on campus and in the classroom, designed to promote a healthy learning environment. ([Board Policy 5-8051](https://www.yosemite.edu/trustees/board_policy/7-8051%20Post%20Retirement%20Employee%20Options.pdf)) Board Policy 4030 delineates the academic freedom that faculty have and separates their roles as agents of the district/college and private citizens. ([Board Policy 4030](https://www.yosemite.edu/trustees/board_policy/4030%20Academic%20Freedom-%20Faculty.pdf)) The MJC Catalog and the Campus Life Student Learning Manual also clearly delineate policy on Academic Integrity and the Student Code of Conduct. (Catalog, p. 357-358; Campus Life Student Learning Manual, p. 13-14) Both the YFA and CSEA contracts speak to professional behavior and the promotion of a civil workplace. ([YFA](https://www.yosemite.edu/hr/employeeforms/contracts_handbooks/YFA%20Agreement%202015%202016%20Final%20w%20signatures.pdf), [CSEA](http://www.mjc.edu/general/accreditation/csea_contract_2016_2019.pdf) contracts) The YFA and CSEA contracts also explicate processes for discipline consequent to unethical behavior.

Analysis and Evaluation:

Modesto Junior College and the Yosemite Community College District have established and published clear policies and procedures that promote honesty, responsibility and academic integrity for students as well as District and College staff. District Council periodically reviews these policies to ensure they promote a healthy working and learning environment.

**Standard I.C.9**

*Faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.*

Evidence of Meeting the Standard:

While recognizing and respecting the qualifications of faculty and their respective well-considered thoughts and ideas, the institution recognizes that a certain standardization is in the best interest of students. To that end, for each approved course, there is an approved Course Outline of Record that indicates the scope of material that must be covered in any given semester. (COR examples) The COR defines parameters for the course as a minimum, thus ensuring that students have similar experiences in similar courses. Another avenue by which academic integrity and quality are ensured is through the enforcement of Board Policies 4030 and 4-8067. BP 4030 outlines Academic Freedom and explains the rights and responsibilities of faculty both in and out of the classroom. ([Board Policy 4030](https://www.yosemite.edu/trustees/board_policy/4030%20Academic%20Freedom-%20Faculty.pdf)) BP 4-8067 addresses Sectarian, Partisan, or Denominational Teaching, and ensures that religions will be respected in the learning environment, explored freely as academic subjects, but will not respect one religion over another, nor will there be official promotion of one religious service over another by the district. ([BP 4-8067](http://www.mjc.edu/general/accreditation/bp_4_8067_sectarian_partisan_or_denominational_teaching.pdf))

Analysis and Evaluation:

Academic Freedom is a mainstay of the American Educational System, and as such is highly revered and protected. It is the privilege of faculty to guide students through exploration while presenting in detail varying viewpoints. One way that faculty and administration ensure that there is a delineation between personal conviction and professional responsibility is through the evaluation process. Part of the evaluation criteria is that the professor is on track to complete the course outline of record in the semester. (Evaluation criteria) To address that criteria, there is exploration into several facets that strongly promote an open approach to teaching, one of which is adherence to the course outline of record.

**Standard I.C.10**

*Institutions that require conformity to specific codes of conduct of staff, faculty, administrators, or students, or that seek to instill specific beliefs or world views, give clear prior notice of such policies, including statements in the catalog and/or appropriate faculty and student handbooks.*

Evidence of Meeting the Standard:

The College clearly communicates its requirements of conformity to codes of conduct of staff, faculty, administrators, and students. Unlike educational institutions that have affiliation with a particular religious or political group, Modesto Junior College is a public institution that does not promote a singular world-view. The institution and district adhere to principles of civility and tolerance, principles which are outlined in the Student Code of Conduct found in the student handbook, college catalog, and website as well as in Board Policies ([5500 - Student Code of Conduct](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf); [3050 - Institutional Code of Ethics](https://www.yosemite.edu/trustees/board_policy/3050%20Institutional%20Code%20of%20Ethics.pdf); [4030 - Academic Freedom](https://www.yosemite.edu/trustees/board_policy/4030%20Academic%20Freedom-%20Faculty.pdf); [4-8066 - Nondiscrimination in Instruction](http://www.mjc.edu/general/accreditation/bp_4_8066_nondiscrimination_in_instruction.pdf); [4-8067 - Sectarian, Partisan, or Denominational Teaching](http://www.mjc.edu/general/accreditation/bp_4_8067_sectarian_partisan_or_denominational_teaching.pdf)). In addition, the YFA Contract provides a professional ethics statement to guide faculty in their daily work on campus. (YFA ethics statement)

Analysis and Evaluation:

Expectations for behavior for all members of the MJC community are clearly explicated and accessible. The College promotes civility and respectful discourse from faculty, staff, and students on a variety of topics and world views. Should there be any violation of these policies, there are procedures laid out for filing a complaint or grievance in order to seek solutions to any issues.

**Standard I.C.11**

*Institutions operating in foreign locations operate in conformity with the Standards and applicable Commission policies for all students. Institutions must have authorization from the Commission to operate in a foreign location.*

Evidence of Meeting the Standard:

MJC does not operate in any foreign locations.

Analysis and Evaluation:

**Standard I.C.12**

*The institution agrees to comply with Eligibility Requirements, Accreditation Standards, Commission policies, guidelines, and requirements for public disclosure, institutional reporting, team visits, and prior approval of substantive changes. When directed to act by the Commission, the institution responds to meet requirements within a time period set by the Commission. It discloses information required by the Commission to carry out its accrediting responsibilities.*

Evidence of Meeting the Standard:

As a Community College, MJC is entirely accountable to the community it serves, the students in its service area, and all stakeholders involved in campus life. To ensure transparency regarding accreditation, the Accreditation Council website is home to links that detail past accreditation documents, ACCJC communications, substantive change reports, annual reports, data and evidence, the 2017 accreditation process, and the College’s education master plan. ([Accreditation Link](http://www.mjc.edu/general/accreditation/index.php))This publicly accessible site allows any interested party access to institutional data, information, and reporting. Programs requiring external accreditation also post information on the Accreditation Council page. (need links to external accreditation info) In addition to this site, the institution reports data to the CCCCO for the Student Success Scorecard for basic skills, SSSP and Equity metrics, and CTE data.  From this dashboard, MJC’s information sits side-by-side with the other California Community Colleges. ([Scorecard Rates](http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=592))

Analysis and Evaluation:

Modesto Junior College complies with all federal and state regulations with regard to transparency of information about accreditation, institutional effectiveness, and educational quality. The College strives to provide clear, accurate, and up-to-date information about the educational quality and institutional effectiveness of its programs and services.

**Standard I.C.13**

*The institution advocates and demonstrates honesty and integrity in its relationships with external agencies, including compliance with regulations and statutes. It describes itself in consistent terms to all of its accrediting agencies and communicates any changes in its accredited status to the Commission, students, and the public.*

Evidence of Meeting the Standard:

Several College CTE programs require external accreditation, including the Respiratory Care Associate and Baccalaureate programs, Nursing, Medical Assisting, and Fire Science. (Other externally accredited programs?) (Links to accreditors on program websites) College and program communication with external agencies are clear and accurate. Required reports are completed and submitted on time. Program outcomes are clearly documented and meet or exceed agency minimum standards. (program reports) Accreditation status is documented on program web pages and on the MJC Accreditation page. (links) College accreditation status is regularly reported to external agencies. (program reports)

Analysis and Evaluation:

College programs that require external accreditation provide clear and thorough communication with agencies regarding the status of accreditation. Program personnel file timely and accurate reports and post required certification data on the Accreditation page as well as program pages of the College website (in progress) Programmatic and institutional information is shared in an accurate, consistent way with accreditors.

**Standard I.C.14**

*The institution ensures that its commitments to high quality education, student achievement and student learning are paramount to other objectives such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.*

Evidence of Meeting the Standard:

Modesto Junior College is a publicly funded institution and is part of the California Community College system, following the system’s guiding mission. All governing documents from the Strategic Plan and its goals, to the Education Master Plan, to the SSSP and Equity Plans prioritize student learning and achievement above all other goals.

The Resource Allocation Council’s guiding principles for allocating fiscal resources begin with student learning. Resources are allocated using criteria such as completed program reviews, completed student learning assessments, utilization of data to improve student learning, etc., all of which point to a focus on student learning and achievement. ([RAC budget allocation process](http://www.mjc.edu/general/accreditation/budgetdevelopprocess.pdf), [hiring prioritization process](https://www.yosemite.edu/recruitment/hiringprocess/hiring_process_forms/YCCD%20Recruitment%20Process%202017.pdf))

Analysis and Evaluation:

It is clear in MJC’s mission and other governing documents that the College prioritizes high quality education. The only financial obligation the institution faces is to be solvent. This removes pressures of generating financial returns for investors, etc. MJC’s priorities are well documented in the EMP, SSSP, and Equity Plans, exemplifying that student learning is the Institution’s first priority. Resources are prioritized to support and improve student learning and student achievement.