

**Modesto Junior College
Accreditation Council
Minutes
September 12, 2013**

Members	Representing	Present	Absent
Susan Kincade, Vice President of Instruction, Chair	Accreditation Liaison Officer	√	
Dr. James Todd , Professor – Anthropology, Co-Chair	Academic Senate President	√	
Mark Anglin , Dean of Agriculture and Environmental Science	Administration	√	
Dr. Debra Bolter , Professor – Anthropology	Academic Senate	√	
Victor Costa , Student	ASMJC	√	
Ellen Dambrosio , Librarian	Academic Senate	√	
Dr. Lorena Dorn , Dean of Counseling and Student Services	Administration	√	
Dr. Jennifer Hamilton , Professor – English	Academic Senate	√	
Donna Jamison , Admissions and Records Specialist	CSAC	√	
Dr. Chad Redwing , Professor – Humanities	Academic Senate	√	
Asia Reed , Student	ASMJC		√
Vacant	CSEA		√
Vacant	Administration		√
Vacant	Administration		√
Vacant	CSEA		√
Heather Townsend , Accreditation/Assessment Process Specialist, Instruction Office	Recorder	√	

SUBSTITUTE

Name	Member Substituting for
None	

I. Call to Order

The meeting was called to order at 2:15 p.m.

II. Approval of Agenda

M/S/C (J. Hamilton, L. Dorn) to approve the order of the agenda.

III. Approval of Minutes

M/S/C (E. Dambrosio, J. Hamilton) to approve the minutes of 3/28/13.

Action Item:

Who: S. Kincade

What: Follow-Up with M. Sundquist or W. Page to discuss video creation on Accreditation.

The 4/18/13 meeting notes were reviewed but did not require a formal approval.

IV. Action Items

NONE

V. Informational Items

A. Accreditation Follow-Up Report:

D. Bolter reported that the writing of the report is going well. She said that the final draft will be sent to J. Stearns on Wednesday, September 18, 2013. On that very same day the draft will also go out to the campus community for review and input via email. S. Kincade reported that J. Stearns will make final edits to the document to be incorporated into the document before the draft goes to the Board of Trustees for review in late September.

S. Kincade added that the response to each recommendation will not be lengthy. She said that we are just addressing the specific issues addressed in each recommendation. S. Kincade reported that we are providing a large amount of evidence for the team to review.

J. Todd asked about the reasoning for the length of each response for this particular Follow-Up Report. S. Kincade said that as a team member, they are searching for an answer in the response to the recommendation. She said that we need to show that we have met the recommendation in each response.

D. Bolter reported that money was given for accreditation purposes from the MJC Foundation. D. Bolter said that it would be nice to have accreditation flyers or something for the purpose of accreditation marketing.

Action Item:

Who: S. Kincade

What: Release Follow-Up Report draft to Accreditation Council and MJC Campus Community on September 18, 2013.

B. Substantive Change Report:

S. Kincade reported that N. Seronello, MJC Research Analyst, recently provided all of the data needed to populate the report. She noted that the Substantive Change Report is in the process of completion. The Accrediting Commission requires a report when additions of courses that constitute 50% or more of the units in a program are offered through a mode of distance or electronic delivery, or correspondence education.

C. Midterm Report:

S. Kincade reported that the Midterm Report for Modesto Junior College is due in fall 2014. She said there is an expectation that we address the planning agendas. Typically there are 5 to 6 planning agendas involved in the process; however MJC submitted 5 to 6 pages. The Accreditation Council discussed the process and layout of the report. D. Bolter asked how teams will fit into this process and what will the teams look like. It was decided that the workload should be distributed evenly so that everyone is engaged in the process. Information regarding the process and layout for the upcoming Midterm Report can be found on the Accrediting Commission for Community and Junior Colleges webpage in the Guidelines for Preparing Institutional Reports to the Commission document:

<http://www.accjc.org/college-reports-accjc>

Action Item:

Who: S. Kincade

What: Send information regarding updates made to the Accreditation Standards to the Accreditation Council.

Action Item:

Who: S. Kincade

What: At the next meeting S. Kincade will provide the language for the Midterm Report.

VI. Representative Reports:

S. Kincade noted that several member positions are vacant and will need to be filled. J. Todd mentioned that we also need one more person from the Academic Senate. The vacancies are the following:

- 2 CSEA Members
- 2 Administration Members
- 1 Academic Senate Member

Action Item:

Who: S. Kincade

What: A call will go out to fill these positions.

A. College Council

D. Bolter reported that the College Council voted to approve the \$150,000 that was funded to several areas for technology. The list of priorities came out of 2011 ranked Program

Reviews. The Resource Allocation Council met in August to review the list and to decide which areas would benefit most. Over a dozen areas were chosen from the ranked list to receive funding that would go towards technology.

B. Instruction Council

NO REPORT

C. Student Services Council

NO REPORT

D. Resource Allocation Council

D. Bolter reported that the Resource Allocation Council (RAC) met on August 13, 2013. The meeting was extremely productive. Meeting members met to decide which areas would receive funding (\$150,000 total to be broken up amongst areas) from the 2011 ranked Program Review a majority of the funding is being used classroom modernization, upgrades and equipment.

E. Facilities Council

NO REPORT

F. Senate Report

J. Todd reported that the Engaging All Voices: MJC Participatory Decision-Making Handbook was recently approved unanimously to be signed by the MJC Academic Senate President with the full support of the Academic Senate. The handbook was signed on September 11, 2013, at the Board of Trustees meeting.

J. Todd reported that the conversation regarding unit values and Program Review continues in the in the Academic Senate and amongst faculty members. J. Todd said that a Program Review Template is in the works and will be brought to the Academic Senate for discussion and/or approval next week.

J. Todd was happy to report that the Academic Senate is engaging so well that many faculty members are sending in applications to serve on the Senate.

G. Student Report

NO REPORT

H. Staff Report

D. Jamison reported that the Classified Staff Advisory Council (CSAC) met on Tuesday. She said that a New-hire orientation is planned for tomorrow. A heart walk is planned for September 28, 2013, and a Classified Development Day for next May is in the works. D. Jamison also mentioned that J. Gonzales recently received approval for a grant to hold staff development workshops in the near future.

VII. Adjournment

Meeting was adjourned at 3:15 p.m.

Next meeting: September 26, 2013