

**Modesto Junior College**  
**College Council Meeting Minutes**  
**August 15, 2011**

**Present:** Jillian Daly, Lorena Dorn for Don Low, Rosanne Faughn, Carmen Fernandez, Bill Kaiser, Allan McKissick, Adrienne Peek, Joan Van Kuren, Karen Walters Dunlap

**Absent:** Larry Calderon, Rose LaMont (YFA sub), Don Low, John Zamora, Sam Pierstorff (Faculty Consultant to the Board), Doug Dyrssen (ASMJC)

**Vacant:** CSEA rep

**Guests:** Mark Anglin

**Business**

**1. Review of Minutes**

**Action Item**

The minutes of June 20, 2011 were approved by a thumbs up vote.

**2. Review of Agenda**

Karen Walters Dunlap reviewed the agenda with members.

**PRESIDENT'S OFFICE**

**3. Naming of the Agriculture Building**

Mark Anglin distributed a photograph of the nearly completed Ag pavilion. Mark reported going through the president, Facilities and coming to College Council for a final recommendation for naming of the facilities before going to the Board for approval. The recommended naming is *Agriculture Center for Education* and the division has looked at and approved the name. Mark commented that the building could also be referred to by the acronym the "ACE" pavilion.

Karen Walters Dunlap reminded members that there is a policy that allows for a private donation name to be added onto the building name.

October 13 will be the grand opening in conjunction with the Ag open house event. The bleachers will not be installed at that time and spring is being looked at for actual installation. Mark is unsure if all the technology will be installed by then. Classes will not be scheduled until the spring. The process of developing a policy for use needs to be completed before outside groups can use the pavilion. A lot of requests have already been made for use of the pavilion.

**Action Item**

Carmen Fernandez moved to approve naming the Ag building *Agriculture Center for Education*. Allan McKissick seconded. Motion was approved by a thumbs up vote.

**4. Decision-Making Manual**

Karen Walters Dunlap informed members that the manual is a 155 page document and was created with the work done with consultants Julie Hatoff and Eva Conrad from the California Collegiate Brain Trust and codified into the manual. MJC's accreditation report states that the manual will be reviewed this fall. The document has expired and does not reflect what the college does now and needs to be revised. The Planning & Budget Committee councils need to be added and the changes in ASMJC's bylaws. The document needs to be refreshed. Karen added that it is a college document and perhaps College Council needs to take the charge in revising.

Jillian Daly suggested that College Council devote an entire meeting to this document, extending to the dinner hour. Karen added that each constituent group could provide input before the retreat for their part. Allan McKissick suggested looking at different models and informed members that the current document is perceived as inaccurate by the Senate. Karen Walters Dunlap will send links for different models to the membership.

### Action Item

The November 7 College Council meeting will be extended to a 2:00 to 5:00 p.m. timeframe for a retreat to review the decision making document with each constituent group reporting back with their feedback.

The October 10 College Council will be a check-in for progress the constituent groups are making on the decision making process.

## INSTRUCTION

### 5. Accreditation/Institutional Effectiveness Committee (AIE)

Karen Walters Dunlap reported that the accreditation report has been finalized and will be shipped out to the Accrediting Commission for Community and Junior Colleges (ACCJC) tomorrow. Karen distributed MJC Planning Agendas from the 2011 Self Study Accreditation Report which follows. There will be a list of planning agendas for all other groups as well.

#### MJC Planning Agendas from the 2011 Self Study Accreditation Report

**Standard I.B.1.** The college will conduct campus focus groups to determine the extent to which staff understand and utilize the planning and resource allocation processes and how these processes are linked to enhancement of student learning and institutional effectiveness.

**Standard I.B.2.** The college will conduct a formal evaluation of the effectiveness of its processes for assessing and improving institutional effectiveness following the 2011-12 academic year.

**Standard I.B.5.** The college will continue to perfect its assessment efforts and the communication of those results to the campus community.

**Standard I.B.6.** Conduct a comprehensive evaluation and revision of Introduction to *Decision-Making at Modesto Junior College Fall 2008-2010* during the 2011/12 academic year.

**Standard II.A.2.f.** The college will have Program Learning Outcomes (PLOs) identified for 100 percent of its programs by the end of the 2011-12 academic year.

**Standard IV.A.2.a.** During Fall 2011, the college will evaluate, revise, and publish an updated version of the *Introduction to Decision-Making at Modesto Junior College Fall 2008-2010* using a process that incorporates thorough discussion and ratification by campus stakeholders.

The college will conduct the biennial Campus Climate Survey in spring 2012, and it is hoped that revision of the decision-making document will lead to greater agreement to the statement, “The college’s overall planning process effectively incorporates input from the appropriate people or groups in the college and district.”

**Standard IV.A.3.** The governing board, administrators, faculty, staff, and students will engage in ongoing discussion with the goal of determining additional strategies for improving the ability to work together for the good of the institution.

During Fall 2011, the college will evaluate, revise, and publish an updated version of the *Introduction to Decision-Making at Modesto Junior College Fall 2008-2010* using a process that incorporates thorough discussion and ratification by campus stakeholders.

**Standard IV.A.4.** In its action letter regarding the *Substantive Change Proposal for Distance Education*, the Commission requested that the college monitor and analyze the success rates of its distance education programs as they compare to face-to-face programs. The college Office of Research and Planning has started this annual analysis as part of the Institutional Effectiveness Report. Study sessions will be conducted in the Academic Senate, division and departmental meetings and other participatory groups for dialogue and analysis.

**Standard IV.A.5** As the current planning endeavors are being measured and benchmarked, there is a need for process improvement with regard to classified and student committee representation. Only half of the respondents to the *2010 MJC Climate Survey* “strongly agreed” or “agreed” with the statement that “Classified staff members have a substantive and clearly defined role in institutional governance.” The college will engage in further dialogue about participation in governance committees to ensure participation of classified staff and students. The AIE’s Focus Group Interviews have identified strategies to address this issue.

Additionally, in Spring 2012, faculty, classified staff, and administrators will be surveyed concerning their level of knowledge of the structure and functioning of the college decision-making process and their attitudes toward it. The survey will include specific focus on an updated and ratified version of *Introduction to Decision-Making at Modesto Junior College Fall 2008-2010*.

\*\*\*\*\*

Jillian Daly suggested including hybrid courses for IV.A.4. She would also like to see the key recommendations that came out of the May workshop. Karen Walters Dunlap will make the recommendations from that workshop available.

Writing of the addendum for the team will start tomorrow. MJC’s self study accreditation report was adopted by the Board last week.

## **6. Enrollment**

Karen Walters Dunlap reported that the numbers are starting to look a little better. She added that the college is really seeing the absence of the StartSmart program. Students who did StartSmart showed an 8-10% better success rate. Fall is now about 85% full.

## STUDENT SERVICES

### 7. Update

Lorena Dorn reported that counseling is now doing group orientation with ten students at a time rather than individually for around 2,600 students. Group orientation is in lieu of StartSmart. One hour is devoted to a total of ten students instead of 15 minutes for each student.

## COLLEGE ADMINISTRATIVE SERVICES

### 8. Planning & Budget Committee (PBC)

Carmen Fernandez reported that Planning & Budget Committee has a retreat on August 18<sup>th</sup>.

### 9. Measure E

#### *Measure E Project Updates:*

**Allied Health:** Work has started on the audio visual systems, communications and data systems to prepare the building for instruction. The contractor's completion date has been extended to August, with an expectation that a partial move-in will happen prior to the start of the fall term.

**Infrastructure/MJC West Roads Project – Phase II:** The project continues, focusing on student access for the fall.

**Softball/Restroom Concession Stand:** Complete. The project is working on project close-out.

**Agricultural Multipurpose Pavilion:** The schedule has been negotiated to complete in August. Work on additional scope items will continue into the fall.

**Science Community Center & GVM:** Steel erection continues, and fire protection and some interior work has started.

**Student Services:** Work on both the interior and exterior continue.

**Founders Hall:** Construction activities to be completed prior to the start of the fall term. Classrooms will be ready for use for the fall term. Faculty is scheduled to move from Pirates Village into their new offices in September. Ribbon cutting will take place August 26<sup>th</sup> at the beginning of Institute Day.

**High Tech Center:** Working on preparing the Department of State Architect submittal.

### 10. Budget

Carmen Fernandez reviewed PT/OL and benefits. The possibility of increasing the reserve is being explored at the district along with the vacation accrual fund.

### 11. Facilities/Capital Construction

Carmen Fernandez reported that the Facilities/Capital Construction committee unanimously approved the Ag building naming at the last meeting.

## **CONSTITUENT REPORTS**

### **Academic Senate**

Adrienne Peek reported being really busy preparing for activities regarding meeting students' needs and priority based planning. Dr. Phil Smith will be leading the Senate through activities to start thinking how we are going to do these activities. This workshop will take place August 17<sup>th</sup> from 8:30 a.m. to 4:00 p.m. at MSR. The Senate has been pretty heavily involved in the PBC workshop as well scheduled for this Thursday from 10:00 a.m. to 4:00 p.m. The assessment awards breakfast will take place Monday at which seven faculty and one classified are being honored for their work with assessment. Part time faculty orientation is scheduled for the week before classes. Academic Senate will sponsor a breakout session on Institute Day for an opportunity for people to come and meet leadership and ask questions.

### **YFA**

Jillian Daly reported that YFA will have a breakout session on Institute Day to discuss health benefits, where we are in negotiations, health benefits for 2012-13, and going over total compensation. YFA and LTAC have completed the sick leave donation for catastrophic leave which starts September 1.

### **CSEA**

Rosanne Faughn reported that four CSEA members attended the annual conference July 24-29 which included two new delegates this year. She added that it is exciting when members can take the time and see what is happening at the state level. The classified staff appreciation breakfast will be held this Thursday. There will be a chapter meeting at noon on Thursday.

**Student Services** - No report

### **IAC**

Bill Kaiser stated that the college has a lot of vacated spaces on west campus and IAC is just trying to determine where the best places are for programs. IAC is putting their own proposal and information together to get the best for our instructional programs. Work will be done with all the groups and information will be sent out for good use of classrooms.

Karen Walters Dunlap added that they want to make sure that we look at all the instructional needs and what we feel is important to IAC.

**ASMJC** - No report

**College Management Council (CMC)** - No report

## **ANNOUNCEMENTS**

Karen Walters Dunlap will send out information for program review tomorrow. The full program review is due October 14<sup>th</sup>. The college may be in a position to get one-time money.

## **FUTURE AGENDA**

## **ADJOURNMENT**