UPDATE

Significant Changes/Events, January – August 2009

CRITERION ONE: MISSION AND INTEGRITY

The organization operates with integrity to ensure the fulfillment of its mission through structures and processes that involve the board, administration, faculty, staff, and students.

Institutional Policies and Procedures

Two institutional policies/procedures were established to address two new pieces of federal legislation: one for administrating the College’s 403(b) plans \(^{S1.1, S1.2}\), and the other instructing employees on how to detect and handle occurrences of fraud and identify theft (Red Flags) \(^{S1.3, S1.4}\).

CRITERION TWO: PREPARING FOR THE FUTURE

The organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.

Budget Challenges \(^{S2.1}\)

Each year, starting in March and running through May, the Cabinet begins meeting for a series of “budget hearings” to prepare the next year’s budget. The same held true for fiscal year 2010.

However, preparation for the 2010 budget was different than in years past due to the projection of a significant shortfall in one of the College’s major revenue sources:
mainly a 2 percent decrease in property tax revenues as a result of decreased valuations and a decline in growth. In an effort to solicit input, share ideas, and enhance channels of communication, staff and members of the College’s Board of Trustees were involved in budget discussions like never before. In an effort to stay abreast of the increasingly fragile budget picture, the Board of Trustees formed the Strategic Finance Planning Committee.

Staff was primarily involved in conversations about how to reduce costs. The Board was mostly involved in conversations that focused on how to generate revenue (i.e., conversion from charging student tuition by credit to contact hour S2.2, S2.3).

Ultimately, projected expenditures and revenues were adjusted, resulting in a balanced budget in which general operating expenditures did not exceed revenues.

When all was said and done, administrator, support staff, adjunct faculty, and part-time staff hourly rates and salaries were frozen. The College no longer issued the President a vehicle or paid vice presidents an automobile allowance. Full-time administrators and support staff changed health insurance plans by moving from a PPO to a high deductible plan with a health savings account. A ban on out-of-state travel using college funds was issued, and many budget line-item costs were reduced S2.4. College staff was kept abreast of the FY10 budget preparations via regular e-mail updates from the vice president of business affairs and treasurer S2.5.

**Title III Grant Award**

In July of 2009, the College received official word from the U.S. Department of Education of a $1.6 million Title III grant award. Grant funds are being used to increase capacity to develop grant proposals and major, planned, and annual gifts by instituting aggressive grants, major gifts, and planned giving programs, as well as an expanded annual giving program. Grant funds will also be used to strengthen the College’s capacity to fully utilize database systems, and research, identify, educate, and cultivate grants and gifts from public and private sources.

Grant funds will also be used to establish an endowment fund with $50,000 per year from the grant and $50,000 per year from private sources to help the College address program expansion and/or creation; developmental education courses; fiscal stability; classroom capacity; and scholarships. The total endowment at the end of the grant period will equal $500,000.

**Career Technology Building**

Following the State of Michigan awarding MCCC one-half the projected costs of building a career technology building, the Architect Selection Committee selected an architect to complete drawings.

**Community Support Feasibility Study**

In March of 2009, The Foundation at MCCC Board of Directors decided to proceed in the engagement of The Clements Group for conducting a feasibility study on
future funding initiatives. The feasibility study will measure MCCC’s potential for success in a capital or major gifts campaign and is designed to ascertain perceptions and gather critical pieces of information regarding MCCC’s ability to effectively implement its vision and serve its constituency to the greatest extent. A Case for Support S2.6 was written which outlines the College’s proposed initiatives, and the feasibility study interviews are being scheduled during the end of September to test the strength of a potential campaign. The results of the study will be reported to The Foundation Board of Directors in November 2009.

**CRITERION THREE: STUDENT LEARNING AND EFFECTIVE TEACHING**

The organization provides evidence of student learning and teaching effectiveness that demonstrates it is fulfilling its educational mission.

**General Education Categories and Learning Outcomes**

After a year of meetings with faculty and the General Education Review Task Force, draft general education categories and learning outcomes have been completed. Conditions and criteria for student achievement, as well as subsequent course or activities equivalents, are yet to be determined S3.1, S3.2, S3.3, S3.4, S3.5.

**Classroom Renovations**

The College had plans to update all nine classrooms on the second floor of the Campbell Learning Resources Center. One room was renovated in the spring of 2008 to serve as a prototype for the 2008-2009 academic year. This allowed faculty to utilize the space and technology for one year and make recommendations for improvement before updating the other eight rooms. Mid-year, in light of concerns regarding 2009-2010 budget, the project was downscaled to include updated technology and related renovations: the previous plans to update flooring and furniture have been put on hold until the budget picture improves and appears to be more certain and secure. New computers, data projectors, document cameras, and a central control system for each room were installed. Some electrical work, new white boards, and room-darkening blinds were installed.

**Lecture Hall Technology Upgrade**

The instructional technology in two lecture halls in the Life Sciences building (L-140 and L-201) was upgraded to include a document camera, two data projectors and screens, and switching capabilities, in addition to the existing computer. This allows for simultaneous use of two electronic media during lectures. The upgrade also allows for simultaneous use of the blackboard and any one of the available electronic media.
LPN to RN Online Program Revised

The program was revised to include a part-time enrollment option. Previously students could only attend the program on a full-time basis. This option was implemented in an effort to improve high attrition rates that resulted from the majority of students enrolled attempting to complete full-time course work while working full time.

Heavy Construction Certificate Program

Through the collaborative efforts of Monroe County Community College and DTE Energy, a new construction management technology certificate program with a specialization in heavy and industrial construction is now available to area students.

The certificate program is designed for experienced construction personnel who wish to upgrade skills to gain management positions with large industrial employers, as well as new entrants in the field.

Walk-in Wednesdays

The Admissions Office offered an alternative to scheduled advising appointments in an effort to allow for more efficient delivery of services to returning students and increased appointment opportunities for new and returning students.

New e-Learning Website Launched

The Office for e-Learning and Instructional Support launched a new website for faculty and students.

STARS Online: Web-based Scholarship Tracking and Review System

The College has launched a new Web-based program: STARS Online – Scholarship Tracking and Review System. This program helps students search and apply for scholarships at MCCC.

Mechanical Design CSWA Certification

MCCC became a “Certified SolidWorks Testing Site.” SolidWorks is a CAD (computer aided design) software package used in the creation of 3D parametric models. The certification allows MCCC the right to administer the CSWA (Certified SolidWorks Associate) exam; an exam recognized globally in the design field. The exam is a three-hour comprehensive and timed assessment that will be given at the completion of the MCCC Introduction to Solid Modeling/SolidWorks course. Successful attainment of credentials demonstrate students aptitude with the SolidWorks mechanical design software and confirms that they have met a minimum set of standards for performance and overall conceptual knowledge to perform successfully in industry.
Additional Maintenance and Repair Projects
In an effort to continue the College’s long standing practice of retaining optimal facility maintenance, the College replaced cracked sidewalks on campus and repaired leaky windows in the Welch Health Education Building.

The fascia of the admissions and registration areas was renovated in an effort to provide a more efficient space for students, as well as provide additional opportunities for students and visitors to access the MCCC information booth.

CRITERION FOUR: ACQUISITION, DISCOVERY, AND APPLICATION OF KNOWLEDGE
The organization promotes a life of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission.

Electronic Time Sheets
Phase one of the conversion to electronic (paperless) time sheets project was completed.

Learning Assistance Lab Online File System
The Learning Assistance Lab, Data Processing department, and the Information Services department worked together to implement an online file system used to track Perkins Special Populations eligible students. The Admissions, Career Counseling, Job Placement, and Disability Services offices may now go to one location to ascertain shared student data.

Midwest Institute for International and Intercultural Education (MIIIE) Annual Meeting
The College hosted the 2009 national conference of the Midwest Institute for International and Intercultural Education on April 3-4, 2009. In conjunction with the conference, students held the first ever MCCC International Fair, including a free performance for the community that was attended by approximately 200 people.

Student Newspaper editor-in-chief named Student Journalist of the Year
The MCCC editor-in-chief of The AGORA, student newspaper, was named Student Journalist of the Year by the Michigan Community College Press Association at its annual Press Day and awards ceremony.
Study Abroad-Southeast Asia

In May and June of 2009, two MCCC professors led 15 students on a study abroad trip to Southeast Asia: Thailand, Cambodia, and Vietnam. Students receive six credit hours for coursework completed while traveling and upon returning to Campus.

Monroe County Community College Student Nursing Association Receives Award

The Monroe County Community College Student Nursing Association received the “Outstanding Student Program of The Year” award for 2009. This is the second year in a row that the SNA has received this distinctive award.

CRITERION FIVE: ENGAGEMENT AND SERVICE

As called for by its mission, the organization identifies its constituencies and serves them in ways both value.

New Trustee Elected

Linda Lauer was newly elected to the Monroe County Community College Board of Trustees.

Monroe County Middle College (MCMC)

Monroe County Community College partnered with the Monroe County Intermediate School District and Mercy Memorial Hospital System to provide another option for Monroe County high school students, early college. Starting in the 9th grade, MCMC classes take place on the MCCC Campus or at Mercy Memorial Hospital. Starting in approximately 11th grade, students take college classes via dual enrollment. The goal is to have students graduate high school after five years with not only a high school diploma but an associate’s degree and/or 60 transferrable credit hours.

Monroe County Learning Bank Network

Monroe County Community College partnered with over a dozen community groups and organizations, profit and non-profit, to expand opportunities for Monroe County residents to achieve the basic skills necessary to be successful in postsecondary education and training. The project was funded ($300,000) by the Michigan Department of Labor and Economic Growth through the No Worker Left Behind Adult Learning Demonstration Grant.

MCCC’s partners in the Learning Bank Network grant submission included Monroe County Intermediate School District, Monroe County Adult Basic Education Consortium, Bedford Adult Education, Southeast Michigan Community Alliance, Michigan Works!, Monroe Bank & Trust, Monroe County Opportunity Program, Monroe County Library System, Arthur Lesow Community Center, United Way of Monroe County, Salvation Army, City of Faith Temple, and City of Hope and
Opportunity.

The Learning Bank project will offer a host of benefits to potential students, such as multiple access points, distance learning and year-round entry into the program to facilitate individually paced, flexible progress; group and individual tutoring, counseling and advising; skill-building seminars in college and career success; financial literacy, parenting and other life-skill courses; and direct access to employers for internships, career exploration, and possible employment.

**Brand Image and Attitude Study Follow-up**

As a follow-up to the 2004 Brand Image and Attitude Study, the College interviewed 400 people via phone, including 100 students under age 21, 100 students over age 21, and 200 Monroe County residents.

Study results confirmed that over 90 percent of students and residents agree MCCC is meeting its mission of providing higher education opportunities to enrich the lives of the residents of Monroe County.

**Department of Labor Community-Based Job Training Grant Award: Accelerated Welding, AWS Basic and Advanced Welding Certificates**

The Industrial Technology Division’s welding program received a grant to train welders in an accelerated format leading to American Welding Society (AWS) QC 10 and QC 11 certifications in basic and advanced welding, respectively. The goal is to certify 240 welders over a three year period. The total grant award is $1.7 million.

**Monroe Responds Scholarship**

Monroe County Community College established the Monroe Responds Scholarship specifically for students having difficulty paying for tuition and fees following the change in charging tuition and fees by credit to contact hour.

**Ad hoc Physical Therapy Assistant Advisory Committee**

The College began the formal process of assessing the need for a Physical Therapy Assistant program by establishing an ad hoc advisory committee and holding its first meeting.

**Pearson VUE® Testing System**

Through a partnership with Pearson VUE testing, Monroe County Community College began offering advanced, computer-based CompTIA testing for certification in a number of information technology specializations. The testing is available to current MCCC students and alumni.
MCCC now offers testing certification in the following CompTIA (systems):

- **A+:** Intended for entry-level service technicians
- **Network +T:** Targets networking technologies
- **i-Net+T:** Targets baseline internet technologies
- **CDIA+T:** Intended for individuals involved in document imaging technologies
- **Server+T:** Deals with advanced hardware issues
- **Linux+T:** Measures vendor-neutral Linux knowledge and skills
- **e-Biz+T:** Designed for technical and non-technical individuals who work in an e-business environment
- **IT Project+T:** Acknowledges competency and professionalism in IT project management
- **Certified Technical Trainer+T:** Recognizes that a technical instructor has attained a standard of excellence in the training industry
- **Home Technology Integrator+T:** Validates the necessary baseline competencies for the technician servicing the automated home industry
- **Security+T:** Covers the foundations of information security
- **Digital Home Technology Integrator+T:** Validates the knowledge and skills of home technology professionals
- **Convergence+T:** Validates the knowledge and skills in the area of communication technologies where datacom, telecommunications, video and broadcast multimedia technologies combine into a single IP-based delivery system
- **PDI+:** Printing and document imaging certification to validate a technician’s knowledge and skills of printers, LED, MFPs, scanners, fax machines, copiers, digital, networking, connectivity, and color theory

**Federal Compliance (Updates)**

**Relationships with Specialized Accreditation**

The College was notified by the National Association for the Education of Young Children (NAEYC) that its Early Childhood Development program meets eligibility requirements for NAEYC Early Childhood Associate Degree Accreditation. This formally begins the self-study process for program accreditation.

**Verification of Student Identity in Distance or Correspondence Education (Distance Learning Student Authentication)**

On July 31, 2008, the U.S. Congress completed reauthorization of the Higher Education bill (HEA) by passing the Higher Education Opportunity Act (HEOA).
The President signed the bill into law on August 14, 2008. The act requires institutions to establish that a student registered for a distance education class is the same student who participates in and completes the work and receives the academic credit for the class.

Specifically, the HEOA expects institutions that offer distance education to have security measures in place required to be used each time the student participates in class time or coursework online. In short, the legislation requires students use a username and password each time they participate in the class. There is no need for placing an undue burden of cost on students or implement technology that interferes with the privacy of the student.

The online courses at Monroe County Community College are delivered using Blackboard learning management system. The e-learning and Instructional Support office uses a variety of methods to provide Blackboard training to faculty and students, including group and individual training, online resources, newsletters, and other training materials SFC.2, SFC.3.

Blackboard is a password-protected online learning environment. Only MCCC faculty, staff, and students with appropriate username and password credentials can access the system. Each MCCC faculty member and student is provided a unique username and 7-digit identification number at the time of hiring or registration, respectively. The unique username corresponds with the first initial of the first name and the entire last name of the user. If a duplicate username already exists, a middle initial or number is added to ensure a unique system username. Regarding the Blackboard password, the 7-digit identification number is used along with other elements necessary for a strong password (i.e., upper and lower case letters, numbers and an exclamation mark) SFC.4.

**Transfer of Credit**

Under the 2008 Higher Education Opportunity Act (HEOA), higher education institutions must disclose publicly their transfer of credit policies, including criteria related to transfer of credit earned at other institutions.

At Monroe County Community College, credits from other regionally accredited colleges and universities which are earned with a grade of C- or better and are applicable to the student’s declared program are accepted for transfer and appear on the student’s permanent record.

Requests for transfer of credit to MCCC for work completed at unaccredited institutions or for non-collegiate educational experiences are evaluated by the registrar in consultation with the respective academic division deans. To be considered official, transcripts must be sent directly from the student’s previous college to the registrar’s office at MCCC. Grades and grade point average are not
transferred. A student’s grade point average is computed only for the courses earned at MCCC.

Monroe County Community College’s practices regarding transfer credit are found in the Policies and Procedures Manual SFC.5, and in the College catalog SFC.6. Both of these documents are available to students online.

Detailed information regarding the College’s acceptance of transfer credit as well as information regarding the transfer of MCCC credit to other colleges and universities is available at the MCCC Online Transfer Information Center. College publications make it clear to students that the information is provided by the respective colleges and universities and that the final determination regarding acceptance of transfer credit lies with the receiving school SFC.7.
Resource Room Documents

The Resource Room for Monroe County Community College’s self-study process and report is electronic. Electronically stored evidence may be found in the electronic Resource Room and is indicated throughout the report with a superscript reference. The key to the references is as follows: S1.1 (Supplement -Criterion 1-first document in section).

Criterion 1

S1.1 Policy 6.17
S1.2 Procedure 6.17 (a)
S1.3 Policy 6.14
S1.4 Procedure 6.14 (a)

Criterion 2

S2.1 2009-10 Budget Book
S2.2 PP 24- 27, Budget Book
S2.3 Letter from Dr. Nixon to Students Regarding Contact Hour Conversion
S2.4 2009-10 Budget Book Appendix, Adjustments to Original Requests
S2.5 2009-10 Budget Updates
S2.6 Feasibility Study Case for Support

Criterion 3

S3.1 General Review Faculty Meeting, May 7, 2009
S3.2 General Education Student Learning Outcome
S3.3 Academy for the Assessment of Student Learning Mentor Feedback 1
S3.4 Academy for the Assessment of Student Learning Mentor Feedback 2
S3.5 Academy for the Assessment of Student Learning Mentor Feedback 3
S3.6 e-Learning Website
S3.7 Stars On-line Website

Criterion 5

S5.1 Brand Image and Attitude Study Follow-up Results
S5.2 Letter to Potential Donors Regarding Monroe Responds Scholarship
S5.3 Ad hoc Physical Therapy Assistant Program Meeting Minutes
S5.4 Pearson VUE Testing System Press Release

Federal Compliance

SFC.1 National Association for the Education of Young Children (NAEYC) Program Eligibility Letter
SFC.2 Blackboard Employee Support website:
SFC.3 Student Support website:
SFC.4 Blackboard Login Website:
SFC.5 PP 3.00 (c)
SFC.6 PP 14-15, 2009-10 College Catalog College
SFC.7 MCCC On-line Transfer Information Center