

**Modesto Junior College
Accreditation Council Minutes
January 12, 2017**

Members	Representing	Present	Absent
Brenda Thames, Chair	Administration		√
Curtis Martin, Co-Chair	Academic Senate President	√	
Ellen Dambrosio, Librarian	Academic Senate		√
Theresa Stovall, Professor - English	Academic Senate	√	
Nancy Sill, Professor - Business	Accreditation Faculty Co-Chair	√	
Kevin Alavezos, Professor – Office Administration	Academic Senate	√	
Daisy Robles, Student	ASMJC	√	
Daniel Cornejo, Student	ASMJC	√	
Tommy Ledesma, Student	ASMJC	√	
Tanya Smith, Program Specialist	CSAC	√	
Julie Trejo, Financial Aid Technician	CSEA		√
Kristina Godinez, Accounting Analyst	CSEA		√
Amanda Cannon, Accreditation/Assessment	Recorder (Non-Voting Member)	√	

I. Call to Order

The meeting was called to order at 2:00 p.m.

II. Approval of Agenda & Minutes

Action Item:

Nancy Sill moved to approve minutes.
Seconded by Tommy Ledesma
Result: Unanimous approval

Action Item:

Adjustment made to agenda adding QFE and Frequency of Meeting to Discussion Items

Result: Unanimous approval of amended agenda

V. INFORMATION & DISCUSSION ITEMS

a. Standard Narratives

Self-Evaluation narratives have been posted on the MJC Accreditation 2017 website. When the narrative changes, the documents on the website will be updated with a new version and date indicated on the bottom of each page. Discussion ensued regarding the frequency which updates will be posted. Writing team will meet and discuss the options. It was suggested updating documents

once per week. President Stearns will be sending an institution wide email with the links to the Accreditation 2017 website along with background of the process and requests for feedback. ASMJC President will forward her email to all students.

We are requesting that narrative suggestions and comments should be submitted to Accreditation Specialist on a word document with changes tracked for ease of use. Directions are provided on the Accreditation 2017 web page. These suggestions will be discussed at the weekly Writers Meeting and will help to inform narrative updates. The document as a whole can be overwhelming so it was suggested that faculty begin looking at Standard II to ensure the integrity of the narrative and data.

b. Evidence Gathering Process

Nancy Sill discussed the evidence gathering process. She is creating a list of sub committees that worked to gather evidence on their standards. Programs and services making improvements based on evaluation of outcomes assessment still requires evidence collection. Learning outcome assessment can be found in different areas including student success. Dr. Sill is reaching out to different departments as well as individual faculty for evidence collection.

How will we communicate our progress with the institution? Suggestions included coffee hours or brown bag lunch to invite faculty to get together and discuss the Standards, invitations to read aloud pieces of the document, request accreditation updates to be standing items on College Council, Academic Senate, Instruction Council, Student Services Council, Resource Allocation Council, and Facilities Council.

How do you see the role of Accreditation Council? Engaging all Voices tasks Accreditation Council with the Institutional Self-Evaluation Report (ISER). Awareness of progress and development are key. How will the format look like? One suggestion was using the 95th anniversary year as a theme. The ISER would include student, faculty, and alumni profiles. ASMJC senators could provide student profiles and perspectives. Mr. Ledesma and Dr. Sill will develop a plan.

c. Updated Timeline

The EMP and Discontinuance Policy are needed to inform the ISER. Both are in process. Institution set standards (according to Standard II) should be a trigger for the discontinuance process. Council reviewed the IEPI Goals 2015-2016. Timeline will be continued on our next agenda.

d. QFE

Per Dr. Barbara Beno in November, improved student learning must be addressed in the QFE. This is a new requirement and necessitates that we identify an area for

improvement in our QFE. Curtis Martin suggested the EMP. Ms. Nita Gopal, as the faculty assessment coordinator, would be able to speak to the learning outcomes and improvement of processes. English 45 is a good example.

e. Meeting Frequency

It was suggested moving the frequency of the Council meetings from once a month to the second and fourth Thursday since the group plays a key role in supporting Dr. Sill. For the rest of the year we will include Tri-Chairs in our Accreditation Council meetings. It seems plausible to read or assign pieces of the standard for review at each meeting.

VI. OTHER

VII. ADJOURNMENT

Next meeting, January 26, 2017; MM Conference Rm A; 2:00-3:00pm