



Substantive Change Proposal:

Respiratory Care Baccalaureate Degree Program

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Modesto Junior College

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# Table of Contents

<b>A. Description of the proposed change and the reasons for it.....</b>	<b>3</b>
<b>B. Description of the new program to be offered .....</b>	<b>4</b>
Eligibility Requirements .....	5
Accreditation Standards.....	11
Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity.....	12
Standard II: Student Learning Programs and Services .....	12
Standard III: Resources.....	14
Standard IV: Leadership and Governance .....	16
<b>C. Description of the planning process .....</b>	<b>17</b>
The change’s relationship to the institution’s planning, evaluation and stated mission .....	17
<b>D. Institutional capacity .....</b>	<b>18</b>
Student support services .....	18
Faculty and staff.....	21
Professional development .....	21
Equipment and facilities .....	21
Fiscal resources .....	22
Program Monitoring .....	22
Evaluation and assessment outcomes .....	22
<b>E. Internal and/or external approvals .....</b>	<b>22</b>
Required approvals .....	22
Legal requirements.....	23
Governing board action.....	23
<b>F. Eligibility Requirements.....</b>	<b>23</b>
<b>G. Accreditation Standards .....</b>	<b>28</b>
Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity.....	29
Standard II: Student Learning Program and Services.....	29
Standard III: Resources.....	31
Standard IV: Leadership and Governance .....	32

**H. Degree Requirements.....33**  
**I. General Education requirements .....34**  
**J. Library and learning resources .....35**  
**K. Faculty qualifications.....35**  
**Evidence.....36**

## **A. A concise description of the proposed changes and the reasons for it:**

On September 28, 2014, California Governor Jerry Brown signed SB 850 (Block) authorizing the Board of Governors of California's Community Colleges (BOG), in consultation with representatives of the California State University (CSU) and University of California (UC), to establish a statewide baccalaureate degree pilot program at no more than 15 California Community Colleges. [1] The Board of Governors was charged to develop a process for selection of the pilot programs. The Modesto Junior College (MJC) administration and Respiratory Care Associate Degree Program faculty met and agreed to submit an application to pilot a baccalaureate degree in respiratory care. The Dean of Allied Health and Family and Consumer Sciences and program faculty met with the Modesto Junior College Academic Senate and College Council and approval was unanimously received to proceed with the application. [2, 3] Modesto Junior College submitted an application for the Baccalaureate Degree Pilot Program on December 19, 2014 and was announced as one of the 15 successful applicants on January 21, 2015. The Board of Governors (BOG) of the California Community College (CCC) System formally approved the pilot programs on March 17, 2015. [4] Modesto Junior College will be offering a baccalaureate program in Respiratory Care beginning the spring semester of 2017.

### **Evidence of a clear relationship to the institution's stated mission**

Modesto Junior College Mission Statement:

Modesto Junior College is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative educational environment for the ever-changing populations and workforce needs of our regional community. We facilitate lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens [5].

Vision Statement:

As the first choice for educational excellence in our community, Modesto Junior College will enrich lives by challenging all students to become successful, lifelong learners who strengthen their community in a diverse and changing world [inside front cover; 6].

The Respiratory Care Baccalaureate Degree Program is perfectly aligned with the Mission and Vision Statements through offering a program that will transform lives and further education. This program will prepare students to meet the ever-changing populations and workforce needs of the region through the development of the intellect, creativity, character, and abilities that will shape students into thoughtful, culturally aware, and engaged citizens and professionals in the field of respiratory care.

## **Discussion of the rationale for the change including but not limited to labor market analysis**

Healthcare reform has impacted California's workforce, and particularly impacted the labor market demand for trained healthcare workers in the Central Valley. Prior to healthcare reform, more than 1 million residents in the Valley were uninsured. As these residents obtain coverage and participate in preventative care services, the need for qualified healthcare workers in the Valley will drastically increase. The Central Valley historically has a pronounced need for respiratory care practitioners due to air quality issues in the region. [7]

Students completing Modesto Junior College's Respiratory Care Baccalaureate Degree Program will be able to work in a wide variety of facilities, including acute care hospitals, durable medical equipment companies, sub-acute facilities, home care agencies, physician's offices, managed care organizations, sleep labs, and pulmonary function labs. According to the Bureau of Labor Statistics, employment opportunities for respiratory care practitioners are projected to increase 28% in the next six years. California has a particularly high vacancy rate for respiratory care practitioners, largely because there are few accredited education programs in the state. Additionally, the existing respiratory care workforce in California has a large percentage of workers nearing retirement age. In 2012-2022, a 19% employment surge is anticipated in the labor market for respiratory care practitioners resulting in over 22,000 jobs. [8]

In the Central Valley, there are currently two community colleges with state-approved respiratory care programs: Modesto Junior College and Fresno City College. The most current data states that these two institutions have an average of 35 annual completions for 42 job openings in the Central Valley, resulting in an unmet workforce need for respiratory care practitioners. There are no providers in the region with bachelor's degree programs. Statewide, there are 18 community colleges with respiratory care programs and two private universities with bachelor's degree programs (Loma Linda University and California College, San Diego). There are no California State University or University of California campuses with a bachelor's program in respiratory care. [9]

## **B. Description of the new program to be offered; level and rigor of upper division courses commonly accepted as appropriate to the baccalaureate degree; program length; identification of delivery mode for the courses**

The Respiratory Care Baccalaureate Degree Program will attend to the needed education and training to prepare respiratory care practitioners for practice in an evolving and dynamic workforce. Rapidly changing technology has increased expectations for the respiratory care practitioner and the profession. Both the California Society of Respiratory Care (CSRC), the state professional organization and the American Association of Respiratory Care (AARC), the national professional organization have advised programs that the baccalaureate level will be required for tomorrow's respiratory care practitioners. The profession of respiratory care has evolved over the past sixty-eight years from an on-the-job trained workforce to a college-educated and licensed profession in forty-nine states. Today, respiratory care practitioners are expected to efficiently perform patient assessment while appropriately applying algorithmic protocols in the provision of respiratory care. Critical thinking, decision-making,

and competency in performing the responsibilities of an advanced practitioner are among the demands of the current workforce employers. Amplified education can only improve the ability of respiratory care practitioners to contribute to the cardiopulmonary health of community members within the Central Valley.

The Respiratory Care Baccalaureate Degree Program at Modesto Junior College will be built upon a well-established and respected associate of science respiratory care program. Students will complete Committee on Accreditation for Respiratory Care (CoARC) requirements for the associate degree as well as complete required lower division general education courses.

Following a 2+2 model, the CoARC accredited Respiratory Care Baccalaureate Degree Program will accept applications from licensed respiratory care practitioners who hold an associate's degree in respiratory care. The major curriculum will build upon the associate level coursework at an advanced level. In 2014, California employed 15,060 practitioners with the majority holding an associate degree. These practitioners will potentially seek a baccalaureate degree. [10] The program courses will be offered within the classroom on the Modesto Junior College campus and as online and hybrid modalities to allow greater access.

## **Eligibility Requirements**

A summary of the eligibility requirements and the impact, if any, of this substantive change on each of the 21 eligibility requirements follows. Documentation for each requirement is contained in this proposal, is referenced, or provided as a link.

### **1. Authority**

Modesto Junior College is part of the Yosemite Community College District and is fully accredited by the Accreditation Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges. Most recently, full accreditation was reaffirmed in a letter from the Commission dated February 7, 2014. Based on the 2013 Accreditation Follow-Up Report with a visit in November of 2013, the Commission acted to remove sanctions from Modesto Junior College. The college is listed in the directories of the United States Office of Education, American Council on Education, and Western Association of Schools and Colleges and is part of the California Community Colleges system. The University of California and the California State University systems and other public and private universities and colleges grant credit for transfer courses completed at Modesto Junior College. [11]

## 2. Mission

The College Mission Statement was revised and approved by the Board of Trustees on September 11, 2013. [12] The statement can be found in the college catalog, on the college webpage, and in the College's Strategic Plan (currently under revision). The mission states:

*Modesto Junior College is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative educational environment for the ever-changing populations and workforce needs of our regional community. We facilitate lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens.*

This statement is both appropriate and consistent with California Educational Code and the College's vision and strategic plan.

## 3. Governing Board

Modesto Junior College is sister college to Columbia College, and these two institutions comprise the Yosemite Community College District (YCCD). YCCD has a governing board of seven trustees responsible for the quality, integrity, and financial stability of both institutions and the district. The Board of Trustees also ensures that the mission of the institution and district are carried out. The YCCD Board of Trustees homepage lists board membership and their constituent areas. [13] Also available on this page are agendas and minutes to meetings as well as board policies. Important to note with regard to this substantive change proposal is Board Policy 4020 that deals with program and curriculum development. [14] This policy begins by stating:

*The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.*

This pertains to all modalities of instruction, and the district and Modesto Junior College are committed to delivering high quality education.

## 4. Chief Executive Officer

Modesto Junior College has a Board-appointed chief executive officer whose full-time responsibility is to the institution. Board Policy 2430, Delegation of Authority to the Chancellor, and Policy 2430.1, Delegation of Authority to the Presidents, outlines the responsibilities of the chancellor and president and how those responsibilities connect from the district level to the institutional level. [15, 16] The president of Modesto Junior College is Mrs. Jill Stearns.

## 5. Administrative Capacity

The administrative staff size at Modesto Junior College is adequate in number, experience, and qualification to provide appropriate supervision for the courses and programs offered. All support and instructional staff meet the minimum qualifications for their respective positions in terms of education, training, and experience, and all pertinent supporting materials for each are on file in the human resources at YCCD.

## 6. Operational Status

According to Data Mart reports, available through the California Community Colleges Chancellors Office (CCCCO), Modesto Junior College served 23,789 (unduplicated headcount) with the equivalent of 14,477.5 FTES. From fall, 2013 to spring, 2014, 1,698 degrees and certificates were awarded. [[17](#), [18](#), [19](#)]

## 7. Degrees

The degrees and certificates offered at Modesto Junior College are listed and described in the 2015-16 Modesto Junior College catalog. Along with the descriptions of the degrees and certificates, program maps and program learning outcomes are listed as well. To assist students in planning their pathways, course requirements, length of study for each program, general education courses and requirements, and rules and policies for transfer are included in the catalog. Modesto Junior College offers non-degree applicable courses primarily intended to assist students in basic skills development, and some of these offerings are available as Credit/Noncredit. [pgs. 102-118; [6](#)]

## 8. Educational Programs

All educational programs, the required and elective courses that support them, and required and suggested curricular sequencing are found in the college catalog. Successful completers are awarded associate of arts and associate of science degrees, certificates of achievement in career and technical fields, and locally approved 17 or fewer units skill recognition certificates in vocational areas. All such programs are based on recognized postsecondary education fields of study, of sufficient content and length, and conducted at levels of quality and rigor appropriate to the degree or certificate offered. Modesto Junior College's Curriculum Committee, part of the participatory governance structure, approves courses and programs by its codified processes which adhere to California Education Code and appear on the Curriculum Committee webpage. [[20](#)] Modesto Junior College has developed and approved course learning outcomes (CLOs) and program learning outcomes (PLOs) for all degrees and certificates and college wide general education learning outcomes (GELOs). [[21](#)]

## 9. Academic Credit

Modesto Junior College awards college credit based on the Carnegie Standard as defined in Title V of the California Education Code. One unit of academic credit is earned based on one hour of lecture/discussion per week or a minimum of three hours of laboratory per week per

term. Typically, 17.5 hours of lecture or 52.5 hours of laboratory produce one unit of credit. This is generally accepted practice in degree-granting institutions of higher education and follows the CCCCO requirement of rewarding academic credit. The college catalog contains policies on awarding and transfer of credit, and this is available both in hard copy and online. [pgs. 60 and 91-101; [6](#)]

## 10. Student Learning and Achievement

The Outcomes Assessment Workgroup (OAW) at Modesto Junior College has led a transformation of the institution with regard to outcomes assessment and student learning. The OAW site transparently conveys data regarding CLOs, and it also offers conclusions drawn from the data. The OAW is comprised of representatives from all academic departments and divisions, student support areas, and administration.

GELOs have been crafted and approved through the participatory governance process, and they appear in the college catalog, [pg. 113; [6](#)] The Cycle of Assessment is listed on the OAW webpage. [[22](#)]

The Academic Senate recommends a general policy that all regularly offered courses have their respective CLOs assessed twice in a four-year period, followed by program review and curriculum updating.

During the first two years of the cycle, CLOs for all courses in a department are assessed once.

After the first cycle of assessment, program, general education, and institutional learning outcomes (ILO) assessments are completed. The second cycle of CLO assessment for all courses in a department is initiated during the third year and completed at the end of the fourth year.

The second CLO assessment cycle is followed by a one-year (two-semester) period that includes a second round of PLO-GELO-ILO assessment, program review, and comprehensive curriculum review.

The five-year cycle proposed by the OAW now clearly dovetails with the curriculum review cycle, thus making processes at the institution more efficient. [[23](#)]

## 11. General Education

All degree programs at Modesto Junior College must have a substantial component of general education courses designed to ensure breadth of knowledge and promote intellectual inquiry. To date, 21 degrees offered by Modesto Junior College have already been through the ADT approval process; therefore, the general education and major portion of these degrees are widely accepted across the state. Students are required to complete courses in language and rationality, the natural sciences and mathematics, arts and humanities, the social sciences, and physical activities and health. Students must also complete a course in

cultural diversity and demonstrate proficiency in reading. All courses, as a result of the curriculum review process, are consistent with the levels of quality and rigor appropriate to institutions of higher education and are consistently reviewed by the Academic Senate's Curriculum Committee. Detailed information about general education requirements can be found in the Modesto Junior College catalog. [pgs. 113-118; [6](#)]

## 12. Academic Freedom

YCCD Board Policy 4030 addresses academic freedom and ensures faculty members are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. [\[24\]](#) Board Policy 5-8081 ensures that students are free to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Intellectual freedom and independence are core values of the institution. [\[25\]](#)

## 13. Faculty

All of the faculty of Modesto Junior College meet or exceed state-mandated minimum qualifications. The document "Minimum Qualifications for Faculty and Administrators in California Community Colleges" is used to make these determinations, and it is supplied by the California Community College Chancellor's Office. [\[26\]](#) The Modesto Junior College Faculty Handbook is available online and it delineates the roles and responsibilities of faculty, and the Yosemite Faculty Association (YFA)/YCCD Contract complements and completes that handbook. [\[27, 28\]](#) The Modesto Junior College catalog lists faculty degrees and dates of appointment while Central Services' Human Resources Office has personnel files for all faculty members containing supporting documentation that verifies the meeting of minimum qualifications. [pgs. 355-365; [6](#)]

## 14. Student Services

Modesto Junior College provides appropriate student services for all of its students regardless of their learning modality. These services support student learning and development within the context of a California community college, the mission of the college, and the nature of the student population. Student services include the following areas: Career and Transfer Center, International Student Services, Student Development and Campus Life, Testing and Assessment, Evaluation Services, Matriculation Services, TRiO, Supplemental Instruction, Book Loan Program, CalWORKS, Admission and Records, Counseling, Disabled Students Programs and Services, Extended Opportunity Programs and Services, Financial Aid, Student Health Center, Student Success Center, Tutoring Services, and Veteran Services. Services are listed in the Modesto Junior College catalog, the online schedule of classes, and the college website. [\[29\]](#)

## 15. Admissions

Consistent with its own mission, the mission of the California Community Colleges, and Title V of the California Education Code, Modesto Junior College maintains an open

admissions policy. Admission policies are published in the college catalog and on the college website. [pg. 10; [6](#)]

## 16. Information and Learning Resources

MJC provides information and learning resources that support its mission, instructional programs, and students. This is the primary repository of books, periodicals, media, eBooks, and electronic databases and provides research help, tutoring, and supplemental instruction. The college maintains two libraries, one on each campus. The Library and Learning Center website provides students, staff, and faculty with 24/7 access to resources supporting academic and personal research needs, and research librarians are available to assist students through a variety of methods (e.g. in person, text, chat, phone, email and Twitter). Users can access the online catalog (WorldCat) to search the MJC library's collection as well as other libraries from which they can obtain materials via interlibrary loan. [\[30\]](#) Students can access librarian created research guides that provide research assistance, subject guides, and useful resources in both text and video format. They also have access to NoodleTools, an online research tool for note-taking, outlining, citation, document archiving, annotation, and collaborative research and writing. [\[31\]](#)

## 17. Financial Resources

Modesto Junior College and Yosemite Community College District have sufficient financial resources to cover the costs associated with the licensing and continual maintenance of the Respiratory Care Baccalaureate Degree Program. Modesto Junior College assures that financial resources are sufficient to support its instructional programs and services through the integrated planning process in place at the institution. The college's Resource Allocation Council is charged with allocating resources to the Respiratory Care Baccalaureate Degree Program through the budget development process and strategic planning. [\[32\]](#)

## 18. Financial Accountability

An independent audit firm performs annual audits to ensure YCCD's compliance with all regulations of the California Community College Chancellor's Office (CCCCO) and the United States Department of Education. The Board of Trustees reviews each audit report, and the district responds to any exceptions or findings. The district's budget reports are generated annually and reviewed by both the YCCD Board of Trustees and the college. [\[33, 34, 35\]](#)

## 19. Institutional Planning and Evaluation

Modesto Junior College's participatory governance document, "Engaging All Voices," delineates responsibilities and rights with regard to how institutional planning and evaluation take place. [pg. 8; [36](#)]

The Resource Allocation Council serves as the primary strategic planning and budget committee for the college. The 2008-13 Modesto Junior College Strategic Plan sets forth the strategic goals and objectives for the college in fulfilling the mission. The college has

implemented a program review for the following units: instructional, student services and administrative. To develop an evidence-based Student Equity Plan for Modesto Junior College, institutional data was identified and assessed by the college research analyst, deans, faculty, Academic Senate leadership, college administrators, and the Student Success and Equity Committee (SSEC). The California Community College Chancellor’s Student Equity Plan, which emphasizes access, success, and equity has informed and shaped this plan. [37]

## 20. Public Information

All annual publications by the college are reviewed for accuracy and currency. The Modesto Junior College Catalog encapsulates all key policies, descriptions, and information to promote student access and success. The Modesto Junior College catalog is available in hard copy throughout the college and community as well as online. [6] Modesto Junior College uses both online resources and social media to inform the community, including the Modesto Junior College website, Facebook and Twitter sites. Modesto Junior College also staffs a marketing and public relations officer position. This individual is a key liaison between the college and external stakeholders.

Respiratory Care Baccalaureate Degree Program information and frequently asked questions are available on the Modesto Junior College homepage website. Inquiries are monitored by an administrative support staff within the division and program information is updated as it becomes available. [38]

## 21. Relations with the Accrediting Commission

YCCD Board Policy 2430 specifically charges the chancellor with the responsibility to “[E]nsure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely fashion.” [15] A general statement of accreditation for Modesto Junior College is in the college catalog and information about institutional/regional accreditation, both recent and current, is found on the college’s webpage. All documents submitted by Modesto Junior College to the commission are available in the Modesto Junior College library, the Office of Instruction, and online. Specialized program accreditations are also listed in the Modesto Junior College catalog under applicable program headings. Modesto Junior College employs a Vice President of Instruction, Brenda Thames, who accepts the responsibility as its Accreditation Liaison Officer and is in full compliance with the Commission’s requests, directives, decisions and policies. All disclosures by the college are complete, accurate, and honest. [39]

### **Accreditation Standards and Commission Policies Related to Student Learning Programs, Services, and Resource**

Modesto Junior College meets all accreditation standards of the Accrediting Commission for Community and Junior College (ACCJC). Modesto Junior College is fully accredited by ACCJC. [11] No accreditation standards are negatively impacted by the proposed baccalaureate degree.

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

This proposal is evidence of Modesto Junior College's commitment to its institutional mission. The college mission, quoted on p. 9 of this report, was approved by the Board of Trustees on September 11, 2013. The mission is published in the catalog and can be found on the college website. This mission is appropriate for an institution of higher learning as described in California Educational Code and consistent with the college statement and the YCCD District mission statement. The mission statement is reviewed annually by the various participatory governance councils and was a topic of the Spring Assessment Retreats in 2009 and 2010. As a result of the deliberations from the retreats and other college dialogue, the mission statement was amended and accepted by the Board in 2013. [12]

Modesto Junior College provides well-defined and accurate information to current and prospective students, personnel, the community, and all individuals and organizations related to its mission. Information about the baccalaureate degree program will be disseminated through regular and established means, including the college catalog, website, and handbooks. The Respiratory Care Club participates in community outreach and program awareness.

## **Standard II: Student Learning Programs and Services**

Modesto Junior College offers high-quality instructional programs, student services, and library and learning resource services. The college provides a strong learning environment that facilitates the achievement of our student learning outcomes (SLOs), enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility. Courses in the Respiratory Care Baccalaureate Degree Program will be held to the same review and SLOs assessment processes as other courses and undergo the same curriculum approval process. Academic rigor in baccalaureate degree courses will be held to the appropriate level of rigor.

### *Instructional Programs*

Modesto Junior College utilizes face-to-face, online, hybrid, and web-enhanced delivery methods of instruction to meet the CLOs as approved by departments and the curriculum committee. The variety of delivery modalities enables students to complete their educational goals, whether it is for preparation for transfer to university, degree attainment, job retraining, or personal enrichment.

Traditional face-to-face classes start as early as 6:30 a.m. and end as late as 11:00 p.m. on weekdays to accommodate the scheduling challenges students face. Many students at Modesto Junior College work in addition to attending classes, and early morning, evening, or weekend classes are vital for the success of those students.

The college's mission states, "We provide a dynamic, innovative educational environment for the ever-changing populations and workforce needs of our regional community." Instructional scheduling and best practices support this portion of the mission and allows the college to serve the population of students entering the baccalaureate degree program.

Modesto Junior College is actively building comprehensive curriculum for the baccalaureate degree that is informed by community input, faculty expertise, and data analysis. The program has gathered data for developing curriculum and SLOs through surveys and advisory meetings. The baccalaureate program is aligned to meet both ACCJC and CoARC accreditation standards. Learning outcomes established and listed at the course, program, and institutional level will be clearly aligned with each other and the college's mission, vision, and values.

As mentioned earlier, Modesto Junior College has developed learning outcomes at all levels, and they are publicly accessible on the OAW website. Additionally, CLOs are included on every course syllabi and distributed to students in this manner whether in a face-to-face learning environment or online. PLOs and GELOs are available in the 2015-2016 catalog. [pgs. 113 & 149-235; 6] As referenced earlier, the five-year assessment cycle dovetails with the curriculum review and program review cycles. [22, 23]

The reports generated as a result of the Program Review process—including the assessment of CLOs are essential elements in decision making with regard to the allocation of resources for the improvement of instructional programs and student and administrative services. [40] The Program Review process is designed to ensure that decisions for allocation are driven by the analysis of programmatic strengths and weaknesses in addressing student learning. Progress toward achieving the goals identified in the Strategic Plan and the assessment of CLOs are addressed in each unit's program review in standardized data elements to facilitate the indication of trends over time.

Modesto Junior College continues to meet the instructional programs component of this standard, ensuring that all instructional programs address and promote the mission, vision, and integrity of the institution; design, implement, and measure the effectiveness of SLOs on an ongoing basis; and meet the varied educational needs of our diverse student population. The institution assures the quality and improvement of instructional courses and programs across all modalities of delivery, conducts ongoing assessment, and ensures the centrality of faculty leadership in establishing and maintaining quality programs and instruction. Modesto Junior College faculty welcome the opportunity to add their expertise in the development of upper division courses as current processes have set the stage for forward thinking with the development of the program.

### *Student Support Services*

The Mission Statement of Modesto Junior College reflects a commitment to “transforming lives through programs and services”, providing “a dynamic, innovative educational environment”, and facilitating “lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens.” In support of this commitment, the college offers an array of student support services and programs, both face-to-face and online that identify and address the needs of students. [29] The college's student support services and programs are systematically evaluated using service area outcomes and SLOs, as well as faculty, staff and student input via campus-wide surveys. Each program is also evaluated using the appropriate

measures based on respective governing regulations, as some fall under state and/or federal legislative management laws.

In addition to the existing student support services and programs, new and/or expanded student support programs and services will be developed to support the baccalaureate program. The college will provide the necessary outreach, matriculation, and support services necessary for students to be successful in the program including dedicated counseling, financial aid and learning resources.

### *Library and Learning Support Services*

Modesto Junior College provides excellent access to the Library and Learning Center and other learning support services. The library web page is designed to support both campus and remote access to information resources. Students have access at all times to the following: subscription databases; the online catalog of the library's print, electronic, and audio-visual collections; and the learning tools on the Library and Learning Center website, including LibGuides (extensive research guides) covering a variety of subjects and video tutorials. To access the databases from off-campus, students, staff, and faculty log in with their college ID number and date of birth. All resources on the library's web site, including databases, are accessible from all on-campus computers without need for remote authentication.

Reference assistance by Modesto Junior College librarians is available in person, by phone, via text, twitter, and chat when the Library and Learning Center is open. Weekend and West campus hours are posted on the Library and Learning Center webpage. The library provides email reference service anytime.

The Library and Learning Center maintains Disabled Student Program and Services (DSPS) computer workstations on both campuses. The specialized software and adaptive equipment provide students with learning differences, physical disabilities, and vision impairments the means to successfully use the library. These workstations provide students an alternative place to study besides the DSPS lab.

Knowledgeable instructional support assistants staff the learning labs and assist students with operating Modesto Junior College equipment and computer software applications. Students who prefer to use their own computers to access the library's electronic resources can do so by connecting to the secure wifi connection offered on both campuses. [30]

## **Standard III: Resources**

### *Human Resources*

Modesto Junior College uses the same hiring and evaluation standards and processes for all faculty. All faculty must meet the minimum qualifications in their respective disciplines. [26]

The Yosemite Community College District has developed and approved district policies and procedures to ensure that the district hires qualified staff and faculty, maintains a commitment to diversity in recruiting and hiring, and adheres to continued professional evaluation processes while creating access to professional development. [41]

The district's Human Resources Office, Modesto Junior College's administration, the Academic Senate, California School Employees Association (CSEA) and the Yosemite Faculty Association (YFA) work through participatory governance to enable coordination of policies, such as adherence to the district's Equal Employment Opportunity (EEO) plan; compliance with federal, state, and local laws; access to a wide variety of professional development workshops and seminars; open discussion and dialogue on issues of civility and ethics; and a commitment to confidentiality throughout these processes. When there are openings, the YCCD Human Resources Office coordinates with Modesto Junior College in recruitment and hiring. To streamline district processes and to provide potential applicants with an efficient and user-friendly application process, the district uses an on-line application submittal and tracking system from PeopleAdmin. [42] All position announcements clearly identify minimum qualifications, education, and experience requirements. Applications that fail to meet the minimum qualifications or equivalency are removed from consideration. Input from the screening committee chosen for each position helps identify preferred qualifications, characteristics, job duties and responsibilities for inclusion in the position announcement. Furthermore, the vice chancellor of human resources and the EEO officer will work with the screening committee's chair to resolve any questions if a position's desirable qualifications are deemed questionable.

Finally, the YCCD ensures that faculty are meaningfully involved in the hiring process for new faculty. The Human Resources Office works with the college's Academic Senate to ensure that all candidates for faculty positions meet minimum qualifications or show equivalency. The Modesto Junior College Academic Senate coordinates with human resources staff in approving faculty membership on screening committees. The membership of faculty screening committees is outlined in the currently approved contract faculty hiring procedures. [pg. 20; 28]

### *Physical and Technology Resources*

Modesto Junior College has acquired the equipment and resources necessary to support the Respiratory Care Baccalaureate Degree Program. Modesto Junior College's allied health building, Glacier Hall, offers up-to-date classroom and laboratory environments. The building has a new experiential learning environment and teaching facility focused on health care programs. There is an extensive array of facilities and instructional technology readily available. The Human Patient Simulation Laboratory (HPSL) is one of the finest, state of the art patient care simulation labs in the state. This center allows students to learn important skills through the use of simulation mannequins and then review their own efforts via an advanced audio visual system. The HPSL is based on the design of a hospital intensive care unit (ICU). Wireless mannequins simulate real patients at various ages. This allows the student to gain detailed virtual experience prior to walking into an actual hospital room.

The Allied Health and Family and Consumer Sciences Division has a dedicated computer lab which will be instrumental for use by the students in the Respiratory Care Baccalaureate Degree Program. The lecture halls and labs have improved technology resources which provide enhanced audio, video and distance learning options. The lecture halls are equipped with advanced audio visual systems enabling students in the back rows to be able to view the teachers' demonstrations up close with the use of cameras and large viewing screens.

Technology support is available for faculty and students from knowledgeable instructional support assistants.

### *Financial Resources*

Modesto Junior College and Yosemite Community College District have sufficient financial resources to support its student learning programs and services and to improve institutional effectiveness. Through sound fiscal management and strong leadership, the college has maximized resources and continues to demonstrate a reasonable expectation of both short-term and long-term solvency and stability.

Financial planning at the college is conducted through an integrated, well-documented, and participatory process that involves all constituencies and is grounded in Modesto Junior College’s mission and vision. The college Resource Allocation Council is charged with allocating resources to the Respiratory Care Baccalaureate Degree Program through the budget development process and strategic planning. [40]

## **Standard IV: Leadership and Governance**

### *Decision-Making Roles and Processes*

As mentioned earlier, the participatory governance document entitled, “Engaging All Voices”, clearly outlines the responsibilities of the various governing councils, and the document includes definition of membership on the councils, the councils’ missions and charges, and direction for how to successfully participate on a college wide council. In addition, it clarifies where administration must rely primarily on faculty in some areas and must come to mutual agreements in other areas per Title 5. The document itself has been accepted by all participatory governance bodies and approved by administration and the board of trustees. [36]

This Substantive Change Proposal was developed using the shared governance structure, processes, and procedures of the college. [32]

### *Board and Administrative Organization*

The appropriate Modesto Junior College administrators and the YCCD Board of Trustees in accordance with district administrative procedures will review any proposed policy and procedure for Modesto Junior College Respiratory Care Baccalaureate Degree Program for approval. The district maintains and regularly updates a district policy and procedures manual which is posted on the district website. All policies that go to the Board for adoption or revision are first vetted through a review process. The process consists of a policy and procedures committee which is represented by all constituency groups, including Modesto Junior College and Columbia College’s Academic Senates, Yosemite Faculty Association, CSEA, a Modesto Junior College administrator, Columbia College administrator, students and chancellor’s office staff. [43]

## **C. A description of the planning process which led to the request for the change**

### **The change's relationship to the institution's planning, evaluation, and stated mission**

When SB 850 (Block) was announced, Modesto Junior College applied to become one of the 15 colleges included in the baccalaureate pilot program. A committee was formed that included the College President, Jill Stearns; the Dean of Allied Health and Family and Consumer Sciences, Patrick Bettencourt; Center of Excellence Director, Michelle Marquez; the Respiratory Care Program Director, Bonnie Hunt; and the program's interim Director of Clinical Education, John Basile. The application for the program was completed and was reviewed, approved and signed by the Academic Senate President, the College President, the Chief Business Officer, the Chief Instructional Officer, the Chief Student Services Officer, and the Yosemite Community College District Chancellor. [44]

This program is seen as supporting the College's Mission, Strategic Directions, and College Goals 2015/16, to:

#### Goal 1.2:

Increase and sustain delivery of courses, programs, degrees, certificates and services in support of the comprehensive community college mission by scheduling courses and provide services in modalities and day/time sequences that accommodate student needs including:

- Transfer curriculum, programs and services preparing students for transfer to colleges and universities
- Career technical education in support of community workforce development
- Basic skills curriculum preparing students for college success
- Lifelong learning opportunities to meet the needs of a diverse community

The Respiratory Care Baccalaureate Degree Program supports the goal, and is aligned with the mission of Modesto Junior College as described in Section A. [45]

### **The assessment of needs and resources to take place**

An implementation taskforce has been developed and is comprised of representatives from every major area within the college potentially impacted by the program. Each member of the implementation taskforce is charged with convening their operational areas to discuss what processes will be required to support the program, and then to identify the resources needed to implement those processes. Additional resources that may be required in student support services, instruction, library and learning support will be discussed and evaluated. One-time startup costs and ongoing costs will be identified and addressed. [46]

### **The anticipated effect of the proposed change on the institution**

The development of the Modesto Junior College Respiratory Care Baccalaureate Degree Program is expected to have a positive and long-lasting effect. The program will require the

creation of new student support service processes for students from the application all the way through commencement. Dedicated orientation, counseling, financial aid, tutoring, and articulation agreements will be in place for the program. Modesto Junior College will be offering general education and respiratory care upper-division courses.

### **A clear statement of the intended benefits that will result from the change**

There is an increasing demand for more highly educated practitioners in the field of respiratory care and currently a scarcity of institutions that offer the baccalaureate degree exists in the western region. The labor market demand coupled with expected earnings for successful program graduates make this a desirable program which will promote economic development in the local community. Additionally, offering the associate degree and a Baccalaureate Degree at Modesto Junior College will benefit students by facilitating the progression of their education. [7, 8, 9]

### **A description of the preparation and planning process for the change, i.e., when did the change go into effect**

On September 28, 2014, California Governor Jerry Brown signed SB 850 (Block) authorizing the Board of Governors of California's Community Colleges (BOG), in consultation with representative of the California State University (CSU) and University of California (UC), to establish a statewide baccalaureate degree pilot program at no more than 15 California Community Colleges. [1] The Board of Governors was charged to develop a process for selection of the pilot programs. Modesto Junior College submitted an application for the Respiratory Care Baccalaureate Degree Program on December 19, 2014 and was announced as one of the 15 successful applicants on January 21, 2015. The Board of Governors (BOG) of the California Community College (CCC) system formally approved the pilot programs on March 17, 2015. Modesto Junior College will be offering a baccalaureate program in respiratory care beginning the spring semester of 2017 [4].

### **D. Evidence that the institution has analyzed, has the capacity, and has provided for adequate human, administrative, financial, and physical resources and processes necessary to initiate, maintain, and monitor the baccalaureate program and to assure that the activities undertaken are accomplished with acceptable quality**

#### **Adequate and accessible student support services: enumerate services as detailed as possible; provide non-password required electronic links where available**

Modesto Junior College has several student support services that will be offered to support the baccalaureate program. Many of these services are similar or identical to services offered to students pursuing an associate's degree at Modesto Junior College.

#### *Testing*

Assessment testing is one of many measures used by college personnel to help students' select appropriate courses. Testing may also be used to satisfy certain course prerequisites.

Assessment testing is free; however, other testing services offered by the Testing Center do require a fee. Students admitted into the Respiratory Care Baccalaureate Degree Program are expected to meet, through established admission criteria, the CSU basic competency requirements in English and mathematical computation (Title V, Section 40402.1).

The testing office also collaborates with the Disability Resource Center to provide accommodations for students that have a verified need. Students with disabilities can arrange reasonable accommodations if the request is made at least 10 days prior to the service. [47]

### *Orientation*

Orientations to the Respiratory Care Baccalaureate Degree Program will be provided for the students. The focus of the orientation is to provide both an orientation to the college and the program. The orientation provides opportunity for the students to interact and meet one another as a cohort, as well as the counselor, faculty, and support staff who work directly with the students. The orientation covers:

- An orientation to the college
  - a) Registration procedures
  - b) Student services (counseling, career, disability resources, and learning support resources)
- A description of the cohort model and how students work together to support one another through the two-year program
- Course and graduation requirements (major, upper division general education, and general graduation requirements);
- Orientation to course modules and academic planning
- Dates, deadlines, financial aid, counseling appointments, and expectations

Additional requirements will be reviewed by a counselor during one-on-one counseling appointments. Orientation information is available in the Modesto Junior College Catalog and online. [pg. 226; 6, 48]

### *Counseling*

The mission of the Counseling Center is to provide transfer and non-transfer students with timely and useful support services and quality information that will assist them in realizing their educational, career, and personal goals. Counselors are available via group advising, individual appointments, online, and on a walk-in basis.

Counselors and dedicated respiratory care faculty advisors will be assigned to students enrolled in the Respiratory Care Baccalaureate Degree Program. These counselors will work with the students by reviewing program graduation requirements and the results of the degree audit report. Students entering the program with course deficiencies will be advised on appropriate steps to meeting those deficiencies. Students enter the program as a cohort, thus semester-by-semester course work is pre-established. As such, counselors work with students to develop individual education plans that incorporate these courses and any other courses the student needs to meet program graduate requirements. [49]

### *Follow-Up Services*

The college has the Early Alert system in place which will be available for Respiratory Care Baccalaureate Degree students. Early Alert is a software solution that allows faculty to send communications to specific departments. Early Alert has options for the faculty to select indicating the concern such as absences, low test scores, etc. Faculty may use this product any time during a semester. When departments receive the e-mail alerts from this system, the staff calls the student and provides referrals to academic and/or support services. [pgs. 17 & 37-38; [6](#)]

### *Career Services*

The college provides services to assist all students with their career explorations and career development needs. These services include:

- career counseling
- career interest and skill assessments
- career development courses
- job postings for on-campus and off-campus employment
- résumé workshops
- postings for internships
- employment interview preparation and resources
- postings for volunteer work opportunities
- career fairs and other job search/career readiness events
- class presentations and class assignments

### *Financial Aid Services*

The Student Financial Services Office is dedicated to assisting students through the financial aid process in the most effective and friendly manner possible. Student Financial Services strives to communicate with each student to respond to all financial aid requests. Students meet with financial aid staff to ensure compliance if over a certain unit level, monitor satisfactory academic progress for successful program completion, and verify the existence of each student's education plan. Financial aid services information is available online. [[50](#)]

### *Admissions and Records*

The admissions office has locations on both the East and West campus. The records office is located on the East campus. Services provided include processing educational records, such as transcripts and grade reports, enrollment verifications, name and address change, determining residency, processing transcript requests and graduation petitions. Students are able to apply to the college and register for their classes online on the Modesto Junior college website. All students are provided an e-mail account, allowing another method of communication between staff, faculty and students. [[51](#)]

### **Sufficient and qualified faculty and staff to effect and sustain the change**

The Respiratory Care Program is fully accredited by CoARC and has faculty that meet the accreditation requirement. [52] Respiratory care discipline instructional faculty assigned to this program include:

<b>Name</b>	<b>Status</b>	<b>Qualifications</b>
Bonnie J. Hunt	FT	AS Respiratory Care; MPA, RRT, EdD Educational Leadership, August, 2015
Janet Fantazia	FT	AS Respiratory Care, RRT, BSHS, MS Health Sciences Administration, August, 2015
Alan Roth	FT	BA, MS, MBA, RRT-NPS, RPFT, FAARC
John Basile	PT	AS Respiratory Care, RRT, BS Health Administration
Carla Espinoza	PT	AS Respiratory Care, RRT
Celia Crecy	PT	AS Respiratory Care, RRT, BS Health Administration
Jeanne Torres	PT	AS Respiratory Care, RRT

### **Professional development for faculty and staff to effect and sustain the change**

Support for professional development is available. Modesto Junior College funds professional development on campus and places great value in developing the skills and talents of its faculty and staff. The college administration believes well-prepared and well-equipped faculty are essential to student success. Special funding from the district and Career Technical Education will provide professional development support. The college and district are committed to providing resources that are identified to support the successful implementation of the pilot program.

### **Appropriate equipment and facilities, including adequate control over any off-campus site**

In 2011, Modesto Junior College opened a new building, Glacier Hall, which offers up-to-date classroom and laboratory environments. The new building is a new experiential learning environment and teaching facility focused on health care programs. Modesto Junior College's Allied Health and Family and Consumer Sciences Division has an extensive array of facilities and instructional technology readily available. The Human Patient Simulation Laboratory (HPSL) is one of the finest, state of the art patient care simulation labs in the state. This center allows students to learn important skills through the use of simulation mannequins; and then review their own efforts via an advanced audio visual system. The HPSL center is based on the design of a hospital intensive care unit (ICU).

The Allied Health and Family and Consumer Sciences dedicated computer lab is another resource which will be instrumental for use by the students in the proposed baccalaureate program. The lecture halls and labs have improved technology resources which provide

enhanced audio, video and distance learning options. The lecture halls are equipped with advanced audio visual equipment.

### **Sustainable fiscal resources including the initial and long-term amount and sources of funding for the proposed change and analysis of fiscal impact on the institution's budget**

Modesto Junior College is committed to providing the funding and other resources to develop, implement, and deliver the baccalaureate degree program in respiratory care. An initial five-year budget has been created for this program and funds have been allocated for the 2015-16 academic year. The program budget includes program director reassigned time, full-time RCP faculty, faculty professional development, faculty and staff conference and travel, management/classified/technical support, instructional supplies, software licenses, accreditation application fees, annual accreditation fees, curriculum development, equipment costs, student advising, and outreach.

The additional costs for supplies, equipment, and software will be funded through the established processes for resource allocation as overseen by the college Resource Allocation Council.

### **Plan for monitoring achievement of the desired outcomes of the proposed change**

The Respiratory Care Baccalaureate Degree Program at Modesto Junior College will be included in the college's Program Review process in order to monitor the desired outcomes of the program.

### **Evaluation and assessment of student success, retention, and completion**

All programs at Modesto Junior College engage in the assessment of student learning, success, retention, and completion. Faculty review information related to student learning, success, achievement through a process tied to program goals desired SLOs.

In spring 2013, a new five-year assessment cycle was initiated, and adjustments were made to standardize quantitative CLO data in order to inform program, general education, and institutional learning outcomes. Spring 2013 marked the beginning of a five-year cycle of assessment, in which all CLOs, PLOs, GELOs, and ILOs are to be assessed twice. Every five years, programs engage in this comprehensive program review. [22] The Respiratory Care Baccalaureate Degree Program will also engage in this process.

## **E. Evidence that the institution has received all necessary internal and/or external approvals**

### **A clear statement of what faculty, administrative, governing board, or regulatory agency approvals are needed, and evidence that they have been obtained**

The California Community College Chancellor's Office (CCCCO) required that the application to participate in the baccalaureate degree pilot program be approved by the District Chancellor, College President, Vice Presidents, and the Academic Senate President.

The application included a signature page signed by these individuals. All approvals have been obtained. [44]

### **Legal requirements have been met**

The legal requirements to establish the Respiratory Care Baccalaureate Degree Program have been met. [4] These include:

- successful submission of the application to participate in the Baccalaureate Degree Pilot Program to the CCCC.
- approval of the application by the Board of Governors of the CCC System.
- submission to and approval of this Substantive Change Proposal by the ACCJC (pending)

### **Governing board action to approve the change and any budget detail supporting the change**

The YCCD Board of Trustees is poised and prepared to formally approve the development of the Baccalaureate Degree in Respiratory Care upon the recommendation of the college Curriculum Committee. The chancellor, acting on authority granted by the Board of Trustees, approved the application for the baccalaureate degree submitted to the CCCCCO. [44]

## **F. Evidence that each Eligibility Requirement and Accreditation Standards will still be fulfilled, specifically related to the change, and that all relevant Commission policies are addressed**

### **All requirements should be addressed, and requirements that are particularly impacted by the change should be addressed in detail**

Modesto Junior College continues to fulfill each of the twenty-one eligibility requirements for accreditation set forth by the Western Association of Schools and Colleges:

#### 1. Authority

Modesto Junior College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. All programs offered at Modesto Junior College are overseen by the ACCJC.

#### 2. Mission

Modesto Junior College's Mission, Vision and Values statements are aligned with the Educational Master Plan and are appropriate for a public California community college that clearly defines the college's primary purposes and describes the

institutional commitment to achieving student learning for both associate and baccalaureate degree programs. [5]

3. Governing Board

Modesto Junior College is one of two colleges that comprise the Yosemite Community College District. The colleges of the Yosemite Community College District are governed by a seven-member board of trustees elected to represent the wide geographical and culturally diverse area encompassed by the district. The term of office of each Trustee is four (4) years. [53, 54, 55]

4. Chief Executive Officer

The Board delegates to the chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The chancellor's duties are outlined under Board Policy 2430. The chancellor supervises, evaluates and delegates authority to the college presidents. The college presidents serve as the chief executive officer for their respective college. [15]

5. Administrative Capacity

Modesto Junior College is staffed by a sufficient number of administrators to provide the services necessary to support the college's mission and purposes. Administrators are selected competitively, and all possess the appropriate preparation and experience to fulfill their assigned roles. The dean of Allied Health and Family and Consumer Sciences will have operational oversight for all aspects of the new proposed bachelor of science in respiratory care.

6. Operational Status

The college is in full and continuous operation. Students are actively pursuing the degree programs offered by the institution. The new proposed Bachelor of Science in Respiratory Care program is a natural progression of the Associate of Science Degree in Respiratory Care.

7. Degrees

Modesto Junior College awards associate in arts or associate in science degrees upon completion of set programs of study. Certificates and awards in technical, applied, and business sciences are offered as well as certificates of achievement for the completion of specified programs.

Modesto Junior College has an associate of science degree in respiratory care that will compliment and provide opportunities for students to pursue their bachelor of science in respiratory care.

## 8. Educational Programs

Modesto Junior College offers 81 associate degrees, 51 certificates, and 18 skills recognition awards. All degrees, certificates, and awards are consistent with the college's mission. All programs are developed based on needs assessments and recommendations from discipline experts; input from industry advisory committees and transfer institutions are utilized in program development. Degree and certificate requirements are consistent with Title 5 in their extent, depth, rigor and intensity. Students completing degrees and certificates are required to demonstrate achievement of outcomes. The new proposed Respiratory Care Baccalaureate Degree Program will follow the same principles of relevance and rigor including both the general education and major preparation courses. In order to demonstrate the rigor and quality of the national standards, the program will meet the accreditation standards identified by the national organization, Commission on the Accreditation of Respiratory Care. Degrees, certificates, and skills recognition awards are listed in the college catalog on the web. [pgs. 102-118; [6](#)]

## 9. Academic Credit

Modesto Junior College awards academic credit using the Carnegie standard unit, in accordance with the California Community Colleges Chancellor's Office requirements under California Code of Regulations and Title 5. Sections of courses offered through distance education courses earn the same credits as other sections of the same courses.

## 10. Student Learning and Assessment

Each course and program offered at Modesto Junior College has defined and measurable SLOs. These SLOs are assessed by a variety of methods. Coordinated by department and discipline faculty, every course across all modes of delivery or locations, follows the course outline of record and the defined SLOs. The college has also defined SLOs for general education and for the institution. [[21](#)]

## 11. General Education

The baccalaureate degree program offered by Modesto Junior College will require a general education component. The general education courses that will be part of the Respiratory Care Baccalaureate Degree Program will be consistent with the Commission on the Accreditation of Respiratory Care (CoARC) guidelines. These courses will provide students with the rigor of upper-division general education standards provided by CoARC. Upon completion of the respiratory care baccalaureate degree, students will be able to demonstrate competence in writing and computational skills and apply acquired knowledge in areas such as health care, organizational communication, cultural competence, ethics, and research. Detailed information on General Education requirements will be developed and subsequently published in the Modesto Junior College Catalog.

12. Academic Freedom

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:

- A. to examine unpopular or controversial ideas to achieve course learning objectives, in discussion with students, and in academic research or publication.
- B. to recommend the selection of instructional materials.
- C. 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. [24]

13. Faculty

Modesto Junior College has a core of well-qualified and experienced full-time faculty to support the College's educational programs including the new respiratory care baccalaureate degree program. The faculty union contract specifies clearly the responsibilities of a faculty member. Both the contract and the evaluation procedures describe the faculty's responsibilities for program and curriculum development as well as for assessment of student learning. [28]

14. Student Services

Modesto Junior College provides a wide range of student services to meet the needs of all of its students. The services are consistent with the size of the institution, the characteristics of the student population, and the mission of the institution. Student services are organized to best support as well as encourage learning and development. Point of service data are a part of the program review process where service areas are routinely assessed. Students enrolled in the new proposed respiratory care baccalaureate degree program will have access to the appropriate student services to meet their needs toward program completion. [29]

15. Admissions

Modesto Junior College has adopted and strictly follows admissions policies that are consistent with the community college mission and Title 5 requirements. The policies, printed in the catalog and class schedules, specify the qualifications necessary for admission to the institution. Admissions personnel are qualified for and understand their role relative to established policies. [51]

16. Information and Learning Resources

A wide range of information and learning resources are provided to support the College's mission and educational programs. Modesto Junior College strives to provide adequate access to the Library and Learning Center and other learning support services. The MJC Library and Learning Center web page is designed to support both on-campus and remote access to information resources. Students have access at all times to the following: subscription databases; the online catalog of the library's print, electronic, and audio-visual collections; and the learning tools on the LLC web site, including LibGuides (extensive research guides) covering a variety of subjects and video tutorials. [30]

17. Financial Resources

The college has sufficient financial resources to support student learning programs and services and to improve institutional effectiveness. Planning takes place at both the college and the district levels and is evaluated and modified as changes require. Financial resources support the mission and provide financial stability. The budget is set up for the respiratory care program that includes two degrees, the associate's and the bachelor's. Within the program budget both degrees will be supported. [32]

18. Financial Accountability

An independent audit firm performs annual audits to ensure YCCD's compliance with all regulations of the California Community College Chancellor's Office (CCCCO) and the United States Department of Education. The Board of Trustees reviews each audit report, and the district responds to any exceptions or findings. The district's budget reports are generated annually and reviewed by both the YCCD Board of Trustees and the college. [33, 34, 35]

19. Institutional Planning and Evaluation

"Engaging All Voices" provides the participatory governance flowchart that illustrates how institutional planning and valuation takes place at Modesto Junior College. The Resource Allocation Council serves as the budget committee for the college. The 2008-13 Modesto Junior College Strategic Plan document sets forth the strategic goals and objectives for the college in fulfilling the mission. The college has implemented a program review for units: instructional, student services and administrative. The respiratory care program review will ensure that resource allocation requests meet the needs of students, work toward the college's strategic goals, and are supported by evidence gathered by authentic assessments. [36]

## 20. Public Information

All annual publications by the college are reviewed for accuracy and currency. The Modesto Junior College catalog encapsulates all key policies, descriptions, and information to promote student access and success. [6] The Modesto Junior College catalog is available in hard copy throughout the college and community as well as online. Modesto Junior College uses both online resources and social media to inform the community: Modesto Junior College website, Facebook and Twitter sites to name a few. Modesto Junior College also staffs a marketing and public relations officer position. This individual is a key liaison between the college and its external stakeholders. [56] A website has been made available that provides answers to frequently asked questions (FAQs) and allows interested parties to submit contact information. [38]

## 21. Relations with the Accrediting Commission

The YCCD Board of Trustees provides assurance that Modesto Junior College complies with all of the requirements, standards, and policies of the Accrediting Commission for Community and Junior Colleges (ACCJC)/ Western Association of Schools and Colleges (WASC); describes itself in the same manner to all of its accrediting agencies; communicates changes, if any, in its status; and discloses information required by the Commission. [39]

### **G. Evidence that each Accreditation Standard will still be fulfilled, specifically related to the change and all relevant Commission policies are addressed**

#### **Accreditation Standards and Commission Policies Related to Student Learning Programs, Services, and Resources**

Modesto Junior College meets all accreditation standards of the Accrediting Commission for Community and Junior College (ACCJC). Modesto Junior College is fully accredited by ACCJC. Modesto Junior College had a comprehensive visit in 2005 which resulted in the reaffirmation of accreditation with a midterm report due in 2007. Following the midterm report, the college was placed on probationary status in January 2008 with special reports due in October 2008. The special and midterm reports were accepted by the commission in January 2009 with full accreditation reaffirmed. The college prepared a self-study report and submitted it in October 2011, with the action letter stating “Probation is being imposed at this time for deficiencies addressed by College Recommendations 1, 3, 4, 5, and 8.” After follow-up reports with visits in 2012 and 2013, sanctions were removed. Modesto Junior College will continue to fulfill all of the accreditation standards with the addition of the baccalaureate degree program.

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

Modesto Junior College demonstrates a strong commitment to a mission, vision, and values that emphasize student learning and student achievement. Using quantitative and qualitative information, the college evaluates and improves its programs and services. The baccalaureate program supports the college's mission, vision, and values, and will be evaluated to ensure its effectiveness in promoting student learning, success, and achievement.

### *Mission*

Modesto Junior College is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative educational environment for the ever-changing populations and workforce needs of our regional community. We facilitate lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens.

The addition of a baccalaureate degree in respiratory care supports the college mission, vision, and values. College goals aligned with the mission, vision, and values identify a central role in the preparation of the region's workforce and expand networks and partnerships with businesses, the community, and non-profit organizations. Industry has identified a need for baccalaureate degree prepared graduates and the program address the gap in providing this educational opportunity to students in California. [8, 9]

### *Assuring Academic Quality and Institutional Effectiveness*

Modesto Junior College assures academic quality and institutional effectiveness through an integrated process of planning and resource allocation. The college demonstrates a commitment to ongoing dialogue about student success in all its forms, including SLOs, and student achievement, with specific attention given to student equity. The baccalaureate degree program will be regularly reviewed, through the established program review process at Modesto College, for promoting student learning, success, and achievement, and meeting institution-set standards [21, 40].

### *Institutional Integrity*

Modesto Junior College provides clear and accurate information to current and prospective students, personnel, the community, and all persons and organizations related to its mission. Information on the baccalaureate degree program will be disseminated through regular and established means, including the college catalog, website, and handbooks.

## **Standard II: Student Learning Programs and Services**

Modesto Junior College offers high-quality instructional programs, student services, and library and learning support services. The college provides a strong learning environment that facilitates the achievement of our SLOs, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility. Courses in the

respiratory care baccalaureate degree are held to greater academic rigor, review, and SLOs assessment as other courses, and undergo the same approval process.

Program review was fully integrated for the entire campus to include the divisions of Instruction, Student Services and Administrative Services. The integration of these programs and service areas into one review process has greatly enhanced the overall effectiveness of the delivery of courses and programs leading to student success.

### *Instructional Programs*

Modesto Junior College is actively building a comprehensive curriculum for the baccalaureate degree that is supported by faculty expertise and data analysis and will be informed by the Respiratory Care Advisory Committee and students. The program is gathering data for developing curriculum and SLOs through external scans, current and former student surveys and advisory meetings. The baccalaureate program is aligned to meet both ACJCC and CoARC accreditation standards. SLOs will be established and listed at the course, program, and institutional level. They will clearly be in alignment with each other and the college's mission and vision.

Modesto Junior College uses a participatory governance model to support campus-wide dialogue that informs strategic planning and the addition of this program. Members of all campus constituency groups participate in this process through their representation on constituency-specific governance groups. [36]

Modesto Junior College continues to meet the instructional programs component of this standard, ensuring that all instructional programs address and promote the mission-vision-values and the integrity of the institution; design, implement, and measure the effectiveness of SLOs on an ongoing basis; and meet the varied educational needs of our diverse students. The institution assures the quality and improvement of instructional courses and programs across all modalities of delivery, conducts ongoing assessment, and ensures the centrality of faculty leadership in establishing and maintaining quality programs and instruction. [21]

### *Library and Learning Support Services*

Modesto Junior College supports student learning, success, and achievement by providing library and learning support services that support its educational programs. The college regularly evaluates its library and learning support services to assure their effectiveness in meeting student needs. Additional resources needed to support the respiratory care baccalaureate degree program will include the addition of dedicated subscriptions and library resources, tutoring and learning support services. [30]

Located within the Glacier Hall is the student computer lab, which has 29 of the computers, one scanner, and a full print station. Laboratory assistants are on duty in the lab any time the Allied Health Computer Lab is open. The assistants are trained in the use of all software that is loaded on these computers. Students have access to the web and library resources.

### *Student Support Services*

Modesto Junior College is proactive in ensuring that all areas within Student Support Services provide continued, high quality, and comparable support to all students regardless of their educational goals. The institution admits diverse students who are able to benefit from its programs, consistent with its mission, vision, and values. Student support services address the identified needs of students and enhance a supportive learning environment characterized by promotion of student access, progress, learning, and success while ensuring accountability, affordability, and transparency.

Modesto Junior College provides an environment that encourages personal and civic responsibility, as well as intellectual, and personal development for all of its students. In addition to established student support services that assist all students at Modesto Junior College, services and staff will be provided to support the baccalaureate program, including counseling, financial aid, and learning resources. [29]

### **Standard III: Resources**

#### *Human Resources*

The Yosemite Community College District and Modesto Junior College are committed to developing a diverse workforce that mirrors the demographics of the Central Valley. At the college level, the formal faculty hiring priorities are created and approved each year. In addition, the priorities emphasize candidates focused on creating student-centered instructional practices, which support success for all students.

Modesto Junior College has a strong participatory governance structure with an active academic senate, classified staff advisory council and student government. These bodies give voice to all constituent groups on campus. In addition, practices and policies are in place district-wide to ensure that personnel are treated equitably. [36]

#### *Physical Resources*

Modesto Junior College opened a new Allied Health building in 2011, Glacier Hall, which offers up-to-date classroom and laboratory environments. The new building is an experiential learning environment and teaching facility focused on health care programs. Modesto Junior College's Allied Health and Family and Consumer Sciences Division has an extensive array of facilities and instructional technology readily available. The Human Patient Simulation Laboratory (HPSL) is one of the finest, state of the art patient care simulation labs in the state. This center allows students to learn important skills through the use of simulation mannequins; and then review their own efforts via an advanced audio visual system. The HPSL is based on the design of a hospital intensive care unit. Wireless mannequins simulate real patients at various ages. This allows the student to gain detailed emulated experience prior to their actual clinical experience.

The Allied Health dedicated computer lab is another resource which will be instrumental for use by the students in the program. The lecture halls and labs have improved technology resources which provide enhanced audio, video and distance learning options. The lecture

halls are equipped with advanced audio visual systems enabling students in the back rows to be able to view the teachers' demonstrations up close with the use of cameras and LCD screens. Further, the cameras are visible at the satellite programs on other college sites.

### *Technology Resources*

Modesto Junior College utilizes appropriate technology resources to improve institutional effectiveness and to support student learning programs and services. Technology planning is integrated with institutional planning, and is designed to meet the needs of learning, teaching, college wide communications, research, and operational systems. In collaboration with the district, the college provides a robust technology infrastructure and technology resources that include smart classrooms, wireless Internet access, program specific instructional computer labs, and a comprehensive set of both administrative software services and student enabling software services that support all learners.

### *Financial Resources*

Modesto Junior College and Yosemite Community College District have sufficient financial resources to cover the costs associated with the Respiratory Care Baccalaureate Degree Program. Modesto Junior College assures that financial resources are sufficient to support its instructional programs and services through the integrated planning process in place at the institution. The college Resource Allocation Council is charged with allocating resources to the Respiratory Care Baccalaureate Degree Program through the budget development process and strategic planning.

## **Standard IV: Leadership and Governance**

### *Decision Making Process*

Modesto Junior College is fundamentally committed to education as an ideal, and to the empowerment and fulfillment of all learners. The Respiratory Care Baccalaureate Degree Program will be fully integrated into the strategic planning processes at the college and has been fully affirmed by the participatory governance bodies on the campus. The Respiratory Care Baccalaureate Degree Program courses as well as student services will be planned, implemented and assessed with the full participation and support of Modesto Junior College's participatory governance and leadership bodies as deemed appropriate by their roles and responsibilities.

As mentioned earlier, the decision making document, "Engaging All Voices," clearly outlines the responsibilities of the various governing councils, and the document includes definition of membership on the councils, the councils' missions and charges, and direction for how to successfully participate on a college-wide council. This Substantive Change Proposal was developed using the shared governance structure, processes and procedures of the college.

## *Board and Administrative Organization*

The appropriate Modesto Junior College administrators and the YCCD Board of Trustees in accordance with district administrative procedures will receive the proposed courses to be implemented into the Modesto Junior College's Respiratory Care Baccalaureate Degree Program for approval. The district maintains and regularly updates a district policy and procedures manual which is posted on the district website. All policies that go to the Board for adoption or revision are first vetted through a review process. The process consists of a policy and procedures committee which is represented by all constituency groups, including Modesto Junior College and Columbia College's Academic Senates, Yosemite Faculty Association, CSEA, a Modesto Junior College administrator, a Columbia College administrator, students, and chancellor's office staff. [43]

### **H. Evidence that the baccalaureate program meets the minimum requirements for the degree (120 semester units or equivalent)**

The bachelor of science degree in respiratory care will include the following requirements:

- Completion of 120 semester units.
- Completion of lower division course work for a Commission on Accreditation of Respiratory Care (CoARC) accredited Respiratory Care Associate Degree.
- Completion of a minimum of 48 upper division semester units in Respiratory Care:

#### **Upper-division General Education Courses:**

- Sociology: Diversity/Cultural Awareness/Generational Nuances
- Philosophy: Ethical Challenges in Healthcare/Professional Responsibility
- Communication Studies: Organizational Behavior and Communications

#### **Respiratory Care Major Courses:**

- Pharmacology
- Critical Review of Healthcare Research
- Independent Study
- Cardiopulmonary Diagnostics and Rehabilitation
- Patient Healthcare Education in Alternate Care Sites & Venues
- Healthcare Operations Management
- Healthcare Leadership
- Cardiopulmonary/Discharge/Disease Management
- Advanced Neonatal and Pediatric Critical Care
- Healthcare Disparities
- Advanced Adult Critical Care
- Capstone Research Project

Curriculum for the upper division Respiratory Care and general education courses will be submitted in fall 2015 to the Modesto Junior College Curriculum Committee and the

Yosemite Community College District Board of Trustees for approval for submission to the California Community Colleges Chancellor's Office for approval. These courses will be developed by faculty who meet qualifications in their respective disciplines. The outcome of the baccalaureate degree program is to prepare students beyond direct patient care to practice in research, management, and clinical and outpatient education.

## **I. Evidence that the baccalaureate program meets the minimum baccalaureate level General Education requirements**

### **Thirty six (36) semester units or equivalent**

Both associate and baccalaureate degree programs offered by Modesto Junior College require general education components. General education requirements are defined by Yosemite Community College District Policy 4025 and are consistent with Title 5 general education policy for California community colleges and is consistent with State and district requirements regarding levels of quality and rigor appropriate to higher education.

The baccalaureate degree program includes 27 lower division semester units and 9 upper division semester units for a total of 36 general education units.

### **Distributed across the major areas for General Education (arts/humanities, natural science, mathematics, social science, and oral written communication)**

Students receiving a bachelor of science degree in respiratory care shall complete with a grade point average of 2.0 (a "C" average) or better a minimum of 36 semester general education requirements. The college's lower-division and upper-division general education curriculum incorporates overarching principles consistent with general education and requires students take courses in the major areas of knowledge including writing and computation, communication and analytical thinking, natural sciences, humanities, and social and behavioral sciences.

General education courses are designed to ensure breadth of knowledge and promote intellectual inquiry. They introduce students to content and methodology, as well as historical and aesthetic contexts and implications. General education courses also develop a life-long learning capability and the skills such as oral and written communication, scientific and quantitative analysis, critical and logical thinking, information competency, computer literacy, interpersonal abilities, and creative approaches to problem solving. [\[57\]](#)

### **Integrated throughout the curriculum (distributed to both lower and upper-division courses)**

The general education courses are integrated throughout the curriculum and distributed to both lower and upper division courses.

## **J. Evidence that library and learning resources are sufficient in quality, currency, variety, quantity, and depth to support the baccalaureate program**

Modesto Junior College will provide adequate access to the Library and Learning Center and other learning support services to support the Respiratory Care Baccalaureate Degree Program. The Modesto Junior College Library and Learning Center web page is designed to support both on-campus and remote access to information resources. Students have access at all times to the following: subscription databases; the online catalog of the library's print, electronic, and audio-visual collections; and the learning tools on the Library and Learning Center Web page, including LibGuides (extensive research guides) covering a variety of subjects and video tutorials. Access to the library databases are available off-campus to the students, staff, and faculty with a log in using their college ID number and date of birth. All resources on the library's web site, including databases, are accessible from all on-campus computers without need for remote authentication.

Reference assistance by Modesto Junior College librarians is available in person, by phone, via text, twitter, and chat when the Library and Learning Center is open. Weekend and West campus hours are posted on the Library and Learning Center webpage. The library provides email reference service anytime. [30]

## **K. Evidence that faculty qualifications are rigorous and appropriate in regard to:**

### **Discipline Expertise**

The staffing for the Respiratory Care Baccalaureate Degree Program is largely regulated by the Commission on Accreditation of Respiratory Care (CoARC). The program requires a qualified Program Director to manage the curriculum and program operations. Modesto Junior College currently has a qualified Program Director managing the Associate Degree program. The current Respiratory Care Program Director will serve as the Program Director for the baccalaureate program. CoARC also requires the program to have a qualified full-time faculty member on staff to teach the curriculum. Information regarding staffing requirements can be found on the CoARC website. [58]

### **Level of assignment (at least one degree level above the baccalaureate degree for faculty assigned to baccalaureate degree courses or equivalent)**

Minimum qualifications for faculty teaching in the Modesto Junior College Respiratory Care Baccalaureate Degree Program are a master's degree, a Registered Respiratory Therapist credential (RRT), an unencumbered California Respiratory Care licensure, according to CoARC and Respiratory Care Board standards. These requirements will be aligned with the pending approval by the State Academic Senate.

## Links to Evidence

1. [Senate Bill 850 \(Block\)](#)
2. [Academic Senate Meeting Minutes, October 30, 2014](#)
3. [College Council Minutes, October 27, November 10, November 24](#) BA was discussed.
4. [CCCCO Press Release: Twelve California Community Colleges receive final approval from Board of Governors to offer bachelor's degrees](#)
5. [Modesto Junior College Mission](#)
6. [Modesto Junior College Catalog 2015-2016](#)
7. [San Joaquin Valley Air Pollution Daily Air Quality Forecast](#)
8. [Bureau of Labor Statistics Occupational Outlook Handbook for Respiratory Therapists](#)
9. [American Association of Respiratory Care Degree Advancement Programs in Respiratory Care](#)
10. [Respiratory Therapists – Central Valley Region](#)
11. [Letter of reaffirmation of accreditation dated February 7, 2014](#)
12. [YCCD Board of Trustees Agenda and Minutes September 11, 2013, pgs. 13-14](#)
13. [YCCD Board of Trustees Website](#)
14. [YCCD Policy No. 4020: Program and Curriculum Development](#)
15. [YCCD Policy No. 2430: Delegation of Authority to the Chancellor](#)
16. [YCCD Policy No. 2430.1: Delegation of Authority to the Presidents](#)
17. [Data Mart Headcount Report 2013-2014](#)
18. [2015 Student Success Scorecard](#)
19. [Data Mart Award Summary 2013-2014](#)
20. [Modesto Junior College Curriculum Committee](#)
21. [Modesto Junior College Outcomes Assessment](#)
22. [Modesto Junior College Outcomes Assessment Cycle](#)
23. [Curriculum Cycle of Review](#)
24. [YCCD Policy No. 4030: Academic Freedom – Faculty](#)
25. [YCCD Policy No. 5-8081: Academic Freedom - Students](#)
26. [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#)

27. Modesto Junior College Faculty Handbook
28. YCCD/YFA Contract, July 1, 2012 – June 30, 2014
29. Services for Students
30. Modesto Junior College Library Services
31. NoodleTools
32. Modesto Junior College Resource Allocation Council
33. YCCD Audit Reports
34. YCCD Board Policy No. 6400: Audits
35. YCCD Board Policy No. 6300: Fiscal Management
36. Engaging All Voices: MJC Participatory Governance Handbook
37. Student Equity Plan
38. Respiratory Care FAQ
39. Modesto Junior College Accreditation Website
40. MJC Budget Development and Resource Allocation Process
41. YCCD Board Policy Nos. 7100 – 7-8058: Human Resources
42. PeopleAdmin
43. YCCD Policy and Procedures Review - 2015
44. Respiratory Care Application Signature Page
45. Modesto Junior College: College Mission, Draft Strategic Directions and Draft College Goals
46. Implementation Task Force Roster 1  
Implementation Task Force Roster 2
47. Modesto Junior College Testing Center
48. Modesto Junior College Orientation
49. Modesto Junior College Counseling
50. Modesto Junior College Student Financial Services
51. Modesto Junior College Enrollment Services
52. Respiratory Care Program Accreditation Status
53. YCCD Board of Trustees
54. YCCD Board Policy No. 2010: Board Membership
55. YCCD Board Policy No. 2100: Board Elections

56. Modesto Junior College Public Information Office
57. YCCD Board Policy No. 4025: Philosophy and Criteria for Associate Degree and General Education
58. Commission on Accreditation for Respiratory Care: Accreditation Standards for Degree Advancement Programs in Respiratory Care - 2014 CoARC Report on Accreditation