

**Modesto Junior College
Accreditation Council
February 28, 2013**

Members	Representing	Present	Absent
Susan Kincade , Vice President of Instruction, Chair	Accreditation Liaison Officer	√	
Dr. James Todd , Professor – Anthropology, Co-Chair	Academic Senate	√	
Mark Anglin , Dean of Agriculture and Environmental Science	Administration	√	
Dr. Debra Bolter , Professor – Anthropology	Academic Senate	√	
Andrew Campbell , 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	√	
James Varble , Student	ASMJC	√	
Donna Yarnal , Administrative Secretary	CSEA	√	
Vacant	Academic Senate		√
Vacant	Administration		√
Vacant	Administration		√
Vacant	CSEA		√
Amy Bethel , Executive Secretary, Instruction Office	Recorder	√	

SUBSTITUTE

Name	Member Substituting for

GUESTS

Name
Michael Guerra
Kevin Sabo

I. Call to Order

Meeting called to order 3:37.

II. Action Items

a. Approval of Agenda

J. Varble moved and A. Campbell seconded a motion to approve the agenda. D. Bolter asked to add Communications to the Campus Community under information items. Agenda was unanimously approved with changes.

b. Approval of Minutes

D. Bolter moved and J. Varble seconded a motion to approve the minutes as submitted.
Motion carried unanimously.

III. Continuing Business

None.

IV. New Business

None.

V. Informational Items

a. Map of Accreditation for MJC

S. Kincade illustrated MJC's Assessment, Program Review and Resource Allocation cycles and how they interact with ACCJC. She also illustrated a 5-year Program Review process that will align Program Review with the Curriculum/Assessment process and showed how the Program Review data will begin to inform our Resource Allocation Process. Program Review should be used to request large (> \$5,000) purchases. It should not be used to request operational items. Requests for faculty hires should come from Academic Senate and Instructional Deans.

Academic Senate

Instruction Council

Administration

Goes to College Council

Resource Allocation Council

Student Services

The hiring prioritization process was discussed. Prioritized lists will be created at the division, Academic Senate, Instruction Council level. College Council will make the final determination once everyone has spoken. A recommendation for closing the loop on budget will come out of Resource Allocation Council and go to College Council. E. Dambrosio asked if we should use fall 2012 data for Program Review. Susan explained that the process should go through the last completed academic year. Program Review informs the budget; ACCJC is looking for that to happen. There was discussion of how emergencies or unexpected issues will be dealt with between Program Reviews. D. Jamison asked if her Program Review is not up to be done, will her requests have to wait until the year of her Program Review. Susan explained that the current Program Review will be used until the update is due.

Using common verbiage between reports and information contained in the Annual Report to the ACCJC and ARCC data to help write our Accreditation report might be useful. Susan said that many other institutions already do so.

Susan went to ACCJC website <http://www.accjc.org/> and pulled up the document Accreditation 2013 and Beyond. She showed the Accreditation Basics link for those new to Accreditation. She also highlighted additional links that will be useful to the council members as they fulfill their duties. She discussed Substantive Change Proposals and when they are required to be filed. She informed the group that the Accreditation Standards will change. We have a NASICI report due.

b. Update of Commission Action

S. Kincade recommended that everyone review the letter from the commission and the letter submitted by Dr. Glenn Roquemore side by side. She will speak with Susan Clifford tomorrow. She will discuss Recommendation 2 and 7 to get a better sense of what they want us to do. She wants to ensure that Susan Clifford knows that we have developed and implemented and our DE Plan and that we offer comparable services for our de students.

c. Communications to the Campus

D. Bolter asked if we want to begin communicating with the campus community through email, forums, etc. S. Kincade offered to host forums between now and the end of March. D. Bolter stated that it would be good to hold the forum and let everyone know what the recommendations were, that we have an action plan, that we have another report due and will have another follow up visit. D. Jamison stated that hearing consistent information and hearing it first hand is helpful. J. Varble stated that he thought it would put folks at ease.

Action Item:

Who: S. Kincade

What: Host a forum on Accreditation during the month of March

VI. Representative Reports

- a. College Council:** Discussed Accreditation
- b. Instruction Council:** Rob Stevenson will request that Academic Senate create a study group w/S. Kincade (Chair) and himself helping to guide the sessions for what data should be included in Program Review.
- c. Student Services Council:** The Matriculation Work Group will become the Student Success Work Group. A sub-group will develop a process for implementing the new priority registration regulations.
- d. Resource Allocation Council:** The RAC has developed a Guiding Principles document. A framework for how allocation requests are prioritized and funded is being developed and recommendations will be shared for review.
- e. Facilities Council:** Their first meeting will be held March 18th. There are 37 people on the council as two committees were combined into one group.
- f. Senate Report:** Program Review and Distance Ed were discussed.
- g. Student Report:** They met last Friday. They are preparing for the March in March and still need two district employees to accompany them or they will have to reduce the number of students who can go. President Sabo is sitting on the State Accreditation Task Force and will be hosting a student workshop in March.
- h. Staff Report:** D. Jamison reported that the Classified Staff Development day will be held in May. Bubba Parris will be the keynote speaker.

Susan stated that at Instruction Council, it was decided that council members will be informed of other councils' activity through the minutes as they come out. Issues needing immediate attention by the Instruction Council will be reported at the meetings. It was agreed that

Representative Reports to the Accreditation Council would also consist only of information relevant to the Council that should not wait until minutes are available.

3. Adjournment

Meeting adjourned 4:45.

Next meeting: March 14, 2013, MM Conference Room A

Action Item for next meeting: New Business: College Council Rep