

**Modesto Junior College
Accreditation Council
Minutes
September 26, 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	√	

GUESTS

Name	REPRESENTING
Coreline England	Student
Terilyn Peralta	Student
Whitney Vona	Student

I. Call to Order

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

II. Approval of Agenda

S. Kincade asked that an item be added to the Informational Items section and the order of the Informational Items be changed to the following:

- A. Accreditation Follow-Up Report Draft
- B. Accreditation Next Steps
- C. Standards Update
- D. Mid-Term Report

The order of the agenda was approved as revised.

III. Approval of Minutes

M/S/C (E. Dambrosio, D. Bolter) to approve the minutes of 9/12/13.

Action Item:

Who: S. Kincade

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

IV. Action Items

NONE

V. Informational Items

A. Accreditation Follow-Up Report:

S. Kincade reported that she is attending the Accreditation Liaison Officer (ALO) Conference at Laney College tomorrow. S. Kincade plans to ask the Vice President of Team Operations and Communication for ACCJC when the visiting team is coming to Modesto Junior College. Currently, MJC has been given the following possible dates:

- November 4th and 5th
- November 20th and 21st

The final draft of the Modesto Junior College 2013 Accreditation Follow-Up Report was distributed to the Accreditation Council members for review. S. Kincade described the Follow-Up report process. She said that the draft is set to be reviewed and/or approved on October 9, 2013 by the Board of Trustees. Once the report is approved, the evidence will be compiled and put into binders for the Accrediting Commission as well as the visiting team members. The report, given that there are no additional edits needed, will be sent to the Accrediting Commission for Community and Junior Colleges (ACCJC) before October 15, 2013.

The Accreditation Council members noted that some edits were needed before the draft is sent to the Board of Trustees. The edits were noted and will be incorporated into the finalized draft. J. Todd noted that the Senate can review and/or approve the draft at the October 3, 2013, Academic Senate meeting.

S. Kincade asked that the council review the entire draft thoroughly and make note of any edits that may be needed. Council members were advised to contact H. Townsend at townsendh@mjc.edu with any edits or concerns related to the 2013 Accreditation Follow-Up Report draft.

Action Item:

Who: S. Kincade

What: Follow up with J. Pond, ACCJC Vice President of Team Operations and Communication, to find out what date the MJC site visit is scheduled for and how many team members will be visiting the MJC campus.

Action Item:

Who: Accreditation Council

What: Read through the 2013 Accreditation Follow-Up Report draft and send edits to H. Townsend at townsendh@mjc.edu.

B. Accreditation Next Steps:

S. Kincade announced that the final draft of the 2013 Accreditation Follow-Up Report will be sent to the entire campus on Monday, September 20, 2013. The report will be sent via email by H. Townsend campus-wide. A link to the report will also be available on the Accreditation webpage:

<http://mjc.edu/general/president/accreditation/index.html>

S. Kincade described the team visit and the expectations of all campus personnel. S. Kincade asked that the Accreditation Council members report back to their divisions the expectations as well as a description of the site team and accreditation follow-up process. This will help to keep everyone informed of the process as well as provide an awareness of upcoming accreditation events. S. Kincade asked that everyone be open, honest, and forthright during the team visit. She also asked everyone to be accommodating to our guests.

Action Item:

Who: H. Townsend

What: Send out and establish link for the 2013 Accreditation Follow-Up Report draft.

C. Standards Update:

D. Bolter reported that she found information regarding changes made to the Accreditation Standards at the following site:

<http://www.wascsenior.org/>

She said that the standards are going to bend slightly a different way but nothing has been formally announced by ACCJC. D. Bolter distributed a document that stated the following information regarding the standards:

Standards underwent a revision/update in 2013:

1. *Defining Institutional Purposes and Ensuring Educational Objectives*
2. *Achieving Educational Objectives Through Core Functions*
3. *Developing and Applying Resources and Organizational Structures to Ensure Quality and Sustainability*
4. *Creating an Organization Committed to Quality Assurance, Institutional Learning, and Improvement*

D. Mid-Term Report:

D. Bolter distributed *Accreditation Steps and MJC's Time Lines*. D. Bolter created the document which describes MJC's accreditation past reports and visits as well as future reports due to ACCJC. She reported that anything that we are deficit in, needs to fixed within two years. The document can be found on the Accreditation Council's webpage or at the following link:

http://www.mjc.edu/general/governance/accreditationcouncil/ac_handout_sept_26.pdf

D. Bolter also suggested that the Accreditation Council review the *Manual for Institutional Self-Evaluation*. The document can be found at the following link:

www.accjc.org

The planning agendas were discussed. S. Kincade emphasized that typically there are five to six planning agendas involved in the process; however MJC submitted five to six pages. D. Bolter suggested that we start pulling together all of the information needed to address our planning agendas now. She also suggested that we discuss the membership for the Mid-Term report at the next Accreditation Council meeting.

Action Item:

Who: Accreditation Council

What: Discuss Mid-Term Report membership at October 10th meeting.

VI. Representative Reports:

S. Kincade noted that several Accreditation Council member positions are vacant and will need to be filled. J. Todd announced that B. Anelli will serve as a Senate representative. The following positions are in process of being filled:

- 2 CSEA Members
- 2 Administration Members

A. College Council

NO REPORT

B. Instruction Council

NO REPORT

C. Student Services Council

NO REPORT

D. Resource Allocation Council

NO REPORT

E. Facilities Council

NO REPORT

F. Senate Report

J. Todd reported that the *Instructional Program Review and Process* document was discussed at the last Academic Senate meeting. Some small recommendations were made to the draft. He said that the finalized draft will be reviewed at the next Senate meeting and possibly approved.

G. Student Report

V. Costa and A. Reed reported that a total of 12 students will be attending the National Student Government Summit in Washington D.C, October 3, 2013. V. Costa also reported that MTVU has contacted the Associated Students of Modesto Junior College (ASMJC) recently to possibly do a show about college life at MJC. V. Costa reported that the details are still being ironed out.

H. Staff Report

NO REPORT

VII. Adjournment

Meeting was adjourned at 3:40 p.m.

Next meeting: October 10, 2013