



Substantive Change Proposal: New Degrees and Certificates

Modesto Junior College

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Modesto Junior College Substantive Change Proposal

A. Description of Change

This substantive change proposal is to request approval for Modesto Junior College (MJC) to offer four (4) new degrees and six (6) certificates.

Associate Degree in Arts

- Dance

Associate Degree in Science

- Irrigation Technology
- Logistics and Supply Chain Management
- Veterinary Technology

Certificates of Achievement

- Irrigation Construction and Installation
- Irrigation Design
- Irrigation Management
- Irrigation Technology
- Logistics and Supply Chain Management
- Manufacturing (Interdisciplinary) Technology

Evidence of a Clear Relationship to the Institutions Mission

MJC Mission:

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative, undergraduate, 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. ([Minutes - BOT 5/11/16](#))

Modesto Junior College provides dynamic, innovative undergraduate educational opportunities for our regional community. The Associate of Arts Degree in Dance represents one such opportunity. In alignment with the mission of the College the Associate of Arts Degree in Dance facilitates learning through the development of intellect and creativity and is informed by the latest scholarship in dance and choreography.

Associate in Arts Degree: Dance

The Associate Degree in Dance provides a practitioner focused educational and technical foundation for students pursuing a professional career in dance. The Dance degree program provides students with an array of technical and choreographical skills. Modesto Junior College dance students demonstrate these skills in a variety of forums which include educational collaborations with area high schools in conducting master classes, coordinating student choreography projects and assisting with the production of performances. In addition, students contribute to the vibrancy of our local communities by perform at regional performing arts venues

Rationale for Change

The Associate in Arts Degree in Dance is designed to prepare students to gain entry level employment within the public and private sectors. Modesto Junior College dance students demonstrate technical and choreography skills in working with the area high schools in conducting master classes, student choreography projects and performance. Students perform at regional performing arts venues. ([Appendix A](#))

Modesto Junior College maintains a commitment to workforce development in support of State and regional economic viability. In alignment with the mission of the College the Associate of Science Degree in Irrigation Technology; Associate of Science Degree in Logistics and Supply Chain Management; Associate of Science Degree in Veterinary Technology; and the Certificate of Achievement in Manufacturing (Interdisciplinary) Technology provide career technical educational opportunities that are informed by the latest scholarship in these industries and meet the ever-changing workforce needs of the region served by the college.

Associate in Science Degree: Irrigation Technology

The water sector provides economic vitality to the Central Valley and is a critical component of public health and overall daily life. The severity of the California drought combined with the agriculture-based economy in the Central Valley led faculty and regional irrigation experts to design a state-of-the-art irrigation technology program. Precision irrigation strategies will be developed and taught to meet new water regulations established in the state. The Irrigation Technology degree program will increase the number of irrigation technicians and designers who are prepared to improve agriculture water management, increase irrigation delivery system efficiency, and enhance on-farm water conservation. The program will provide students with the cutting-edge technical skills required in the irrigation industry. Training and skill development include; the study of plant-soil-water relationships, water management and application, system design, evaluation and installation, pumping systems, and drainage. After successful completion of the program, graduates will be able to enter the workforce as irrigation managers, pump testers and repair technicians, system designers, system installers, ditch tenders and other utility personal. ([Appendix B](#))

Certificates of Achievement: Irrigation Technology, Irrigation Management, Irrigation Design, and Irrigation Construction and Installation

Within the framework of the Irrigation Technology A.S. Degree, the proposed Irrigation Technology Certificates will. Training and skill development include the study of plant-soil-water relationships; water management and applications; system design; evaluation and installation; pumping systems; and drainage. After successful completion of the program graduates will be able to enter the workforce as irrigation managers, pump testers, repair technicians, system designers, system installers, ditch tenders and other utility personal. This certificate complements the existing portfolio of several interwoven, short, stackable certificate options available to students through the in the Irrigation Technology Program. ([Appendix B](#))

Rationale for Change

The Irrigation Technology program is designed to increase the number, preparation, and technical expertise of irrigation technicians and designers in the region. The program prepares students to improve agriculture water management, increase irrigation delivery system efficiency and enhance on-farm water conversation. In a region that comprises over 26,000 square miles of some of the richest agricultural soil in the world the water sector is heavily reliant on technology to increase efficiency and effectiveness. To address the education and skill needs of the industry the program develops and delivers standardized curriculum that advances the efficient design and use of irrigations systems. The Irrigation Technology program creates a pipeline of skilled, certified technicians that meet current conversation, efficiency and water management regulations. ([Appendix B](#))

Associate in Science Degree: Logistics and Supply Chain Management

Logistics and Supply Chain Management is a growing employment sector in the Central Valley. The Logistics and Supply Chain Management degree program is designed to prepare students for entry level jobs in warehouse operations, inventory control, distribution center operations, transportation operations, production operations, procurement, import/export, or customer service. The program will provide a new career pathway for students transitioning from high school into a career-focused training program at MJC. ([Appendix C](#))

Certificate of Achievement: Logistics and Supply Chain Management

Within the framework of the Logistics and Supply Chain Management A.S. Degree, the Logistics and Supply Chain Management Certificate of Achievement program offers students a comprehensive general logistics and supply chain foundation for entry level professional jobs in warehouse operations, distribution center operations, inventory control, transportation operations, purchasing, customer service or import/export operations. Students will have the option to earn an Associate degree or a certificate of achievement. ([Appendix C](#))

Rationale for Change

The Logistics and Supply Chain Management program was initiated as part of the California Career Pathways trust (CCPT) grant to address the need for qualified Logistics workforce in the Central Valley. The Central Valley is home to an increasing number of distribution centers and plant warehouses operated by companies such as ConAgra, E & J Gallo Winery, Foster Farms, Frito-Lay, Save mart, Amazon, Costco, Grainger, VCS, Americold, G-3 Enterprises, Del Monte Foods Inc., and Sierra Pacific Warehouse. As one of the fastest growing occupational sectors in the region Logistics is expected to experience an estimated projected growth of 22% over the next ten years The Logistics and Supply Chain Management program is designed to increase the number, preparation, and technical expertise of individuals employed in a broad spectrum activities related to warehouse operations. The program provides students with the foundational education and skills necessary for jobs such as warehouse clerk, distribution clerk, inventory clerk, shipping clerk, receiving clerk, purchasing clerk, production scheduler or customer representative. ([Appendix C](#))

Associate in Science Degree: Veterinary Technology

The veterinary industry represents a critical component of the economy in the Central Valley. Meeting the healthcare needs of domestic and commercial animals is a necessity of daily life. With the number of pets in our country at an estimated 60-75 million and the average pet owner spending between \$100.00 \$300.00 dollars per year on each animal, the need for qualified veterinary technicians and health care providers is rising. ([Appendix D](#))

Rationale for Change

The Veterinary Technology program is designed to increase the number, preparation, and technical expertise of veterinary technicians and assistants who are prepared to improve veterinary patient management, clinical efficiency, and overall standards of care in the Veterinary industry. The Pet Industry is a 60 Billion dollar a year industry. The veterinary industry contributes 20 Billion dollars to the GDP each year. The program prepares students to utilize evolving technology in diagnostic and therapeutic tools required to deliver effective patient care. To address the education and skill needs of the industry the program develops and delivers standardized curriculum that advances the knowledge and skill level of veterinary technicians and assistants. The Veterinary Technology program creates a pipeline of skilled, certified technicians that meet current veterinary assistant requirements. Upon successful completion of the program, graduates will be able to enter the workforce as veterinary assistants, lab assistants, kennel assistants, diagnostic equipment assistants, office personal and Registered Veterinary Technician Exam applicants. ([Appendix D](#))

Certificate of Achievement: Manufacturing (Interdisciplinary) Technology

The Manufacturing Technology Certificate is designed to provide education and training in a variety of operator, maintenance, and repair technician skills for the food processing and manufacturing industries. Successful completion of the program could lead to entry level

employment as a Machine Operator, Line Operator, General Maintenance & Repair Technician, Machine Tender, and/or Maintenance Mechanic. ([Appendix E](#))

Rationale for Change

The Certificate of Achievement in Manufacturing (Interdisciplinary) Technology is designed to prepare students to gain entry level employment within the food processing and manufacturing industries. Certificate consists of courses identified from existing disciplines in agriculture mechanics, electronics, machining, and welding at MJC. These courses will form a new certificate program that will expose students to foundational theoretical principles utilized in the manufacturing industry as well as a common core of maintenance and operation trade skills required for entry level employment in the field.

B. Description of the Programs

The degree and certificate programs offered by Modesto Junior College are congruent with the mission of the College and are based on recognized higher education fields of study. The Curriculum Review Process at MJC ensures that programs are of appropriate content and length, and are conducted at levels of quality and rigor appropriate to degrees and certificates offered, regardless of course modality. The Curriculum Committee, a subcommittee the MJC Academic Senate oversees the Curriculum Review Process and ensures that degrees and certificates offered by the College meet California Code of Regulations, Title 5 curriculum requirements, and when combined with general education components, represents two years of full-time academic work.

Associate in Arts Degree: Dance

Catalog Description

Dance as an academic discipline focuses on dance as a performing art, as well as its social functions in other areas, including education, health, cultural studies, art, history, and the science of human movement. This degree provides an educational and practical foundation for students pursuing a professional career in dance, it is designed to create avenues toward further study in educational dance, intermediate to advanced technique, choreography, and dance performance. The Associate Degree in Dance will also prepare students to gain entry level employment with private dance studios, charter schools and recreational programs with a dance emphasis.

A degree in Dance and related fields provide multiple career opportunities in the public school system and private industry. Career opportunities exist in the highly competitive professional dance companies, amusement parks, commercial dance, and teaching. There are choreography opportunities with dance and theatre companies. Students should be aware that career opportunities in dance related fields are highly competitive. Many four-year colleges and universities offer programs with emphasis in dance performance, modern dance, ballet, choreography, musical theatre, commercial dance, dance education, dance therapy, somatics, dance ethnology, dance history, and criticism.

Program Learning Outcomes

Upon completion of the degree, students will be able to do the following:

1. Demonstrate and apply knowledge of the history of dance as it relates to western culture, including Ballet, Modern, Jazz, Musical Theatre and ethnic forms of dance.
2. Demonstrate technical ability to at least the intermediate level in Modern, Ballet, and Jazz dance forms.
3. Process a mastery of dance terminology as it relates to technical skill in Modern, Ballet and Jazz dance forms.
4. Create dance choreography using the principles of composition for in class demonstrations or live public performances.

Courses

Required Core (Complete 11 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
DANCE 102	Introduction to World Dance	3	C1	3A	Yr 1, Fall
DANCE 111	Modern Dance 1	1			Yr 1, Fall
DANCE 112	Modern Dance 2	1			Yr 1, Spring
DANCE 121	Ballet 1	1			Yr 1, Fall
DANCE 131	Jazz 1	1			Yr 1, Fall
DANCE 155	Fundamentals of Choreography	2			Yr 1 or Yr 2
DANCE 181	Dance Rehearsal and Performance 1	2			Yr 1 Spring

Elective Technique Courses (Complete 5 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
DANCE 113	Modern Dance 3	1			Yr 2, Fall
DANCE 114	Modern Dance 4	1			Yr 2, Spring
DANCE 122	Ballet 2	1			Yr 1, Spring
DANCE 123	Ballet 3	1			Yr 2, Fall
DANCE 124	Ballet 4	1			Yr 2, Spring
DANCE 132	Jazz 2	1			Yr 1, Spring
DANCE 133	Jazz 3	1			Yr 2, Fall
DANCE 141	Hip Hop	1			Yr 1 or Yr 2
DANCE 151	Movement for the Performing Artist	3			Yr 1 or Yr 2

Elective Production Courses (Complete 4 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
DANCE 182	Dance Rehearsal and Performance 2	2			Yr 2, Summer/Fall
DANCE 183	Dance Rehearsal and Performance 3	2			Yr 2, Fall/Spring
DANCE 184	Dance Rehearsal and Performance 4	2			Yr 2, Spring
DANCE 187	Contemporary Pop Dance Rehearsal and Performance	2			Yr 1 or Yr 2, Summer
DANCE 188	Dance Workshop Performance	2			Yr 2, Spring
DANCE 189	Dance Repertory Touring Competition	1			Yr 1 or 2 Spring
THETR 190	Theatre Production Workshop	1			Yr 2, Summer/Fall

Elective Production Courses (Complete 4 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
DANCE 182	Dance Rehearsal and Performance 2	2			Yr 2, Summer/Fall
DANCE 183	Dance Rehearsal and Performance 3	2			Yr 2, Fall/Spring
DANCE 184	Dance Rehearsal and Performance 4	2			Yr 2, Spring
DANCE 187	Contemporary Pop Dance Rehearsal and Performance	2			Yr 1 or Yr 2, Summer
DANCE 188	Dance Workshop Performance	2			Yr 2, Spring
DANCE 189	Dance Repertory Touring Competition	1			Yr 1 or 2 Spring
THETR 190	Theatre Production Workshop	1			Yr 2, Summer/Fall

Required Major Units Total:	20 units
Completion of MJC-GE pattern:	23 units
Elective s (as needed to reach 60 units):	17 units
Total Units:	60 units

Associate in Science Degree: Irrigation Technology & Certificates of Achievement: Irrigation Technology, Irrigation Management, Irrigation Design, and Irrigation Construction and Installation

Catalog Description

This program will provide students with the quickly evolving technical skills of the irrigation industry. Training and skill development include; the study of plant-soil-water relationships, water management and application, system design, evaluation and installation, pumping systems, and drainage. After successful completion of the program, graduates will be able to enter the workforce as irrigation managers, pump testers and repair technicians, system designers, system installers, ditch tenders and other utility personal. Contact the division office in the Agriculture Building for advising assistance.

Program Learning Outcomes

Upon completion of the degree, students will be able to do the following:

1. Analyze plant/soil/water relationships and determine irrigation requirements for optimum plant growth and crop yield.
2. Design and install an appropriate irrigation system that provides the crop water requirements in an efficient and cost effective manner.
3. Evaluate an existing irrigation system and make recommendations to improve distribution uniformity and efficiency.
4. Evaluate irrigation pump performance and make recommendations to improve overall pumping plant efficiency.

Courses

Associate of Science: Irrigation Technology

Agriculture Career Courses (Complete 5 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AG 115	Introduction to Agriculture Education and Careers	1			Yr 1 Fall
AG 249	Agriculture Internship	2			Anytime
AG 259	Agriculture Work Experience	1 to 4			Anytime

Agriculture Science Breath Courses (Complete 9 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AGEC 225	Agriculture Computer Applications	3			Yr 1 Fall
PLSC 200	Introduction to Plant Science	3			Yr 1 Spring
NR 200	Soil Science	3			Yr 2 Fall

Major Required Courses (Complete 15 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AGM 235	Irrigation and Drainage	3			Yr 1 Fall
AGM 236	Advanced Irrigation and Drainage	3			Yr 1 Spring
AGM 237	Irrigation Wells, Pumps and Drive Systems	3			Yr 2 Fall
AGM 238	Irrigation System Design	3			Yr 2 Fall
AGM 239	Irrigation System Installation and Maintenance	3			Yr 2 Spring

Required Major Units Total:	29 units
Completion of MJC's General Education Pattern for Associates Degree:	18 units
Completion of MJC's Guidance and Activity Requirement	3 units
Electives	10 units
Total Units:	60 units

Certification of Achievement: Irrigation Technology

Agriculture Career Courses (Complete 5 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AG 115	Introduction to Agriculture Education and Careers	1			Yr 1 Fall
AG 249	Agriculture Internship	2			Anytime
AG 259B	Agriculture Work Experience	2			Anytime

Agriculture Science Breath Courses (Complete 9 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AGEC 225	Agriculture Computer Applications	3			Yr 1 Fall
PLSC 200	Introduction to Plant Science	3			Yr 1 Spring
NR 200	Soil Science	3			Yr 2 Fall

Major Required Courses (Complete 15 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AGM 235	Irrigation and Drainage	3			Yr 1 Fall
AGM 236	Advanced Irrigation and Drainage	3			Yr 1 Spring
AGM 237	Irrigation Wells, Pumps and Drive Systems	3			Yr 2 Fall
AGM 238	Irrigation System Design	3			Yr 2 Fall
AGM 239	Irrigation System Installation and Maintenance	3			Yr 2 Spring

Required Major Units Total:

29 units

Total Units:

29 units

Certification of Achievement: Irrigation Management

Agriculture Science Breath Courses (Complete 9 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AGEC 225	Agriculture Computer Applications	3			Yr 1 Fall
PLSC 200	Introduction to Plant Science	3			Yr 1 Fall
NR 200	Soil Science	3			Yr 1 Spring

Major Required Courses (Complete 6 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AGM 235	Irrigation and Drainage	3			Yr 1 Fall
AGM 236	Advanced Irrigation and Drainage	3			Yr 1 Spring

Total Units:

15 units

Certification of Achievement: Irrigation Design

Required Courses (Complete 12 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AGEC 225	Irrigation and Drainage	3			
AGM 235	Irrigation and Drainage	3			
AGM 237	Irrigation Wells, Pumps and Drive Systems	3			
AGM 238	Irrigation System Design	3			

Total Units:

12 units

Certification of Achievement: Irrigation Construction and Installation

Required Courses (Complete 13 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AGM 210	Agricultural Welding	3			
AGM 214	Equipment Service and Safety	3			
AGM 235	Irrigation and Drainage	3			
AGM 237	Irrigation Wells, Pumps and Drive Systems	3			
AGM 239	Irrigation System Installation and Maintenance	3			

Total Units:

13 units

Associate in Science Degree: Logistics and Supply Chain Management & Certificate of Achievement: Logistics and Supply Chain Management

Catalog Description

The Logistics and Supply Chain Management A.S. Degree program offers students a comprehensive general logistics and supply chain foundation for entry level professional jobs in warehouse operations, distribution center operations, inventory control, transportation operations, purchasing, customer service or import/export operations. Students will have the option to earn an Associate degree or a Certificate of Achievement.

Program Learning Outcomes

Upon satisfactory completion of the program's required discipline courses, the student will be able to:

1. Describe key logistics and supply chain functions, processes and technologies.
2. Apply essential logistics and supply chain concepts.
3. Demonstrate knowledge and skills to work successfully in an entry level professional job in the logistics and supply chain industry.
4. Think critically across supply chain functional areas to solve operations problems.
5. Use key supply chain information systems and apply technology to analyze supply chain problems.
6. Apply effective team working skills.

Associate of Science: Logistics and Supply Chain Management

Courses

Required Courses (Complete 22 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
OFADM 256	Introduction to Word Processing	1			
OFADM 259	Introduction to Spreadsheet Software	1			
OFADM 261	Introduction to Databases	1			
OFADM 262	Introduction to Business Presentation Software	1			
LOGST 201	Operations Management and Lean Principles	3			
LOGST 202	Introduction to Supply Chain Management	3			
LOGST 203	Introduction to Transportation Management	3			
LOGST 205	Introduction to Warehouse Management	3			
LOGST 206	Introduction to Purchasing and Contracting	3			
LOGST 207	Introduction to Customer Service	3			

Elective Courses (Complete 3 courses)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
BUSAD 201	Financial Accounting	4			
BUSAD 202	Managerial Accounting	4			
BUSAD 208	Introduction to International Business	3			
BUSAD 209	Import/Export Fundamentals	3			
BUSAD 210	Business Communication	3			
BUSAD 218	Business Law	4			
BUSAD 248	Introduction to Business	3			

ECON 101	Principles of Macroeconomics	3			
ECON 102	Principles of Microeconomics	3			
LOGST 299D	Logistics Internship	4			
OFADM 313	Office Skills	3			
SUPR 351	Elements of Supervision	3			

Total Units:

60 units

Certificate of Achievement: Logistics and Supply Chain Management

Courses

Required Courses (Complete 22 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNIT S (CB06)	CSU- GE AREA	IGETC AREA	SEQUENCE
OFADM 256	Introduction to Word Processing	1			
OFADM 259	Introduction to Spreadsheet Software	1			
OFADM 261	Introduction to Databases	1			
OFADM 262	Introduction to Business Presentation Software	1			
LOGST 201	Operations Management and Lean Principles	3			
LOGST 202	Introduction to Supply Chain Management	3			
LOGST 203	Introduction to Transportation Management	3			
LOGST 205	Introduction to Warehouse Management	3			
LOGST 206	Introduction to Purchasing and Contracting	3			
LOGST 207	Introduction to Customer Service	3			

Elective Courses (Complete two courses)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNIT S (CB06)	CSU- GE AREA	IGETC AREA	SEQUENCE
BUSAD 201	Financial Accounting	4			
BUSAD 202	Managerial Accounting	4			
BUSAD 208	Introduction to International Business	3			
BUSAD 209	Import/Export Fundamentals	3			
BUSAD 218	Business Law	4			
BUSAD 248	Introduction to Business	3			
LOGST 299D	Logistics Internship	4			
OFADM 313	Office Skills	3			
SUPR 351	Elements of Supervision	3			

Total Units:

28-30 units

Associate in Science Degree: Veterinary Technology

Catalog Description

This program will provide students with the quickly evolving technical skills of the veterinary industry. Training and skill development include; the study of anatomy and physiology, disease management and prevention, client communication, animal restraint and behavior recognition, equipment maintenance, pharmaceutical calculations and emergency procedures in animal medicine. After successful completion of the program, graduates will be able to enter the workforce as veterinary assistants, lab assistants, kennel assistants, diagnostic equipment assistants, office personal and Registered Veterinary Technician Exam applicants. Contact the division office in the Agriculture Building for advising assistance.

Program Learning Outcomes

Upon satisfactory completion of this program, the student should be prepared to:

1. Analyze the relationship of anatomy and physiology as it relates to animal health and disease prevention.

2. Describe the importance of proper sanitation and zoonotic disease prevention in a veterinary practice.
3. Demonstrate common surgical, dental and restraint techniques in a veterinary practice.
4. Identify the role that a veterinary technician plays in the industry and how that role varies depending on the specialty of a practice.

Courses

Agriculture Career Courses (Complete 4 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNIT S (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
AG 115	Introduction to Agriculture Education and Careers	1			Yr 1 Fall
AG 249	Agriculture Internship	2			Anytime
AG 259A	Agriculture Work Experience	1			Anytime

Agriculture Science Breath Courses (Complete 9 units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNIT S (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
ANSC 200	Animal Science	3			Yr 1 Spring
PLSC 200	Introduction to Plant Science	3			Yr 1 Spring
NR 200	Soil Science	3			Yr 2 Fall
AGEC 210	Elements of Agriculture Economics	3			Yr 2 Spring
AGEC 225	Agriculture Computer Applications	3			Yr 1 Fall

Major Required Courses (Complete 8 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNIT S (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
ANSC 251	Veterinary Pharmacy Procedures	2			Yr 2 Fall
ANSC 252	Veterinary Equipment, Operation, Instrumentation & Safety	3			Yr 2 Spring
ANSC 253	Veterinary Laboratory Procedures	1			Yr 2 Fall
ANSC 254	Veterinary Office Procedures	2			Yr 1 Spring

In addition to the core courses, the student must take at least 9 units from the following courses:

Small Animal Science Option (Complete 9 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
ANSC 250	Veterinary Physiology, Anatomy & Terminology	3			Yr 1 Fall
ANSC 255	Veterinary Preparation for Surgical & Dental Assistance	3			Yr 2 Spring
ANSC 256	Veterinary Emergency Procedures	1			Yr 2 Fall
ANSC 257	Veterinary Animal Handling	2			Yr 2 Spring

Large Animal Science Option (Complete 9 Units)

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNITS (CB06)	CSU-GE AREA	IGETC AREA	SEQUENCE
ANSC 270	Large Animal Physiology, Anatomy & Terminology	3			Yr 1 Fall
ANSC 271	Large Animal Veterinary Surgical and Dental Assistance	3			Yr 2 Spring
ANSC 272	Large Animal Emergency Procedures	1			Yr 2 Fall
ANSC 273	Veterinary Large Animal Handling	2			Yr 2 Spring
Total Units for Major		30			
Completion of MJC-GE		23			
Electives		7			
Total Units for Degree		60			

Certificate of Achievement: Manufacturing (Interdisciplinary) Technology

Catalog Description

The Manufacturing Technology Certificate offers an interdisciplinary approach to meeting the training needs of the food processing and manufacturing industries. To accomplish this goal, selective courses in welding, electronic (and electricity), machine tool, hydraulic and pneumatic technologies make up the 25 unit training platform. The curriculum includes courses which prepare students to complete AWS D-1 certification and Manufacturing Skills Standards Certification (MSSC) assessment levels in safety and quality assurance. The interdisciplinary course approach enables a broad exposure of electrical, mechanical, welding,

machine shop, pneumatic and hydraulic concepts. Students who successfully complete this program will earn a state approved certificate of achievement.

Program Learning Outcomes

Upon satisfactory completion of this program, the student should be prepared to:

1. Perform the measuring and calculating of voltages, currents, and resistance in circuits and the wiring application of typical industrial equipment.
2. Perform typical machining, grinding, and threading operations within acceptable tolerances of general manufacturing procedures.
3. Demonstrate proper set-up of SMAW, GMAW, and GTAW equipment and perform typical welding procedures according to general manufacturing codes and standards

Courses

Required Courses

DEPT/NUMBER (CB01)	COURSE TITLE (CB02)	UNIT S (CB06)	CSU- GE AREA	IGETC AREA	SEQUENCE
AGM 262	Hydraulics/Pneumatics	3			2, 4
ELTEC 208	The World of Electricity and Electronics	3			1, 2
ELTEC 229	Commercial & Industrial Wiring	3			3, 4
ELTEC 265	Troubleshooting Techniques	1			2, 3
MACH 301	Machine Shop 1	3			1, 2
MACH 302	Machine Shop 2	3			2, 3, 4
WELD 200	ARC & Gas Welding	3			1, 2
WELD 204	Gas Metal ARC Welding (G.M.A.W) & Flux Core Arc Welding (F.C.A.W)	3			2, 3
WELD 206	Gas Tungsten ARC Welding (G.T.A.W)	3			3, 4

Total Units:

25 units

C. Description of the planning process which led to the request for the change

As a community college, MJC serves a very diverse student population. MJC has invested substantially in professional development and faculty support to ensure high quality education opportunities for students. The addition of the proposed programs at MJC will increase opportunity for students with little expected impact on the institution. It is anticipated that the new degrees and certificates will draw new students into the programs thereby enhancing sustainability.

The quality and appropriateness of new instructional programs at Modesto Junior College is maintained and exhibited through the program approval processes for new programs ([MJC Curriculum Manual](#)) The proposed new degrees and certificates were reviewed and approved through the curriculum development and approval process at the college which includes review and approval by the Yosemite Community College Board of Trustees, Regional Consortium and subsequently by the and the California Community College Chancellor's Office. These processes include the determination of the effective dates of the proposed programs to ensure that all requirements are fulfilled including catalog program information. The programs proposed in this substantive change process are planned to be in effect fall 2017. ([Appendix F](#), [Appendix G](#), [Appendix H](#), [Appendix I](#), [Appendix J](#))

Departmental programming planning is a key component of the curriculum development and review process. CTE programs are assessed and evaluated with the assistance of business and industry advisory committees. Departments are required to submit Program Reviews wherein any upcoming changes in curriculum and the resources needed to support those changes are identified and documented.

Associate in Arts Degree: Dance

The MJC dance program annually participates and competes with 4-year colleges and universities in the adjudication selection of choreography and performance through the American College Dance Association. Modesto Junior College dance has been one of the few community colleges ranked in the top 10% of competition since 2003. The current dance program has experienced steady enrollment growth and rise in FTES since a full time faculty member was hired in 1999. Currently there is not an AA Dance degree in Stanislaus County or within 35 miles of MJC with a focus on technique, choreography, and performance and an emphasis in the Fine & Performing Arts. Modesto Junior College Theatre and Dance faculty consulted with faculty at San Jose State University, Long Beach State University, and Sacramento State University on the design of a program that aligns with the lower division offerings at these institutions. Through the departmental planning and program review processes, it has been recommended that an AA-Dance degree be developed to guide students through a range and depth of course offerings to best prepare them for specific career goals in the industry. The curriculum for the AA – Dance degree has been developed and approved through the curriculum review and approval processes. ([Appendix F](#))

Associate in Science Degree: Irrigation Technology & Certificates of Achievement: Irrigation Technology, Irrigation Management, Irrigation Design, and Irrigation Construction and Installation

The Modesto Junior College Agriculture Department has received several grants to assist in the development of the Irrigation Technician program. State drought relief funding has been leveraged with a grant from the National Science Foundation to enable the College to begin development of lab facilities and equipment related to irrigation technology, management, design, construction and installation. In addition to laboratory facilities and equipment curriculum for the first irrigation course has been developed and approved through the departmental planning and curriculum review processes. The Irrigation Program is the only production agriculture degree program presently offered in California. Several community colleges in the state offer classes in irrigation technology (most with an emphasis in residential and urban water use), but none offer a series of courses that lead to an Associate's degree. Through the departmental planning and program review processes, it has been recommended that an AS –Irrigation Technology degree and certificate program be developed to prepare students for careers in irrigation technology and design. The curriculum for the AS – Irrigation Technology degree and certificate programs has been approved through the curriculum development and review processes.

Associate in Science Degree: Logistics and Supply Chain Management & Certificate of Achievement: Logistics and Supply Chain Management

The MJC Logistics and Supply Chain Management Program was initiated as part of the California Career Pathways Trust (CCPT) grant to address the need for qualified Logistics employees in the Central Valley workforce. Students enter the program to pursue various goals including skill enhancement, certificates and degrees. Logistics-Supply Chain faculty at the College have actively collaborated with advisory committees at the local, regional, state and national levels as well as with organizations such as MHI, MSSC and APIC. In addition, faculty have participated in a regional network consisting of community college, university, and high school educators along with local food manufacturing, distribution, and warehouse industry partners. The departmental planning and program review processes have resulted in a recommendation that AS –Logistics and Supply Chain Management degree and certificate programs be developed to prepare students for employment in warehouse operations, inventory control, distribution center operations, transportation operations, production operations, procurement, import/export, or customer service. The curriculum for the AS –Logistics and Supply Chain Management degree and certificate programs has been approved through the curriculum development and review processes.

Associate in Science Degree: Veterinary Technology

The Modesto Junior College Agriculture Department has maintained a long standing partnership with the Northern San Joaquin Veterinary Medical Association. The core focus of this collaborative effort is to secure a pipeline of certified veterinary technicians and assistants that have the knowledge and skills to deliver effective patient management, clinical efficiency and maintain the standards of care outlined by the veterinary industry. Faculty have worked

with veterinarians and the Association to develop a program that meets the technical and certification needs of the industry. The Agriculture Department has received several grants that have been braided to support the development and implementation of the Veterinary Technician program. These funds have been leveraged synergistically with Valley Sierra Pathways Partnership to equip and maintain instructional facilities, lab facilities and equipment to industry specifications and standards. In addition to the creation of the Veterinary Technology Program a Large Animal Science option has been developed within the existing Certificate Program. Those courses have been incorporated into the AS – Veterinary Technology degree.

Certificate of Achievement: Manufacturing (Interdisciplinary) Technology

The Skills Standards for Food Manufacturers has codified requisite competencies for food process and manufacturing into three tiers. Tier I represents the broadest level of competencies and is the set of employability (SCANS) skills, knowledge, abilities and personal qualities required of all workers to be successful in today’s workplace. Tier II represents technical skills, knowledge and abilities common to jobs within a cluster across all industries or industry sectors. Tier III represents industry-specific technical skills, knowledge, and abilities that are unique to individual jobs or clusters and are the most prone to rapid change. The certificate of Achievement in Manufacturing (Interdisciplinary) Technology captures the knowledge and skills sets most frequently required in the high demand entry level positions in the industry and offers an interdisciplinary approach to training pathways for students for careers in food processing and manufacturing. Previously, local manufactures and area employers would send their entry level employees to Modesto junior College to be enrolled in courses across several disciplines (agriculture mechanics, electronics, machining and welding) for this spectrum of training. This process resulted in the accumulation of courses and units for students without culminating in an award. This certificate provides a value added option for students as well as a more focused academic experience. This new certificate program provides students with a common, core curriculum in maintenance and operation trade theory and skills that have been identified by advisory committees and local industry partners as training needs in the food processing and manufacturing industries. This feedback and input from local employers validates the need for this multidisciplinary, cross-functional approach to skill develop that is evidences in this new certificate. The College has formed a new Manufacturing Industry Advisory Committee and has obtained regional support for this certificate. ([Appendix K](#))

D. Evidence that the institution has provided adequate resources and processes to initiate, maintain, and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality

Modesto Junior College has sufficient and qualified faculty, management and staff to support the proposed new degrees and certificates. All employees are hired and evaluated in accordance with the Yosemite Community College District policies and procedures, which comply with relevant local, state, and federal laws and regulations, as well as with the current collective bargaining agreement. The College provides professional development for faculty and staff to sustain, maintain, and innovate the curriculum, student support services, academic support services, and extra-curricular activities available to students. The College provides

training and resources to assist faculty in the design and development of pedagogy. Individualized and group training in the areas of instructional design, digital media and tools, and online pedagogy are also available to faculty.

The College assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method. Enrollment and student services are available on campus and accessible online.

The college has adequate space, storage, and instructional equipment to support the proposed new programs and certificates

Assessment of the proposed degrees and certificates will take place through established outcomes assessment and program review protocols and processes.

E. Evidence that the institution has received all necessary internal or external approvals

The college's Curriculum Committee, the YCCD Board of Trustees, and the CCCCCO approve all courses, degrees, and certificates of achievement offered by MJC. The YCCD Board of Trustee minutes approving the proposed degrees and certificates are also linked as evidence of receiving all necessary internal approvals. The CCCCCO inventory of programs is evidence of the state level approval of the proposed programs.

- Associate of Arts Degree: Dance

The dance program was approved by the college curriculum committee on October 15, 2015, by the YCCD Board of Trustees in November 2015, and by the state Chancellors Office in January 2016. ([Appendix F](#))

- Associate of Science Degree: Irrigation Technology
Certificates of Achievement: Irrigation Technology
Certificates of Achievement: Irrigation Management
Certificates of Achievement: Irrigation Design
Certificates of Achievement: Irrigation Construction and Installation

The irrigation technology programs were approved by the college curriculum committee on November 10, 2015, by the YCCD Board of Trustees in December 2015, and by the state Chancellor's Office in March 2016. ([Appendix G](#))

- Associate of Science Degree: Logistics and Supply Chain Management & Certificate of Achievement: Logistics and Supply Chain Management

The logistics program was approved by the college curriculum committee on November 24, 2015, by the YCCD Board of Trustees in January 2016, and by the state Chancellor's Office in May 2016. ([Appendix H](#))

- Associate of Science Degree: Veterinary Technology

The veterinary technology program was approved by the college curriculum committee on February 9, 2016, by the YCCD Board of Trustees in March 2016, and by the state Chancellor’s Office in May 2016. ([Appendix I](#))

- Certificate of Achievement: Manufacturing (Interdisciplinary) Technology

The manufacturing technology certificate was approved by the college curriculum committee on September 10, 2015, by the YCCD Board of Trustees. ([Appendix J](#))

F. Evidence that each Eligibility Requirement will still be fulfilled after the change

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

1. Authority

MJC 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 MJC from sanction. 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 MJC.

2. Operational Status

According to the 2015 Student Success Scorecard available through CCCCCO, MJC served 23,789 (unduplicated headcount) with the equivalent of 14,477.5 FTES. From spring 2010 to fall 2014, 6,176 degrees and 2,161 certificates were awarded.

3. Degrees

The degrees and certificates offered at MJC are listed and described in page 102 of the [MJC Catalog](#) (available in hard-copy and online). 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. MJC offers non-degree applicable courses primarily intended to assist students in basic skills development, and some of these offerings are available as Credit/Non-credit.

4. Chief Executive Officer

MJC 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 the president and how those responsibilities connect from the District level to the institutional level. The president of MJC, Dr. Jill Stearns, has served in this capacity since July 2012.

5. Financial Accountability

An independent audit firm performs annual audits to ensure YCCD's compliance with all regulations of the 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.

6. Mission

The college mission statement was revised and approved by the Board of Trustees on May 11, 2016. The statement can be found in the college catalog, on the college web page, and in the college's strategic plan (currently under revision). The mission states:

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative, undergraduate, educational environment for the ever-changing populations and workforce needs of our regional community. ([Minutes - BOT 5/11/16](#))

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

7. Governing Board

MJC is one of two institutions comprising 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 the district are carried out. The [YCCD Board of Trustees homepage](#) lists board membership and their constituent areas. Also available on this page are agendas and minutes of 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. 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 MJC are committed to

delivering high quality education.

8. Administrative Capacity

The administrative staff at MJC is adequate in number, experience, and qualification to provide appropriate supervision to the courses and programs offered. There is sufficient technology support at MJC available both online and face-to-face to facilitate these additional offerings, and when necessary, YCCD Information Technology managers also provide technical support. All support and instructional staff meet or exceed 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 office at YCCD.

9. 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 science degrees, certificates of achievement in career and technical fields, and locally approved 17 or fewer unit 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. MJC'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 web page](#). MJC has developed and approved course learning outcomes (CLOs) and program learning outcomes (PLOs) for all degrees and certificates, general education learning outcomes (GELOs), and institution learning outcomes (ILOs).

10. Academic Credit

MJC 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 CCCCCO requirement of rewarding academic credit. The college catalog contains policies on awarding and transfer of credit and is available both in hard copy and online.

11. Student Learning and Student Achievement

The [Outcomes Assessment Workgroup](#) (OAW) at MJC 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. The cycle of assessment is delineated on the

OAW website:

- 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, CLOs for all courses in a department are assessed once.
- After the first two years, program, general education, and institutional learning outcomes (PLO, GELO, and ILO) assessments are completed. The second rotation 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 is followed by a one year (two-semester) period that includes a second round of PLO-GELO-ILO assessment, program review, and comprehensive curriculum updating.

The 5-year cycle proposed by the OAW now cleanly dovetails with the curriculum review cycle, thus making processes at the institution more efficient.

12. General Education

All degree programs at MJC must have a substantial component of general education courses designed to ensure breadth of knowledge and promote intellectual inquiry. Many of our degrees have already been through the Associate Degree for Transfer (ADT) approval process; therefore, the general education and major portion of the degree 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 monitored by the Academic Senate's Curriculum Committee. These courses are identified and described in the MJC catalog. General education requirements for a number of degrees can be completed in a DE modality.

13. 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. [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.

14. Faculty

All of the faculty of MJC 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. The [MJC Faculty Handbook](#) is available online and it delineates the roles and responsibilities of faculty, and the [\(YFA\)/YCCD Contract](#) complements and completes that handbook (both links are available on the Faculty and Staff tab off of the MJC website). The YFA is the collective bargaining unit representing MJC faculty. MJC uses the same standards and processes for hiring and evaluation of all faculty regardless of delivery modality. While the right of assignment belongs to the deans, all faculty who wish to teach online must participate in the online training offered by the instructional design coordinator. The MJC 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. Students may also perform a faculty search on the MJC website and find information about faculty members, including office hours and contact information.

15. Student Support Services

MJC 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. It is important to note that MJC is designated a Hispanic Serving Institution, and demographic data offered in the [2015 Student Success Scorecard Profile](#) are proportional, evidencing a significant participation rate by Hispanic students. 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 MJC catalog, the online Schedule of Classes, and on the [college website](#). Information for online students is located on the website under the heading “[Online Services for Students](#).” Services available online include the following: Apply for Admissions Online; College Forms; Blackboard Log in; Helpdesk for Online Classes; Student Email Help; Online Advising/Counseling; Jobs for Students; PiratesNet; Online Classes; Register for Classes (Fall/Spring); Student Online Classes "Quick Guide"; Helpful Documentation; Online Learning Help; Computer Technical Requirements; Online Registration; Online Registration Guide; Student Email; Scholarships; MJC Student Handbook; and the on-line help desk. In addition, all faculty members are asked to reference these services in their syllabi and/or in class.

16. Admissions

Consistent with its own mission, the mission of the California Community Colleges, and Title V of the California Education Code, MJC maintains an open admissions policy. Admission policies are published in the college catalog, the online class schedule and on the college's website.

17. Information and Learning Support Services

MJC provides information and learning support services that support its mission, instructional programs, and students. The Library & Learning Center is the primary repository of books, periodicals, and electronic databases as well as tutoring and supplemental instruction. The college maintains two libraries, one on each campus. The library's website provides students, staff, and faculty with 24/7 access to support academic and personal research needs, and research librarians are available to assist students through a variety of methods (e.g. twitter, text, chat, phone, and email). Users can search the online catalog and the library's collection of books (both print and eBooks), videos, and periodicals. After authenticating via proxy server, students can search multiple periodical databases and utilize other services such as Noodletools to assist with research. Students can access library research guides that provide research assistance, subject guides, and useful resources in both text and video format compiled by MJC librarians.

18. Financial Resources

YCCD and MJC have a funding base that supports student learning, student services and efforts to improve institutional effectiveness, and the district and the college maintain financial stability. The Distance Education Plan offers policies for governance, budget and priorities ([MJC Distance Education Plan](#)). MJC has a separate budget established to cover staffing, equipment and software programs for DE. As the program grows, more fiscal resources will be allocated as needed through the college's program review and resource allocation model in accordance with the Distance Education Plan. MJC also receives financial support from the MJC Foundation and multi-year grants.

19. Institutional Planning and Evaluation

[The Engaging All Voices Document](#) contains the participatory governance flowchart that illustrates how institutional planning and evaluation takes place at MJC. The Resource Allocation Council serves as the primary strategic planning and budget committee for the college. The *MJC Strategic Plan* (under revision) 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 DE program review alongside policies in the Distance Education Plan 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.

20. *Integrity in Communication with the Public*

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

21. *Integrity in Relations with the Accrediting Commission*

[YCCD Board Policy 2430](#) specifically charges the Chancellor with the responsibility to “...ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely fashion.” A general statement of accreditation for MJC is in the college catalog and information about institutional/regional accreditation, both recent and current, is found on the college’s website. Recent history of MJC’s work to be removed from sanctions and be restored to full accreditation is well documented and available in the MJC Library, the Office of Instruction and online. Specialized/Program accreditations are also listed in the MJC catalog under applicable program headings. MJC employs a [Vice President of Instruction](#), Ms. 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.

G. Evidence that each Accreditation Standard will still be fulfilled after the change and that all relevant commission policies are addressed

MJC is fully accredited by ACCJC (see [letter from the Commission](#) dated February 2014). MJC 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](#), full accreditation has been restored to MJC. No accreditation standards are negatively impacted by the proposed changes in online instruction; MJC will continue to fulfill all of the accreditation Standards with the addition of these online courses.

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

This proposal is evidence of MJC's commitment to its institutional mission. The college mission, approved by the Board of Trustees on [May 11, 2016](#), is published in the catalog and can be found on the college website. The mission states:

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative, undergraduate, 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 mission is appropriate for an institution of higher learning as described in California Education Code, and consistent with the college vision statement, and the YCCD mission statement. The mission statement is reviewed regularly by the various participatory governance councils, and was a topic of the Spring Assessment Retreats in 2009 and 2010. As a result of baccalaureate degree in respiratory care, the mission statement was amended and accepted by the YCCD Board of Trustees in 2016.

All of the DE courses that lead to programs and awards are held to the same rigorous approval and evaluation process as the face-to-face courses leading to programs and awards. The implementation of CLOs in all courses and in many programs fosters a commitment to student learning. CLO measurement is a key part of program review that also fosters discussion among faculty and classified staff regarding the effectiveness of programs and services. Program review explicitly references the college's mission statement, and all reviewed activities are compared to that mission statement. Resource allocation is tied intimately to program review, placing the mission statement at the center of budgeting decisions. Administrative units also participate in program review, including the DE program, and measure administrative unit outcomes (AUO). The institution as a whole measures its effectiveness with instruments such as the CCSSE, the Campus Climate Survey, and GELOs. The college's Student Equity Plan (updated in 2009) will be revisited along with the rest of the Strategic Plan using current data which evaluates the demographics of the student population, compares it to the demographics of the local area, and sets targets for improving the college's benchmarks. Many special programs exist to assist students from underrepresented populations, such as Extended Opportunity Programs and Services (EOPS), the Cooperative Agencies Resources for Education (CARE), and TRiO programs. Institutional support of the new Grants and Resource Development Office is evidence of commitment to innovative instructional and student support programs.

Standard II: Student Learning Programs and Support Services

Instructional Programs:

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

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

The college mission states “We provide a dynamic, innovative, undergraduate 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 taking DE.

At MJC, student learning outcomes and authentic assessments are in place for programs, degrees, and courses. Currently, all courses offered at the college have CLOs developed and recorded for public access. 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. As of the fall of 2013, the college has developed Program Learning Outcomes (PLOs) and GELOs. These are published in the 2016/17 catalog.

The OAW established a 5-year rotation for the assessment of all courses (regardless of delivery mode) offered by the college, and this rotation includes program review and corresponds with the curriculum review cycle. Assessments, outcomes, and analyses are reported on the OAW website.

The reports generated as a result of the program review process—including the assessment of CLOs—are the primary documents used in the allocation of resources for the improvement of instructional programs and student and administrative services. 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.

Library and Learning Support Services:

MJC strives to provide high quality access to the LLC and other learning support services. The MJC LLC 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 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 the need for remote authentication.

Reference assistance by MJC librarians is available in person, by phone, via text, twitter, and chat when the LLC is open. Weekend and west campus hours are posted on the LLC website. The library provides email reference service anytime.

The LLC maintain 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 MJC equipment and computer software applications as well as with connecting their personal computers to the Internet via the district's wireless network. Students who prefer to use their own computers to access the library's electronic resources can do so by connecting to the secure Wi-Fi connection offered on both campuses.

Altogether, MJC provides learning support services through labs located on east and west campus and satellite sites, ranging from writing centers to labs for specific vocational programs such as Allied Health, Business, Electronics, and Agriculture. MJC LLC relies on a number of other institutions or sources for library support services for its instructional programs. It has been a member of the Online Computer Library Center, Inc. (OCLC) since 1979. One component of the library's contract with OCLC is for participation in its interlibrary loan service, which facilitates lending and borrowing of materials to and from other libraries worldwide. This allows MJC to provide students, staff, and faculty with materials even when they are not in the library's collection. Users can quickly and easily submit interlibrary loan requests online.

The library purchases many online electronic resources as part of the collection development process, including subscription databases and electronic books. The majority of these resources are purchased by the library as a member of the cooperative Community College Library Consortium (CCLC), a program of cooperative buying which leverages the purchasing power of California's community colleges. The consortium is a partnership between the Community College League of California and the Council of Chief Librarians of California Community Colleges. Through CCLC, the library has been able to participate in the consortium purchase plan to order subscriptions to online databases and other electronic resources at substantial discounts. These databases are accessible both on-campus and remotely. Subscription fees and hosting fees for online content are negotiated by CCLC and paid by the MJC LLC on an annual basis.

Usage statistics that are generated online through library website and database use, as well as in-person statistics generated through circulation, class orientations, and reference queries, are

used to track patterns that, along with program review and CLOs, result in budget requests, equipment requests, collection development, weeding, database purchase, retooling of the library web page, and other resources that assist student learning.

Student Support Services:

MJC is committed to offering an array of student support services and programs that identify and address the needs of students. The student support services and programs are consistent with the mission statements of the district and the college. Responding to the diverse needs of the constituent student population, Student Services has increased its online student services. MJC student support services and programs fall within the administrative responsibility of the Interim Vice President of Student Services, Dr. James Todd, and are systematically evaluated using service area outcomes and student learning outcomes, 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.

The continued evaluation and improvement of all of the student support services and programs are guided by the strategic plan, which is also aligned with MJC's budget planning process and the program review process. General fund allocation for each student services department is coordinated with the college's mission and priorities, which are reviewed annually. The governance document [*Engaging All Voices*](#) delineates the resource allocation process and the process through which the respective councils make recommendations to the college president.

MJC assures equitable access for students, providing the following services through a range of different methods, including face-to-face interaction on both east and west campuses as well online. Services available online include the following:

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 in person or online on the MJC website. All students are provided an e-mail account, allowing another method of communication between staff, faculty and students.

Veteran Services:

The MJC Office of Veterans Services provides assistance completing and filing VA claim forms for federal and state education assistance programs and with the MJC application and registration process. MJC awards priority registration to veterans. MJC grants credit to veterans and reservists for service and training completed in the armed forces. The college offers an online orientation to veteran students. The Office of Veteran's Services is located on the east campus.

Assessment Testing:

Assessment services include math, English, and ESL assessment testing. Accommodations are provided for students with disabilities. The Ability-to-Benefit test is offered for those students who require this verification for financial aid purposes. Sample questions are available online for math, English and Ability-to-Benefit tests.

Orientation and Advising:

Orientation for new and returning students is offered before the fall and spring semesters, as well as before the summer session. Orientation helps to familiarize students with campus policies, procedures and student rights and responsibilities. Arrangements can be made for students with disabilities and limited English-speaking students who require accommodations.

Disabled Student Program and Services (DSPS):

DSPS is located on both the east and west campus. The mission of DSPS is to provide students with disabilities access to postsecondary education through supportive services and/or instruction as well as promote better understanding of the needs of individuals with disabilities. The DSPS Program provides support services, specialized instruction, and educational accommodations to students with disabilities so they can participate as fully and benefit as equitably from the college experience as their non-disabled peers.

Services offered by MJC include: access to an arrangement for adaptive educational equipment, materials and supplies; liaison with campus and/or community agencies; priority registration assistance; special parking; supplemental specialized orientation; test taking facilitation; assessment; counseling; career planning; interpreter services; mobility assistance (classroom); note taker services; reader services; speech services; transcription services; specialized tutoring services; outreach services; accommodations for participation in co-curricular activities; purchase and repair of DSPS equipment, such as adaptive equipment, and materials or supplies.

Career Development and Transfer Center:

The Career Development and Transfer Center is located on the east campus. Students can explore career options through career assessment tests and by finding career information through books, software programs (Eureka) and internet access. Information is available online for students to explore.

Counseling:

Counseling services are provided on both east and west campuses. The main Counseling Center is located on the east campus. Academic advising, career counseling, personal counseling, and crisis counseling are available to students by appointment or on a walk-in basis during regular business hours, with limited evening counseling available. Online advising is available to answer students' questions. Bilingual counselors are available for Spanish speaking students. Academic alert is an electronic program that provides intervention for students at the earliest

signs of academic problems and is facilitated through the use of the Scheduling and Reporting System (SARS) software program. Faculty members can refer students to the services on campus, which then provide follow-up on an individual basis. Students are made aware of their academic status through e-mail messages when they are placed on academic probation, progress probation, or dismissal. Probation workshops are made available for students on second semester probation status. Dismissed students must make an appointment with a counselor to be considered for re-admission. Pamphlets and other information are available online. Students can also make appointments for fully online counseling sessions through remote desktop sharing technology.

Student Financial Services:

The Student Financial Services Office is located on the west campus, with a representative on the east campus for the first week of the semester to respond to student questions and resolve financial aid issues. Students may also submit financial aid documents on east campus through a secure drop-off box or via e-mail or fax. The Student Financial Services Office provides assistance in applying for grants, federal work-study, and the Board of Governor's (BOG) fee waiver. The BOG fee waiver form is available on east campus as well through the Counseling and EOP&S departments. Information and forms are available online.

Standard III: Resources

Human Resources:

MJC uses the same hiring and evaluation standards and processes for all faculty regardless of delivery modality. All faculty must meet the minimum qualifications in their respective disciplines and are required to undergo training in order to use the college's LMS, Blackboard, prior to teaching online. Deans have the right of assignment, and online teaching assignments are monitored through the Office of Instruction.

YCCD has developed and approved many 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.

The district's Human Resources Office, MJC's administration, the Academic Senate, California School Employees Association (CSEA) and the YFA work through participatory governance to enable coordination of policies, such as education and adherence to the district's Equal Employment Opportunity (EEO) plan; compliance with federal, state, and local laws; encouragement and 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 MJC 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.

The college relies on state minimum qualifications for faculty positions, and all position announcements clearly identify minimum qualifications, education, and experience. Applications that fail to meet the minimum qualifications or equivalency are removed from consideration.

Input from the hiring committee chosen for each faculty position helps identify preferred qualifications, characteristics, job duties and responsibilities for inclusion in the position announcement. The Human Resources Office works with the college's Academic Senate to ensure that all candidates meet the minimum qualifications or show equivalency. Furthermore, the vice chancellor of human resources and the EEO officer will work with the selection committee's chair to resolve any clarifications if a position's desirable qualifications are deemed questionable.

Finally, the YCCD ensures that faculty are significantly involved in the hiring of new faculty. The Modesto Junior College Academic Senate coordinates with human resources in approving faculty membership on selection committees. The membership of faculty hiring committees is outlined in the approved Contract Faculty Hiring Procedures, which specify that a minimum of two faculty for each selection committee must be selected from the discipline or department of the position, and that one additional faculty member shall be selected by the division.

The faculty evaluation process as outlined in the Faculty Contract between the Yosemite Community College District and the Yosemite Faculty Association includes a mandatory self-evaluation, and faculty may include the results of student learning outcomes assessment in their courses as part of this self-evaluation, if they so choose. Peer observations and student evaluations are documented on standardized forms developed for the evaluation processes for instructional faculty, counseling faculty, library faculty, and for those teaching online. In order to assure equity across the disciplines and colleges, standardized verbal instructions have also been developed, which are read verbatim when conducting student evaluations.

Physical Resources:

MJC has acquired the equipment and resources necessary to support programs and students. Each full-time faculty member has a computer in his/her office as well as Internet access; adjunct faculty who teach online are provided access in shared office space. Students have access to computers at the MJC Library & Learning Centers (both east and west campuses), the Student Center on the east campus, the Mary Stuart Rogers Student Center on the west campus, and at various other locations throughout the college in order to register, enroll and/or do coursework.

The district passed a \$326 million bond measure in 2004 (Measure E) that contains bond language supporting both the short-term and long-term technology infrastructure needs for the district and MJC.

Technology Resources:

The college uses Blackboard online education software for its LMS. Knowledgeable instructional support assistants staff the learning labs and assist students with operating MJC equipment and computer software applications as well as with connecting their personal computers to the Internet via the district's wireless network. Students who prefer to use their own computers to access the library's electronic resources can do so by connecting to the secure Wi-Fi connection offered on both campuses.

MJC provides technology support to meet the needs of learning, teaching, college communications and operational systems. Licensing and hosting costs associated with the deployment of the district Blackboard learning management system (LMS) is paid by YCCD IT Department. The district IT Department also supports the Blackboard system with programming and operational support.

To streamline accounting processes between the CCCCCO and MJC, a coding project for summer 2014 was undertaken to ensure MJC accounting for DE courses aligned with CCCCCO practices. This project ensured that our reporting is accurate for all distance education courses and programs.

Financial Resources:

MJC and YCCD have sufficient financial resources to cover the costs associated with the licensing and continual maintenance of the college's DE program.

As mentioned earlier in this report, the college has established budget and structure for dealing with governance and resource matters. MJC assures that financial resources are sufficient to support online instructional programs and services through the integrated planning process in place at the institution. The online instructional budget is managed by the Vice President of Instruction; the budget supporting online services for students is overseen by the Vice President of Student Services. The college's Resource Allocation Council is charged with allocating resources to DE through the budget development process and strategic planning.

Standard IV: Leadership and Governance

Decision-Making Roles and Processes:

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 missions and charges of the various councils, 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 the administration and the board of trustees.

The Accreditation Council has directed the composition and review of this proposal. There are standing accreditation updates on the agendas of the Academic Senate, the Instruction Council, College Council, Resource Allocation Council, President’s Cabinet, and the YCCD Board of Trustees.

Chief Executive Officer

MJC 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 the president and how those responsibilities connect from the District level to the institutional level. The president of MJC, Dr. Jill Stearns, has served the institution since July 2012.

Governing Board

The YCCD Board of Trustees, in accordance with district administrative procedures, has approved courses, programs and services that comprise MJC’s DE mode of instruction. 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: MJC and Columbia College’s Academic Senates, YFA, CSEA, an MJC administrator, a Columbia College administrator, students, and the chancellor’s office staff.

Multi-College Districts or Systems

Modesto Junior College is one of two colleges, along with Columbia College, in the Yosemite Community College District (YCCD). The District is headed by Chancellor Joan Smith, who oversees District-led operations such as human resources, payroll, facilities, information technology and public affairs. A constituent-based District Council makes recommendations to the Chancellor regarding the existence of needs, the establishment of priorities, and the allocation of resources on a broad, district-wide basis. The District Council also serves as the coordinating body for the review of the District Strategic Plan.

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Appendix A: [Dance Program - Labor Market Information](#)

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Appendix F: [Dance \(A.A. Degree\) - Program Approval Notifications](#)

Appendix G: [A.S. & COA Irrigation Technology \(A.S. Degree & COA \) - Program Approval Notifications](#)

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Appendix I: [Veterinary Technology \(A.S. Degree\) - Program Approval Notifications](#)

Appendix J: [Manufacturing Technology \(COA\) - Program Approval Notifications](#)

Appendix K: [Manufacturing Advisory Committee Minutes 10/30/14](#)

Reference Links:

[MJC Curriculum Manual](#)

[MJC College Mission \(05/11/16\)](#)

[MJC Website](#)

[MJC Catalog](#)

[Online Services for Students](#)

[Library & Learning Center Webpage](#)

[Modesto Junior College Distance Education Plan 2012-2017](#) (Revised Dec. 9)

[YCCD Board of Trustees](#)

[Board Policy 4020](#)

[2430, Delegation of Authority to the Chancellor](#)

[2430.1, Delegation of Authority to the Presidents](#)

[2015 Student Success Scorecard](#)

[Curriculum Committee Webpage](#)

[Outcomes Assessment Workgroup](#)

[Board Policy 4030](#)

[Board Policy 5-8081](#)

[Engaging all Voices, MJC Participatory Decision-Making Handbook](#)

[Vice President of Instruction/Office of Instruction](#)

[Letter from the Commission](#) (Removal of Probation, February 7, 2014)

[Commission Action Letter](#) (February 1, 2012)

[2012 Follow-Up Report](#)

[2013 Follow-Up Report](#)

[MJC Faculty Handbook](#)

[YFA Contract](#)