

HLC Steering Committee Meeting

Tuesday, June 21, 2016 3:00 – 4:30 PM Room PVCC

Minutes

Attendees:

Michel Hillman	Kathrine Swanson	Fran Padow	Jon Burke
Eric Sullivan	Tatia Shelton	Joe Roche	Kristy Edmondson
Chrissy Howell	RossAnn Downing	Karen Moore	Cheryl Carpenter
Mindy McCallum	David Gann	Leo Hirner	Michael Banks
Tim Engle	Tom Wheeler	Crystal Johnson	Christina Medina
Carol Winters	*Brian Bechtel		

Welcome/HLC Conference Updates

Motion to approve the HLC May minutes was approved.

Faculty Credentials

The Academic team is building a prototype database with qualifications for every course. This would ultimately tighten qualifications using Peoplesoft. Tom gave the group a brief demo of the prototype database. A question was posed who would determine credentials for adjuncts on campuses. Meetings will be held with division chairs and faculty representation to determine the minimum qualifications for each course. These would apply to full time faculty as well as adjunct faculty.

Criterion 4 Update and Summer Symposium

Crystal Johnson updated the group on the agenda of the upcoming Summer Symposium. The outcome is to get 5 projects for the DACC to initiate. Tristan will present on Right Signals.

Criterion 4 is progressing and Crystal outlined the cohorts that she was resuming progress.

Suggestions from the HLC Evaluator Team

Are we satisfied with our mission statement? The general consensus is there is no interest in changing our mission statement. Our vision statement may need some revision. MCC is well aware that when this work is being done it needs to happen with the inclusion of internal, external and student voices being heard.

Clarification on item number eleven will be sent to the group.

Michel Hillman wanted the HLC team to know that all of these suggestions will need to be addressed in the next assurance arguments. It will be the first thing the evaluators will look for in our reports.

Shared Governance

The group viewed the new video put out by Public Relations on Shared Governance progress. Michel Hillman thanked Public Relations for the video and for moving the links to the HLC Blog and the Strategic Plan Blog to the InfoEx. This should improve accessibility

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Strategic Plan

The Strategic Plan has agreed on six themes. Six work groups have been working this summer on these initiatives and their work will be presented to the large group in the Fall. Each of these work groups has the option to add additional resource participants. The Board has asked for quarterly updates on progress. July another update is due.

Another request from the Board was to keep them updated on progress regarding Shared Governance. Mike thanked anyone present who was involved with the process.

NACEP

Brian Bechtel updated the group on the status of our NACEP certification. The instructional side is lagging but the student service side is making progress.

Dan Ascherman will be sending out a dual credit video in January.

The faculty evaluation form is complete and faculty qualifications have been established by HLC. MCC needs to develop a syllabus that is used by all faculty members (full time, adjunct and dual credit). Work needs to be done on common assessments. High school exams and MCC exams for courses must be the same and currently they are not.

The dual credit responsibility should be housed at the Administrative Center.

What are the biggest obstacles? Evidence that our instruction of a course is what they are teaching at the high school level. The consistency of our syllabus and assessments methods is another area that needs additional work. It was asked if this is something faculty could initiate. The response was yes that would be an ideal situation.

It was asked if the group would consider themselves in the self-study phase of certification and the response was yes.

2017 HLC Conference

Michel wanted the group to mark the upcoming March event on their calendar. The conference is either in March or April and he wanted everyone to know it was in March this year.

The meeting was adjourned at 4:30 p.m.

Suggestions from the Final HLC Report

1. The MCC mission statement has not been reviewed since its inception in 2005. It is suggested to review with a voice from faculty, students, administrators, staff and external constituents.
2. The only Board minutes provided for the team was January 2015. They tried to find further minutes which would provide evidence that the Board has interest in internal constituencies in their decision making process.

In 2017 the expectation is a clear shared governance model which is known to all parties. Evidence must be provided showing concrete proof of adherence to policy 2100.10.

3. The evaluators were concerned with the number of recent revisions to numerous policies. They suggested using a sunset plan of revisiting policies every five years.
4. The team recommended using CIF's to develop a standard format for syllabi.
5. Update agreements with vocational technology centers and apprentice programs to show appropriate representation and evaluation.
6. MCC's impending application with NACEP was mentioned in several areas of the final report.
7. The HLC survey indicated there was a need to improve Student Services.
8. Research and Assessment will be changing the way they distribute the employment survey. The main two changes are more personalized questions related to their discipline and other means to obtain this information since the survey only received 30% participation. It was noted plans were underway to obtain this information when students apply to graduate.
9. MCC must define co-curricular and demonstrate evidence of improvements to enhance student learning.
10. MCC should manage the assessment process in order to identify what data and processes are most relevant and then replicate the process for college wide program review.
11. It would have been helpful for MCC to provide more current variance models (2012-13). MCC provided examples of 2012 and 2013 variance reporting and YTD comparisons; it would have been helpful if the College had provided more current examples of these financial comparisons. During the site visit, the team met with the CFO and her staff to discuss the budgeting process and the planned implementation of Hyperion software, which will enable MCC to document the alignment of expenditures to the College's strategic plan.
12. HR does not have in place a way to determine if their processes are effective. HR did not provide any longitudinal summary data for administrative or staff personnel, by FTE and actual expenditures.

Suggestions from the Final HLC Report

13. Several breakout sessions indicated facility staff was shorthanded. This has led to taking approaches not advisable over the long term, workloads for staff more than can be completed in an 8 hour day and cleanliness has been impacted.
14. Faculty and staff participation are discouraged at board meetings. The application of policies is not being followed.
15. Shared governance concerns are impacting leadership and collaborative processes at MCC.
16. Minimal evidence of how the strategic plan filters to the campus level or how the plan includes input from faculty, administrators and staff. The district is struggling to use data (budgetary and AAUP surveys) to update its strategic plan.
17. MCC will need to consider the continuation of the new grant funded initiatives once the funding is no longer available.
18. The challenge for MCC seems to be using the information from studies and surveys and utilizing it to create a strategic plan. There also needs to be evidence of how the district plan aligns with strategic planning throughout the district.

Federal Compliance Suggestions

1. Submit any substantive change requests for any consortial or contractive agreements in the next three months. They should be reviewed to reflect currency and accuracy of information.

Multi-Campus Report Suggestions

1. Concern as to how the MCC-LV "Blueprint" aligns with the district strategic plan. The strategic plan for Penn Valley appears to have been created as a plan for PV and not connected to the district strategic plan.