

**Modesto Junior College  
Accreditation Council Minutes  
March 28, 2013**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
<b>Susan Kincade</b> , Vice President of Instruction, <b>Chair</b>	<b>Accreditation Liaison Officer</b>	√	
<b>Dr. James Todd</b> , Professor – Anthropology, <b>Co-Chair</b>	<b>Academic Senate President</b>	√	
<b>Mark Anglin</b> , Dean of Agriculture and Environmental Science	<b>Administration</b>	√	
<b>Dr. Debra Bolter</b> , Professor – Anthropology	<b>Academic Senate/</b>	√	
<b>Andrew Campbell</b> , Student	<b>ASMJC</b>		√
<b>Ellen Dambrosio</b> , Librarian	<b>Academic Senate</b>	√	
<b>Dr. Lorena Dorn</b> , Dean of Counseling and Student Services	<b>Administration</b>		√
<b>Dr. Jennifer Hamilton</b> , Professor – English	<b>Academic Senate</b>	√	
<b>Donna Jamison</b> , Admissions and Records Specialist	<b>CSAC</b>	√	
<b>Dr. Chad Redwing</b> , Professor – Humanities	<b>Academic Senate</b>		√
<b>James Varble</b> , Student	<b>ASMJC</b>		√
<b>Donna Yarnal</b> , Administrative Secretary	<b>CSEA</b>		√
<b>Vacant</b>	<b>Administration</b>		√
<b>Vacant</b>	<b>Administration</b>		√
<b>Vacant</b>	<b>CSEA</b>		√
<b>Amy Bethel</b> , Executive Secretary, Instruction Office	<b>Recorder</b>	√	

**SUBSTITUTE**

<b>Name</b>	<b>Member Substituting for</b>
None	

**I. Call to Order**

The meeting was called to order at 3:37 p.m.

**II. Action Items**

**a. Approval of Agenda**

**b. Approval of Minutes**

Quorum was not reached. No action items were addressed.

**III. Continuing Business**

None.

**IV. New Business**

None.

**V. Informational Items**

**A. Charge of the Council**

S. Kincade opened the item by explaining that the Councils have been asked by College Council to perform a self- evaluation. In order to do so, a solid understanding and

incorporation of the Council's charge is necessary. S. Kincade asked E. Dambrosio to read the charge of the Accreditation Council aloud. She then asked the members if they felt that the charge was being met.

There was discussion of how the Council can communicate Accreditation issues, actions and progress.

- J. Hamilton suggested using the idea of an "Accreditation for Dummies" handout like that used at San Luis Obispo. The pocket sized handout gives talking points and bullet points.
- S. Kincade suggested creating a "man on the street" video and making it fun.
- J. Hamilton reminded the group of the assessment musical number presented at a past Institute Day.
- D. Bolter mentioned the forum that was supposed to happen in March. It will be postponed until April. It will be brought up at tomorrow's District-wide planning session. A brown bag lunch/forum will be held on both campuses on Wednesday, April 17, from 12 – 1:30 p.m. Susan will check with Mike Sundquist to see if a video can be created.

A team for next full report needs to be developed.

A mid-term report will be required.

**Action Item:**

**Who:** S. Kincade

**What:** Check with Mike Sundquist to see if a video can be created.

**Action Item:**

**Who:** A. Bethel

**What:** Plan details for brown bag lunches.

**B. Self-Evaluation**

College council will be performing a self-evaluation and they have asked for each of the councils to evaluate themselves and provide input to the College Council as to how well they think they are working.

Accreditation Council membership was reviewed. J. Todd noted that the Academic Senate would like to revise the membership to include the Academic Senate President as co-chair. And change the title of the faculty accreditation chair (remove academic senate). There was discussion that several positions are currently vacant, Susan explained that until we get closer to completing the full Accreditation Report those other positions are not as critical.

In answer to the question, "Are we completing things we say we will complete?" It was determined that it is too soon to know at this point.

**Action Item:**

**Who:** Council

**What:** Revisit Self-Evaluation

## **B. Response to Recommendations Update from D. Bolter**

D. Bolter reported on the progress that has been made since completing the last report to the commission. Her approach has been to review a recommendation; review what we said we were going to do to address the recommendation; and then describe what we have done to accomplish this with evidence provided.

- Recommendation 1 is pretty straight forward.
- Recommendation 2 is not drafted yet. It is for proficiency of SLOs. The AOW is meeting and discussing how to accomplish this. PLOs are being done. ILOs will be done. Debi asked that minutes be forwarded to her as the AOW meets to assist in her writing.
- Recommendation 5 has a draft. The Resource Allocation Council's new Guiding Principles are an important piece of this. There was a budget development process meeting today.
- Recommendation 6 is in progress. We are not yet finished with the handbook, but work continues on evaluating and updating.
- Recommendation 7 is being addressed. D. Bolter met with M. Smedhammer and they went through the Distance Education Plan and pulled out items having to do with student counseling. Mike described the use of the "joinme" site which can be used to provide online counseling.

As we move closer to the due date of the report and there is additional information to add to the responses to the recommendations, revisions will be made. Sherri Potts, Graphics Designer, will be working on the design of the document.

We need to move from doing things to satisfy accreditation, to making meeting the standards our operating procedure as the order of the day.

## **C. Commission Conversation with President Stearns and S. Kincade**

Susan Clifford and Jack Pond of the ACCJC met via phone with President Stearns and S. Kincade. The recommendations were reviewed and assistance was requested to understand what the team was looking for. As a result of the conversation, it was agreed that we will respond to each of the recommendations that the visiting team described rather than the Standards. A new visiting team will be sent in October.

## **D. Coastline Community College Site Visit**

S. Kincade attended a Coastline Community College Accreditation site visit. She reported that she learned a lot that will be beneficial to us as we move forward, especially how evidence should be presented.

## **VI. Representative Reports**

S. Kincade asked for highlights relative to Accreditation Council.

### **A. College Council**

D. Bolter reported. President Stearns has received a large amount of information from the new State Chancellor. Continuous Quality Improvement is high on the list and we need to review our processes. We will be receiving a new scorecard that should make it

easier to understand. We need to evaluate our process and forward any suggested changes to the College Council.

**B. Instruction Council**

S. Kincade and M. Anglin reported. Program Review and how we will meet our charge was discussed and a draft Guiding Principles was reviewed and revised.

**C. Student Services Council**

No report.

**D. Resource Allocation Council**

D. Bolter is not a rep, but attended the meeting. They are working on their processes and Guiding Principles.

**E. Facilities Council**

M. Anglin reported. There was discussion on whether or not to bolt down the tables in the student lounge. A Health and Safety sub-committee was established and they are looking for members. They will only meet quarterly.

**F. Senate Report**

J. Todd reported. Last week he distributed the visiting team's evaluation report to the Senate. It was read to help ensure that everyone was on the same page. Council charges are being read at the beginning of each senate meeting and there is discussion as to whether or not those charges are being met. Over the summer, a governance handbook will be created by Academic Senate to help coach senators into fulfilling their duties. S. Kincade commended the Senate for their most recent meetings.

**G. Student Report**

No report.

**H. Staff Report**

D. Jamison reported. There was not much talk about accreditation at the CSEA meeting. Professional development and wellness are the topics for CSAC. Judy Gonzales and Tonya Smith lead the committee.

**VII. Adjournment**

Meeting was adjourned at 4:58.

**Next meeting:** April 11, 2013, MM Conference Room A, 3:30 – 5 p.m.