



**MODESTO JUNIOR COLLEGE**  
**JOINT MEETING OF**  
**INSTRUCTION AND STUDENT SERVICES COUNCILS**  
**March 21, 2017**

<b>Members, Instruction Council</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Robert Stevenson, Professor – Art	Co-Chair	X	
James Todd, Vice President, Student Services	Co-Chair	X	
Michael Adams, Professor – Mathematics	Academic Senate	X	
Kathleen Ennis, Professor – Librarian	Academic Senate		X
Deborah Laffranchini, Professor – Child Development/Family Life	Academic Senate	X	
Nita Gopal, Professor – English	Academic Senate	X	
Tonya Robinson, Professor, Nursing	Academic Senate		X
Joseph Akpovi, Professor – Logistics	Academic Senate	X	
Amanda Schnoor, Professor – Agriculture	Academic Senate		X
Ron Gross, Adjunct Instructor – Physical Education	Academic Senate		X
Al Smith, Professor – History	YFA		X
Michael Sundquist, Dean, Arts, Humanities and Communications	Dean	X	
Don Borges, Dean, Agriculture and Environmental Sciences	Dean		X
Jillian Daly, Dean, Literature and Language Arts, Library & Learning Center	Dean		X
Martha Robles, Dean, Counseling and Student Learning	Dean	X	
Maria Mondragon, Student	ASMJC	X	
Alexia Zaragoza, Student	ASMJC	X	
Santiago Uvina, Program Specialist	CSEA	X	
Julie Trejo, Financial Aid Technician	CSEA	X	
Vacant	CSAC		
<b>Members, Student Services Council</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
James Todd, Vice President, Student Services	Chair	X	
Francisco Banuelos, Dean, Enrollment Services, Special Programs	Dean		X
Peggy Fikse, Director, Student Financial Services	Student Financial Services	X	
Henna Battan, Student	ASMJC		X
Amy Nevarez, Student	ASMJC		X
Michael Girardi, Professor – Physical Education	Academic Senate	X	
Tina Giron, Professor, Counseling	YFA		X
Kristina Godinez, Accounting Analyst	CSEA	X	
Rhonda Mizuno, Admissions and Records Specialist	CSEA	X	
Vacant	CSAC		
Vacant	Academic Senate		
<b>Guests</b>			
Jenni Abbott, Director, Planning and Grant Development		X	
Flerida Arias, Dean, Equity and Student Learning		X	
Curtis Martin, President, Academic Senate		X	
Nancy Sill, Professor – Business, Faculty Accreditation Liaison		X	
<b>Recorder</b>			
Pat Wallace, Executive Secretary, Instruction Office	Recorder	X	

**I. CALL TO ORDER**

The meeting was called to order at 3:07 pm by James Todd. Quorum was established for Instruction Council only.

## Action Items

### II. ACTION ITEMS

#### a. Approval of Agenda

##### Action Item:

R. Stevenson moved to approve the agenda as adjusted (Move III. e. Accreditation Update to the first item under Continuing Business and table III. a. IC Hiring Prioritization Process Sub-Committee Second Reading to the next Instruction Council meeting).

Seconded by D. Laffranchini

Result: Unanimous approval

#### b. Approval of minutes, Instruction Council of 3/7/2017

##### Action Item:

R. Stevenson moved to approve the minutes of the 3/7/2017 Instruction Council meeting as corrected (J. Trejo was not in attendance at the 3/7/2017 meeting).

Seconded by D. Laffranchini

Abstain: J. Trejo

Result: Approved

## Business

### III. CONTINUING BUSINESS

- a. Accreditation Update:** J. Abbott is reviewing Standard I and adapting/reorganizing it to the new guidelines and putting the document into one voice. Thirty or so folks attended the Accreditation Forum on 3/15/17 to talk through Standards I and II. There are questions specific to the baccalaureate degree in respiratory care which will be highlighted throughout the document. Another campus-wide Accreditation Forum will take place on 3/29/17 to review Standards III and IV in Library 10.

On Monday, 3/27/17, there will be an ATD data summit to go over setting aspirational goals for institution set standards.

- b. Super Council Discussion:** The joint councils were led through, “EMP Light” (reduction of the Educational Master Plan <EMP> 50 plus pages into six pages).

Page 1: The logic model connected to the accreditation standards and strategic directions.

Page 2: Includes all the activities, what work groups assigned to those activities, and how long it might take to do the activities.

Page 3: Shows what the work plan looks like for every priority and objective. Activities have an outcome target/deliverable and timeline. Work groups report to the council assigned to. Work groups will be the worker bees. Looking for seventy-five people to be on work groups. A “Work Group Rush” will be held in April. Academic Senate will identify co-chair leads.

Pages 4-5: This will be used to track the work and to collect the evidence.

Page 6: List of all work groups. Some work groups are already in existence.

Completed work of the work groups will be reported to the council assigned to. That council makes official recommendations to College Council for action or will be sent back to the work group to tweak. Work groups will be 5-7 people willing to do the work. EMP work groups are not required to have a quorum.

- c. **Achieving the Dream Update:** The ATD coaches, Drs. John Nixon and Ken Gonzalez, return to MJC on March 27-28, 2017. The coaches will help us to strategically look at our data, build data capacity at the college, aspirational goals, and tell us what other colleges are doing strategically within the network to improve.
- d. **Program Review Update and Discussion:** The Program Review (PR) has been meeting for 6-8 weeks. A couple of the instructional programs are running a pilot this semester in eLumen. The goal is to have PR in eLumen for all instructional, non-instructional and administrative units.

#### IV. OTHER

- a. **Hispanic Education Conference:** Over 700 people were in attendance for the Hispanic Education Conference on 3/18/17. It was a great marketing tool to have so many MJC programs on hand for this event.
- b. **VPI Forums:** On Friday, March 24, four finalists for the Vice President of Instruction position will present themselves to the college community. Jennifer Hamilton, MJC; Brian Loffman, Hartnell; Kenneth Sherwood, Oxnard; Phillip King, Laney College. 10:15-12:45, MJC Little Theatre.
- c. **ADT Data Summit:** Monday, March 27, 2-5 PM, Mary Stuart Rogers
- d. **Adjournment**

#### Action Item:

[Consensus to adjourn the meeting.](#)

The meeting was adjourned at 4:30 pm.

- V. **Next meetings:** Instruction Council, Tuesday, April 4, 2017  
Student Services Council, Friday, April 14, 2017