

**Modesto Junior College**  
 Accreditation Council Notes  
 January 26, 2017

Members	Representing	Present	Absent
James Todd, Chair	Administration	√	
Nancy Sill, Co-Chair	Academic Senate President	√	
Tommy Ledesma, Student	ASMJC		√
Daniel Cornejo, Student	ASMJC		√
Curtis Martin, Academic Senate President	Academic Senate	√	
Ellen Dambrosio, Librarian	Academic Senate		√
Theresa Stovall, English Dept.	Academic Senate	√	
Julie Trejo, Financial Aid Technician	CSEA	√	
Kristina Godinez, Accounting Analyst	CSEA	√	
Tanya Smith, Evaluations	CSAC	√	
Vacant	Administration		√
Vacant	Academic Senate		√
Vacant	Academic Senate		√
Vacant	Academic Senate		√

Tri-Chair Members	Representing	Present	Absent
Jennifer Hamilton, Dean of BBSS	Standard I	√	
Albert Alt, Vice President College & Administrative Services	Standard III	√	
Jill Stearns, President	Standard IV	√	
Chad Redwing, Professor – Humanities	Standard I		√
Kevin Alavezos, Professor – Office Administration	Standard IV	√	
Glen Stovall, TRIO SSS Program Technician	Standard II	√	
Debbi Partridge, Multimedia Technician	Standard IV		√
James Palmer, Institutional Research	Guest	√	

**I. Call to Order**

The meeting was called to order by Dr. James Todd at 2:00 p.m. Quorum was established.

**II. Action Items**

**a. Approval of Agenda**

**Action Item:**

Unanimous approval

**b. Approval of Meeting Minutes (1/12/17)**

**Action Item:**

Curtis Martin moved to approve minutes.  
 Seconded by Kevin Alavezos  
 Result: Unanimous approval

**III. Information and Discussion Items**

## 1. Standard Narratives

The Institutional Self-Evaluation Report (ISER) needs to be through the governance process by the end of April. Although the Standards available online are considered drafts, they require feedback on institutional process and evidence suggestions.

Chaffee College and Saddleback ISER's are great examples of concise narratives heavy on evidence. Amanda Cannon will send out the links to the documents to the members of the council.

The Academic Senate will be focusing on Standards II and IV in their meetings. A full Senate meeting will be devoted to review these sections. They are hoping to set aside the second meeting in February to discuss it.

Writers are fleshing out narrative around the evidence gathered by the tri-chair representatives and councils. Tri-chair work groups should connect between now and the next Accreditation Council meeting to discuss their narrative.

It was suggested that we identify a specific structure to align how our narrative is written consistently. This would help the Standards to flow as a complete document.

Academic Senate President requested a planning outline for the semester to share with Academic Senate. The following items were identified as needing to be completed by the end of March 2017.

- Context-Evaluation Cycle
  - Connection between past & present
  - Achievement -> Data/Narrative
- Program Review needs to be complete by the end of March.
- Engaging All Voices-Standard IV needs to be updated to reflect that changes were not adopted.
- Program Viability/Discontinuance
- Educational Master Plan

## 2. QFE

It was shared with attendees that Jenni Abbott would be writing the Quality Focus Essay (QFE). While discussing the QFE, it was recommended that we use that opportunity to strengthen integrated planning and the cycle of evaluation.

## 3. Feedback Process

Accreditation Chair explained the structure of the feedback process. Standard narratives are constantly being developed. Every Thursday by 5:00pm, the latest version of the documents are posted on the MJC Accreditation 2017 website found [HERE](#). These are word documents in which suggestions and comments can be submitted using the "track changes" review function and emailed to Accreditation Specialist, Amanda Cannon. These suggestions and comments

are collected and then reviewed every week at the writer's team meeting. Approved changes are implemented and then communicated to the submitting individual.

#### **IV. Other**

#### **V. Adjournment**

Meeting was adjourned at 3:00 p.m.

**Next meeting:** 2/9/2017; 2:00-3:00 p.m. Morris Memorial Conference Room A