



2015

2021

Annual

Committee
Reports

Monroe County
Community
College

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MCCC Shared Governance Overview

For more than 50 years, Monroe County Community College has engaged in a unique governing system that provides members of the college community with a voice in the governing of the institution.

Governance consists of those institutional arrangements for addressing issues and making decisions that affect institution mission, resource allocation and the role of internal constituencies.

Seven groups play important roles in the governance of the college community: faculty, students, support staff, maintenance, administration, professional staff and the Board of Trustees. Subject to whatever legal limitations may exist, members of the college community, through the councils, divisions/departments, committees, organizations, and other appropriate channels, have the privilege to discuss and recommend educational policies of the institution for review by the Board of Trustees and other appropriate government agencies and officers.

An essential element of the governance structure is the Council Model of Shared Governance. The purpose of MCCC's Council Model is to organize the constituent groups to effectively promote open communication for deliberation of college matters and to convey recommendations to the college president.

The Council Model is implemented through presidential town hall meetings; three councils consisting of the Faculty Council, Staff Council, and the Administrator Council; college committees, including the Academic Review Committee, Curriculum Committee, Governance Evaluation Committee, Instructional Technology Committee and Learning Assessment Committee, and other channels of involvement, such as divisions and departments, other groups and student government.

College Constitution Procedure 4.06

I. Statement of Principles

A. PREAMBLE

The basic functions of the College are to preserve, augment, challenge, and transmit knowledge and to foster creative capacities. These functions are performed by a College community, which must be free to exercise sound independent judgment in the planning and execution of its educational responsibilities.

B. PRINCIPLES

1. Governance consists of those institutional arrangements for addressing issues and making decisions that affect institution mission, resource allocation, and the role of internal constituencies.
2. Seven groups play important roles in the governance of the College community: faculty, students, support staff, maintenance, administration, professional staff, and the Board of Trustees. Subject to whatever legal limitations may exist, members of the College community, through the Councils, division/departments, committees, organizations, and other appropriate channels, have the privilege to discuss and recommend educational policies of the institution for review by the Board of Trustees and other appropriate government agencies and officers. Nothing in this document will be construed to deny to any administrative officers of the powers or responsibilities vested to them by law or by action of the Board of Trustees
3. In any effective organization a multiplicity of approaches to decision making is necessary, the nature of the decision often determining the approach. The governance structure of the College, while maintaining the ultimate authority of the Board of Trustees and President, should maximize participation of individuals and constituent groups on campus, with decisions being made at the lowest possible level of the organization. While not all members of the organization will feel the need to participate in governance, the structure should provide an opportunity for those who do. The structure should foster a sense of responsibility for participation and the institution should recognize and encourage such governance efforts
4. An essential element of the governance structure is the Council Model of Shared Governance.

The purpose of MCCC's Council Model of Shared Governance is to organize the constituent groups to effectively promote open communication for deliberation of college matters and to convey recommendations to the college president.

Council recommendations that receive the president's approval (and in some cases approval of the Board of Trustees) become the policies and procedures that direct administrative, faculty, and/or staff actions. These policies and procedures ensure orderly conduct for fairness and effectiveness and delegate to person(s) or group(s) appropriate authority with the means to act.

Not all decisions or actions taken by constituent members of the campus community are, can, or should be matters of deliberation for the shared governance model. The function of the shared governance model is primarily to ensure appropriate deliberation and communication of decisions.

II. Statement of Implementation

A. TOWN HALL MEETINGS

1. Town Hall meetings of the College community will be called by the President or by a recommendation from Council chairs and/or student government.
2. An agenda for such meetings will be communicated to the campus community at least one week prior to the meeting.
3. Meetings will be chaired by the President or his/her designee.
4. Meetings will be conducted according to Robert's Rules of Order, Revised when there is business to be transacted.
5. A record of Town Hall meetings will be kept by the Executive Assistant to the President and posted with the governance documents.

B. COUNCILS

1. There are three councils consisting of the Faculty Council, Staff Council, and the Administrator Council. These councils meet regularly and discuss topics that are of concern to the persons represented by the council or to the campus as a whole. These councils deliberate, develop proposals, and consider proposals reported to them by other councils, the president, and other members of the college. Anyone can submit a proposal and expect it to be heard by the councils. All members by classification of each group are considered active members of their respective councils with a responsibility to participate in the deliberative process of their council.
2. The functions and roles of the three Councils are detailed in the Monroe County Community College Shared Governance Model Handbook.
 - a. **Faculty Council:** The purpose of the Faculty Council is to initiate, develop, and modify proposals concerning academic, student services, and curricular issues to be forwarded to the President. Additionally, the council will discuss other issues related to college matters as appropriate.

Membership includes full-time and part-time Faculty.

- b. **Staff Council:** The purpose of the Staff Council is to initiate, develop, and modify proposals concerning issues surrounding college services and processes carried out by the staff. Additionally, the council will discuss other issues related to college matters as appropriate.

Membership includes full-time and part-time Maintenance and Support Staff.

- c. **Administrator Council:** The purpose of the Administrator Council is to initiate, develop, and modify proposals concerning issues surrounding management and organizational issues. Additionally, the council will discuss other issues related to college matters as appropriate.

Membership includes full-time and part-time administrators and professional staff.

C. COLLEGE COMMITTEES

1. All members of the committees of the College will be appointed by the President or his/her designee. Appointment, insofar as possible, will be to a committee(s) of the individual's choice.
 - a. The chair and secretary for each committee will be elected by the committee unless the President wishes to designate the chair.
 - b. The committee chair or his/her designee will preside at all meetings of the committee, and either the committee chair or his/her representative serves as spokesperson for the committee in presenting committee recommendations. Committee meetings may be called by the committee chairman/ chairwoman, any three committee members, the appropriate administrator, or by the President of the College. The chair will determine the time and place of the meetings
 - c. The committee secretary will keep a record of committee proceedings and will be responsible for the official file of the committee. The Secretary will post a copy of the minutes with the governance documents. The minutes of all committees will be available for inspection, and forwarded to the Library for archiving.
2. The administrator who has the authority and responsibility for a specific standing committee(s), or his/ her designee, will serve as a non-voting member of said committee(s). He/she has the authority to question and/or oppose recommendations of the committee(s) within his/her jurisdiction, but such action does not negate an appeal to the President.
3. Ad hoc committees will be formed as necessary to deal with specific issues, tasks, or problems not within the scope of a standing committee. An ad hoc committee will be dissolved upon fulfilling its charge or by action of the President. The President will determine which administrator has responsibility and authority concerning each ad hoc committee.

a. Study Groups are small groups of volunteers formed within a council to study a specific issue, concern, or problem and make a recommendation or provide a list of considerations to be evaluated by the larger council. Typically, there is a due date or window during which a recommendation or findings are forthcoming. b. A task force is a temporary group of employees and resources organized to implement a specific decision, action, and or initiative. Typically, task forces are established by council chairs, vice presidents, or the College President. Task force membership is voluntary or appointed by a council chair, vice president, or president and typically comprised of individuals from each council with specific expertise related to the task. The composition is cross-functional and content has broad implications for campus. Task force objectives are accompanied by a defined time for completion. In the case of an impasse in the creation of a task force, each council chair will submit a written document registering their position and/or concern to the president.

4. Standing committees are formal work groups comprised of employees and students, when appropriate, with membership approved by the President of the College. Standing committees serve very specific functions and are entrusted by the larger college community to act on specific issues. They are headed by a committee chair and are composed of individuals representing different points of view, divisions/departments, and/or constituencies.

Standing committees, which are responsible to the President or to a vice president, are listed below by the appropriate administrator.

Vice President of Student and Information Services

- Academic Review Committee
- Vice President of Instruction
- Curriculum Committee
- Instructional Technology Committee
- Learning Assessment Committee

President

- Governance Evaluation Committee

STANDING COMMITTEES

a. ACADEMIC REVIEW COMMITTEE

The Academic Review Committee has the responsibility for evaluating the probation Policy and academic standards in terms of the institution's philosophy. The committee also functions as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

Membership of the Academic Review Committee is open.

b. CURRICULUM COMMITTEE

The Curriculum Committee evaluates proposals originating from the academic divisions for addition, revision, and deletion/ inactivation of credit courses and programs of study. The committee may also review and recommend revisions to the College-wide student graduation and degree requirements.

Membership will include the following as voting members: one Humanities faculty, one Social Sciences faculty, one Math/Psychology/ECE faculty, one Sciences faculty, one Business faculty, one CIS faculty, one Applied Science and Engineering Technology faculty, one Health Sciences faculty, one faculty from the counseling area, and one adjunct each from the transfer area and occupational area. Non-voting members include: the Dean of Humanities/Social Sciences, the Dean of Science/Mathematics, the Dean of the Business Division, the Dean of Health Sciences, the Dean of Applied Science and Engineering Technology, the Registrar, one faculty from the library, and the Vice President of Instruction.

Proxies: Voting Members or their division dean may designate a proxy to vote on his/her behalf. A membership proxy form must be completed and given to the chair before the start of the meeting in which the proxy will be the representing member.

c. GOVERNANCE EVALUATION COMMITTEE

The Governance Evaluation Committee (GEC) is a standing committee charged with implementing and evaluating the council model of shared governance annually. The committee will also make recommendations regarding assignment of staff to committees. When requested by the President, the committee will recommend assignment of issues to the appropriate committee. The committee should meet at least once each semester (fall and winter). Any officer of the member councils can call additional meetings. The President will ensure the first meeting occurs each year.

Membership will include the following as voting members: the council chairs and secretaries from each council, the Coordinator for Institutional Research, Evaluation, and Assessment, and the Recorder. Non-voting members include the Vice President of Administration, the Vice President of Instruction, the Vice President of Student and Information Services, and the Director of Marketing Communication. The President is an ex-officio member of the committee. Other interested parties also join the committee as non-voting members with the President's approval.

d. INSTRUCTIONAL TECHNOLOGY COMMITTEE

The Instructional Technology Committee will make recommendations on the utilization of instructional technology to support and enhance classroom and web-based instruction. The committee will provide leadership in the assessment, design, development, implementation, and evaluation of instructional technology, which also includes web-based instruction through the utilization of a learning management system.

Membership of the Instructional Technology Committee is open.

e. LEARNING ASSESSMENT COMMITTEE

The purpose of this committee is to develop and monitor implementation of the College's plan for assessing student learning at the course, program, and institutional (general education) levels. The LAC identifies annual College assessment priorities, oversees and provides support to all aspects of the assessment process, reviews assessment activities and reports and provides feedback to departments and divisions, recommends improvements in the assessment program, and disseminates reports on the results of assessment and the initiatives based on assessment intended to improve student learning.

Membership will include the following as voting members: one Humanities faculty, one Social Sciences faculty, one Math/Psychology/ECE faculty, one Sciences faculty, one Business faculty, one CIS faculty, one Applied Science and Engineering Technology faculty, one Health Science faculty, one Learning Resource faculty, and one adjunct faculty each from the transfer area and occupational area. Non-voting members include: the Coordinator of Institutional Research, Evaluation, and Assessment, one transfer dean, one occupational dean, the Vice President of Instruction, and two student representatives.

Proxies: A voting member or the Division Dean may designate a proxy from the same academic area to vote on the member's behalf. A Membership Proxy Form must be completed and given to the chair(s) before the start of the meeting in which the proxy will be the representing member.

D. OTHER CHANNELS OF INVOLVEMENT

The shared governance model also includes a variety of other sources and channels of input

1. The divisions and departments of the College are a major point of participation in the governance process. Issues which cannot be resolved within the division or department may be referred or appealed to the appropriate vice president, Council, and if necessary to the President.
2. Groups such as the President's Cabinet; President's Advisory Group; Instructional, Student Services, or Administration Administrator groups; and Support Staff Advocates, while not formal parts of the governance structure, offer channels for input into the process.
3. The Student Government has input into the governance process in several ways. Usually student concerns will be introduced in to the process by Student Services personnel. The Student Government may also present concerns directly to the appropriate ad-hoc and standing committees, study groups, task forces, and/or vice president. Finally, the President may appoint students to College committees as deemed appropriate.

(Adopted 12-14-72; replaces 5.02 - Faculty Constitution) (Revised 5-20-75; 10-13-81; 11-9-82; 5-19-87; 7-89; 8-90; 3-91; 6-91; 8-95; 7-96; 11-96; 7-97; 7-99; 11-22-99; 6-02); 6-03; 5-06; 5-07; 4-08; 409; 12-09; 4-10; 6-10; 9-26-11; 2-12; 5-12; 2-13; 1-14;4-16; 12-14-16)

**2015 - 2016
COMMITTEE REPORTS**

**CURRICULUM COMMITTEE
FACULTY COUNCIL
GOVERNANCE EVALUATION COMMITTEE
LEARNING ASSESSMENT COMMITTEE
STAFF COUNCIL**

NO REPORTS SUBMITTED:

ACADEMIC REVIEW COMMITTEE
ADMINISTRATIVE COUNCIL
INSTRUCTIONAL TECHNOLOGY COMMITTEE

CURRICULUM COMMITTEE

Committee Membership

Alex Babycz	Edmund LaClair (Chair)
Parnella Baul	Kimberly Lindquist
Peter Coomar	Vincent Maltese
Michelle Costlow	Steven Mapes
Lori Jo Couch (replacing C. Nartker in March)	Kenneth Mohny
Joel Fiedler	Carrie Nartker
Paul Hedeem	Denise Robinson
William Hilliker	James Vallade
Annette Kiebler (Recording Secretary)	Tracy Vogt
Paul Knollman (Acting Secretary)	Grace Yackee

Committee Charge

The Curriculum Committee evaluates proposals originating from the academic divisions for addition, revision, and deletion/ inactivation of credit courses and programs of study. The committee may also review and recommend revisions to the College-wide student graduation and degree requirements.

Summary of Meeting Minutes and Committee Activities

This year has seen routine business in the curriculum committee with deletion of old courses no longer being offered at the college as reflected in meeting minutes. Committee has approved several new courses, certificates, and programs which will benefit students. These include, but are not limited to Office Administration Software Specialist Certificate, Certificate in Entrepreneurship, Automotive Technician Services Certificate. Many courses were updated to use current Course Outcome Summary documents which replaced the old Outline of Instruction documents. Numerous changes were made to existing courses, programs, and certifications reflecting the college's vision to be an innovative and progressive higher education institution.

Committee approved of the New Licensed Practical Nursing (LPN) to registered Nursing (RN) Track within the AAS Nursing Program.

Actions Taken

Meeting minutes accurately reflect all actions taken by committee as approved through April 26th, 2016.

- New Courses Outside Programs
 - PHL 254
 - PSYCH 257
 - PSYCH 258

- New Programs or Certificates
 - New licensed practical nursing (LPN) to registered nursing (RN) track within the AAS-Nursing program
 - Automotive Service Certificate
 - Electrical Engineering Technology Program
 - Cybersecurity and Information Assurance Program and New Certification
 - Graphic Design Certificate
 - Digital Media Basic Certificate
 - Illustration Basic Certificate
 - Web Design Basic Certificate
 - Entrepreneurship Capstone Course and Certificate

- Inactivated Courses

HPE 167
HPE 261
HPE 262
HPE 267
HPE 268
HPE 269
HPE 281
HPE 284
NURS 104
NURS 209A
NURS 209B
NURS 277
HLTSC 156, HLTSC 157, HPE 159
COMM 250, 251, 260, 261, 265, 266, 267, 270, 271, 275, 276, 277
PHOTO 151 and DANCE 151, DANCE 152, DANCE 153, DANCE 155, DANCE 170, and DANCE 219

- New Global Studies Designators

HUMAN 250, 256, & 257
POLSCI 151 (Sabo/Bacarella)

- General Education Approvals

HUM 152, PHL 254 as G5 Satisfier
HIST 153, HIST 154, HIST 155, HIST 160, SOC 160, as G6 Satisfiers

- Inactivated Programs

Chemistry Program

*Dr. Yackee explained this never should have been approved as a 'program'
Application Software Specialist Program Deletion

Recommendations

Committee will be bringing review of Special Topic courses and required forms (COS and taxonomy) files to the Councils in the next academic year for review and input.

FACULTY COUNCIL ANNUAL REPORT

Committee Membership

All full-time and adjunct faculty are members of Faculty Council. The Officers for the 2015-2016 academic year were Professor Wendy Wysocki (Chair) and Dr. Melissa Grey (Secretary).

Committee Charge

The charge of the Faculty Council is to initiate, develop, and modify proposals concerning academic, student services, and curricular issues to be forwarded to the President. Additionally, the Council discusses other issues related to student learning, teaching and topics of concern to the campus as a whole.

Summary of Meeting Minutes and Committee Activities

Faculty Council has held seven meetings, with one additional to be held in May for a total of eight meetings during the 2015-2016 academic school year. A complete record of Faculty Council agendas and meeting minutes are available on Blackboard under Shared Governance, Faculty Council link. There is also a Master Proposal spreadsheet on Blackboard that is a record of all the proposals submitted and the action taken by each Council.

During the 2015-2015 academic year Faculty Council meetings, the following discussions and activities occurred:

- Presentations of the following information items:
 - Individualized Learning Plans
 - 6.21 Drug & Alcohol Policy Revision
 - Updates to Emergency Procedures for Fire and Severe Weather Events
 - Procedure 310 Code of Conduct Removal of Course Numbering System Policy
 - Proxy Voting for Learning Assessment Committee
 - Conversion from COMPASS to Accuplacer
 - Instructional Technology Committee Update
 - Restructuring our institutional scholarships
 - Faculty Training - Study Abroad
 - Temporary building closures and staff relocations during HVAC renovations project

- Requests for Input and Action on the following items:
 - Study Abroad Task Force Draft Documents (Input)
 - Enhancement Grants (Input)
 - Strategic Enrollment Management Plan (Action)
 - Compensation/Release Time for Council Chairs and Secretaries (Action)
 - Millage proposal (Input)

Actions Taken

Input provided on the MCCC Millage Plan, Enhancement Grants, and Study Abroad Draft Documents.

Approval of the Strategic Enrollment Management Plan and Compensation/Release time for Council Chairs and Secretaries.

Recommendations

Faculty continue to participate in Faculty Council activities.

GOVERNANCE EVALUATION COMMITTEE

Committee Membership

Membership includes the following as voting members: the council chairs and secretaries from each council, the Coordinator for Institutional Research, Evaluation, and Assessment, and the Recorder. Non-voting members include the Vice President of Administration, the Vice President of Instruction, the Vice President of Student and Information Services, and the Director of Marketing Communication. The President is an ex-officio member of the committee. The Officers for the 2015-2016 academic year were Melissa Grey (Chair) and Penny Dorsey (Recorder).

Committee Charge

The Governance Evaluation Committee (GEC) is a standing committee charged with implementing and evaluating the council model of shared governance annually. The committee will also make recommendations regarding assignment of staff to committees. When requested by the President, the committee will recommend assignment of issues to the appropriate committee.

Summary of Meeting Minutes and Committee Activities

GEC met five times during the 2015-2016 academic year. The primary activities of the GEC were revising the college constitution to reflect changes in the college's governance structure.

Actions Taken

An action item will be submitted to all councils recommending the revisions to the college constitution, Procedure 4.06.

Recommendations

GEC to continue evaluating governance structure and functioning and continue duties of recommending committee assignment requests.

LEARNING ASSESSMENT COMMITTEE

Committee Membership

Cameron Albring (Recording Secretary)	Dawn Lymond
Roop Chandel	Felice Moorman
Jamie Deleeuw	David Reiman
Asad Farah	Joanna Sabo
Maris Fonseca	Wendy Wysocki
Paul Hedeem	Grace Yackee
Paul Knollman	

Committee Charge

The purpose of this committee is to develop and monitor implementation of the College's plan for assessing student learning at the course, program, and institutional (general education) levels. The LAC identifies annual College assessment priorities, oversees and provides support to all aspects of the assessment process, reviews assessment activities and reports and provides feedback to departments and divisions, recommends improvements in the assessment program, creates forms and timelines for assessment activities and disseminates reports on the results of assessment and the initiatives based on assessment intended to improve student learning. The LAC works closely with the Curriculum Committee.

Summary Of Meeting Minutes And Committee Activities

The LAC met five times during the 2015-2016 school year. A number of key activities occurred: Discussion and approval of a proxy voting process. Discussions about program-level assessment student learning outcomes and their relationship to course level outcomes and the appropriate assessment forms needed to indicate how course-level student learning outcomes support program level student learning outcomes. The LAC members met with the HLC visiting team members in October to discuss the processes used to arrive at our final Gen Ed configuration. Dr. McCloskey resigned his position as the transfer area Co-Chair. At this time, a replacement has not been selected by Vice President Yackee.

Actions Taken

A proxy voting process was approved and sent to the Governance Evaluation Committee for approval and inclusion in the College Constitution. Program-Level assessment templates have been approved and sent to the appropriate divisions. Updates to the General Education satisfier list were made after their approval by the Curriculum Committee.

Recommendations

LAC work will continue on General Education and Program-level assessment. Course-level assessment is currently a gap in our assessment plan that needs to be addressed in the next academic year. A transfer area Co-Chair should be selected to lead the course-level assessment process.

STAFF COUNCIL ANNUAL REPORT

Committee Membership

Charles Abel	Louis Galloro	Terry Lunn	Kelly Scheer (Jul.-Mar.)
Cameron Albring	Ann Gerweck	Mary Lyons	Tom Scheer
Kathy Asmus (Apr.-Present)	Daniel Hamman	Matthew Mancour (Sep.-Present)	Robert Semanske
Deborah Baker	Jeffery Harbaugh	Jason Margraves (Sep.-Present)	Ken Sieg (Jul.-Sep.)
Toni Bean	Linda Hawley	Megan McCaffrey-Bezeau	Robert Sielski
William Bennett	Sue Hoffer	Suzanne McKee	Linda Spenoso
Randy Berns	Denise Howe	Joan Mead	James Stanford (Jul.-Feb.)
Julie Billmaier	Rick Hubbert	Allison Mohler	Robert Stawkey
Linda Black	William Huff	Bill Myers	Donovan Tarjeft
Justin Blaine	Janice Hylinski	Michael Neaves	Jeff VanSlambrouck
Penny Bodell	Rhonda Iacoangeli (Jul.-Feb.)	Joyce Oestrike	Vicki Voyantzis
Phillip Borawski	Kari Jenkins	Robert Oetjens	Beth Waldvogel
Janel Boss	Laurel Johnston	Tod O'lane	Casey Watterworth
Janet Brant	Glori Jonkman	Dale Parker	George Welter
Sarah Briggs (Jul.- Feb.)	Annette Kiebler	Christopher Perria	Keith Werner
Derek Brylinski	Tom Kleman	Terry Peterson	William Wilt (Jan.-Present)
Sherry Bussell	Jeremy Knoff	Bill Pickard	John Wrabkiewicz
Jane Clevenger	Karen Kuhl	Kellie Pierce	Kevin Zorn
Terry Cole	Kellie Kull	Lauren Pillarelli	
Michael Costello	Paul LaRoy	Cheryl Prenkert	
Petrina Cusumano	Vickie LaValle	Michael Reaume	
Kathleen Czajkowski (Jul.-Oct.)	Rachel Lehr	Doug Richter	
Frank Davis	Stacy Lehr	Linda Roberts	
Michael D'Haene	Kim Letasse	Bryan Rorke	
Penny Dorcey	Denice Lewis	Tyra Rosinski	
Renee Drouillard	Rebecca Libstorff (Jul.-Sep.)	Jim Russo	
Rachel Eagle (Chair)	Denise Lindemann	Thomas Ryder	
Allison Gallardo (Apr.-Present)	Mary Lunn	Amy Salliotte	

Committee Charge

Staff Council is one of three councils in the Shared Governance Council Model which was approved in each council at the end of the 2014-15 academic year. Staff Council meets regularly on the second Thursday of each month to discuss topics that are of concern to any of the councils or the campus as a whole. Staff Council deliberates, develops, and considers proposals submitted by any members of the college community to convey recommendations to the president. Staff Council also initiates, develops, and modifies proposals concerning issues surrounding college services and processes carried out by the staff.

Summary of Meeting Minutes and Committee Activities

In August, Rachel Eagle was elected as chair and Janice Hylinski volunteered to take over Rachel's previous position as secretary until she was elected into the position in December. To date, Staff Council has met nine times in the 2015-16 academic year. Staff Council has discussed and/or made recommendations on eight information items, three requests for input, and two requests for action that were submitted to the Councils for the 2015-16 cycle.

The information items submitted to Staff Council were Individualized Learning Plans, Time Reporting Deadlines, Updates on Emergency Procedures and Severe Weather Events, Procedure 3.10 (Code of Conduct), LAC Proxy Voting, Policy 6.21 (Drug and Alcohol Policy), Restructuring of Institutional Scholarships, and Temporary Staff Relocations during HVAC Renovation Projects. Members of Staff Council were given the opportunity to voice input for 2016 Enhancement Grants, Study Abroad, and the 2016 Millage Plan. The Staff Council took action on the Strategic Enrollment Management Plan and Compensation/Release Time proposal. We currently have a request for input item on the agenda for our May meeting.

A complete record of Staff Council meeting minutes is available on Blackboard, within the Shared Governance organization. There is also a Master Proposal spreadsheet on Blackboard, which is a log of all of the proposals submitted to the Councils, the actions taken by each Council, as well as the final decision of the President regarding Requests for Action.

Actions Taken

The first action item of the year was a vote on the Strategic Enrollment Management Plan. Members of Staff Council voted to pass this proposal unanimously.

Staff Council met twice on the request for action of compensation/release time proposal. Some members felt that the initial vote was did not properly address the issues as presented. Extra time was taken in a Special Meeting in October to go over the results of the previous meeting and readdress the proposal. The proposal was not supported either time.

An in depth discussion took place on whether or not to give out Enhancement Grants for 2016. Those in attendance were either undecided or in favor of one of the options. The majority felt funds should not be allocated for the 2016-17 academic year. Input was given on various solutions: awarding money, not awarding money, and methods to help raise Enhancement Grant funds for the future.

Staff Council had the opportunity to give input for Study Abroad; the group had no additional input to offer Dr. Sabo.

Support Staff and Maintenance expressed concerns with proposed uses of millage money for the 2016 Millage Plan. Members stressed that we are updating facilities to be ADA compliant. Staff council also suggested having the Millage PowerPoint available for people to view at upcoming events (Monroe County Fair), and include images or tours of facilities that are in need of repairs.

Recommendations

Staff Council has no recommendations for changes in its charge or membership at this time.

2016 - 2017 COMMITTEE REPORTS

ACADEMIC REVIEW COMMITTEE
ADMINISTRATOR COUNCIL
CURRICULUM COMMITTEE
FACULTY COUNCIL GOVERNANCE
GOVERNANCE EVALUATION COMMITTEE
INSTRUCTIONAL TECHNOLOGY COMMITTEE
LEARNING ASSESSMENT COMMITTEE
STAFF COUNCIL

ACADEMIC REVIEW COMMITTEE

Committee Membership

Mark Bergmooser	Tracy Giacomini	Terri Kovach	Shane Spalding
Holly Boylan	Tom Harrill*	Bob Leonard	Patrick Wise
Randy Daniels	Joyce Haver	Lindi McClure	Scott Wang
Jill Denko	Deminique Heiks	Michelle Schwartz	
Martin Dubois	Cheryl Johnston*	Kathy Shepherd	
Michael Fuertes	Dean Kerste	Libby Sheldon	

**Retiring and will not be on committee Fall 2017*

Committee Charge

The Academic Review Committee has the responsibility for evaluating the probation policy and academic standards in terms of the institution's philosophy.

The committee also functions as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress

Summary of Meeting Minutes and Committee Activities

The Committee was scheduled to meet on August 23, 2016 at 12:30 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress. No students attended the scheduled meeting.

The Committee met on October 25, 2016 at 12:30 as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

The Committee met on January 3, 2017, at 12:30 as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

The Committee met on March 28, 2017, at 12:30 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

The Committee met on May 4th, 2017, at 12:30 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

The Committee has 2017-2019 meetings scheduled see attached document and member schedule grid.

Actions Taken

The Committee was scheduled to meet on August 23, 2016 at 12:30; no students attended however, through prior counseling 11 students were readmitted into the Fall of 2016 semester. This number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels.

The Committee met on October 25th, 2016 at 12:30 pm, and approved a class schedule for 1 student—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels.

The Committee met on January 3, 2017 at 12:30 pm, and approved classes for 5 students—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. In addition, 19 students were readmitted to the winter semester, 2017.

The Committee met on March 28, 2017 at 12:30 pm, and approved classes for 3 students—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. In addition, 4 students were readmitted to the Spring semester, 2017.

The Committee is scheduled to meet on May 4th, 2017 at 12:30, no students attended and the number of approved classes for students is to be determined—this number will also include students who could not attend the meeting but met with Committee members or VP Randy Daniels.

The Academic Review Committee continues to require students to schedule tutoring sessions with the LAL. Before each ARC session with the students, the LAL staff provides reports to the Committee informing the Committee of the status of students who have been advised to use the services of the LAL. This information helps the committee decide the disposition of future appeals by these students.

Recommendations

The Committee has no recommendations for changes in its charge or membership

STATUS OF COMMITTEE RECOMMENDATIONS FROM PREVIOUS YEAR:

The Committee had no recommendations for changes from the previous year.

THE LOCATIONS OF ALL DOCUMENTS REFERENCED IN COMMITTEE DECISIONS:

The Academic Review Committee minutes referenced above are available from VP Daniels' Administrative Assistant, Penny Bodell.

Updates

The Academic Review Committee has new co-chairs this academic school year, Michelle Schwartz and Tracy Giacomini. In evaluating the process and working closely with Joyce Oestrike, the processes have been under reconstruction and will continue to evolve as students' needs change. The new processes currently initiated are in place to be able to meet all student needs with timing of the meetings and account for committee participation and student tracking. With collaboration efforts between committee co- chairs, Joyce Oestrike, Registration and the LAL, we hope to ensure that students who need the academic support will be able to have those needs met appropriately with proper counseling.

Current membership assignment grid and student tracking method.

	October 25, 2016 12:30-1:30pm 1-Jan	January 3, 2017 12:30-1:30 pm 5-Jun	March 28, 2017 12:30-1:30pm 1-Mar	May 4, 2017 12:30-1:30 pm 0/0	August 22, 2017 10-11 am	August 22, 2017 5-6 pm	October 24, 2017 12:30-1:30 pm	January 4, 2018 10-11 am	January 4, 2018 5-6 pm	March 27, 2017 12:30	May 1, 2018 12:30	August 2019 TBD 10-11 am & 5-6 pm
*Room A 173a-d												
Students Scheduled/ show												
Mark Bergmooser		x				x						
Holly Boylan	x				x							
Jill Denko		x				x						
Martin Dubois		x				x						
Michael Fuyertes		x				x						
Cheryl Johnson			x		OFF ARC RETIRED							
Dean Kerste				x	x							
Tracy Giacomini					x							
Thomas Harrill			x		OFF ARC RETIRED							
Joyce Haver	x				x							
Deminique Heiks			x				x					
Terri Kovach			x				x					
Bob Leonard			x				x					
Lindi McClure				x								
Libby Sheldon												
Michelle Schwartz	x											
Kathleen Shepherd				x								
Shane Spaulding				x								
Scott Wang			x									
Patrick Wise			x		x							

ADMINISTRATIVE COUNCIL ANNUAL REPORT

Committee Membership

All administrators and professional staff are members of Administrative Council. The officers for the 2016-17 fiscal year were Director of Marketing and Communications Joe Verkennes, chair, and Director of the Library Laura Manley, secretary. Dr. Manley was elected mid-year to replace Kim Lindquist, dean of health sciences, who had completed her two year term as secretary. As of June 30, Chair Verkennes will have completed his second year as chair, and under the bylaws of MCCC's Shared Governance system, will be termed out. A new chair will be named at the next Administrator Council meeting on June 7.

Committee Charge

The charge of Administrator Council is to meet regularly and discuss topics that are of concern to the persons represented by the council or to the campus as a whole, and to deliberate, develop and modify proposals concerning issues surrounding management and organizational issues. Additionally, the council will discuss other college matters as appropriate.

Summary of Meeting Minutes and Committee Activities

Administrator Council has held seven meetings, with one additional to be held in June for a total of eight meetings during the 2016-17 fiscal year. A complete record of Administrator Council agendas and meeting minutes is available on Blackboard under Shared Governance, Administrator Council link. There is also a Master Proposal spreadsheet on Blackboard that is a record of all the proposals submitted and the action taken by each council.

During the 2016-2017 Administrator Council meetings, the following discussions and activities occurred:

- Presentations of the following information items:
 - HVAC/geothermal system project update
 - Administrator Council meeting times/dates for the fiscal year
 - Consolidation of the Curriculum Committee's course outcome summary templates
 - Guidelines and requirements for teaching special topics courses
 - High School Articulation Guidebook
 - Monroe County Intermediate School District's Early College
 - 2017-18 Budget
 - Report on the recommendation from the Instructional Technology Committee for a new Learning Management System for MCCC.
 - Research Data Publicly Available on the Institutional Research website located on MCCC's website.
 - International Program Procedures.

-
- A program at the University of Illinois Study that pays for development opportunities for officials involved in Study Abroad at other colleges and universities.
 - Mission, Vision, Values Task Force update.
 - Upcoming Administrator Council chair vacancy.

- Requests for Input and Action on the following items:
 - Nomination of a new Administrator Council secretary.
 - Proposal to create and maintain annually an MCCC directory for which individuals may choose to opt out.
 - Proposal to create an Institutional Review Board.
 - Proposal to create a Facilities Planning Task Force.

Actions Taken

Approval of nomination of Dr. Laura Manley as Administrator Council secretary.

Approval of the request to create an Institutional Review Board.

Rejection of the proposal create a Facilities Planning Task Force

In addition, there were numerous other topics discussed in the open sessions of each meetings; the above items were the items actually on the agendas as info items or requests for input or action.

Recommendations

Administrators continue to participate in Administrator Council activities.

CURRICULUM COMMITTEE

Committee Membership

Alex Babycz	Edmund LaClair (Chair)
Parnella Baul	Kimberly Lindquist
Peter Coomar	Vincent Maltese
Michelle Costlow	Steven Mapes
Lori Jo Couch (replacing C. Nartker in March)	Kenneth Mohnney
Joel Fiedler	Carrie Nartker
Paul Hedeem	Denise Robinson
William Hilliker	James Vallade
Annette Kiebler (Recording Secretary)	Tracy Vogt
Paul Knollman (Acting Secretary)	Grace Yackee

Committee Charge

The Curriculum Committee evaluates proposals originating from the academic divisions for addition, revision, and deletion/ inactivation of credit courses and programs of study. The committee may also review and recommend revisions to the College-wide student graduation and degree requirements.

Summary of Meeting Minutes and Committee Activities

This year has seen routine business in the curriculum committee with deletion of old courses no longer being offered at the college as reflected in meeting minutes. Committee has approved several new courses, certificates, and programs which will benefit students. These include, but are not limited to new Agriculture Program and VITA program; both of which are excellent additions to our college and deserve commendations for all faculty responsible for their development. Numerous changes were made to existing courses, programs, and certifications reflecting the college's vision to be an innovative and progressive higher education institution. This year has also revealed a number of outstanding issues that must be addressed. Issues and recommendations are included below.

Actions Taken

Meeting minutes accurately reflect all actions taken by committee as approved through April 25, 2017.

Global Studies Courses

- THEA 151, PHIL 152, ANTHR 155
- Concerns have been raised by committee that the requirements for global designation may require review in the future.

Changes to Existing Curriculum

- JOURN 181 deactivated and renamed COMM 181
- RTH 220, PSYCH 156 Deactivated
- CRJ 154 Introduction to Criminal Justice (Course Renamed)
- BIOL 257 & 258 Updated COS and Taxonomy Forms

- MATH 124 and MATH 154 Prerequisite Changes
- Full PN Curriculum Revisions
- ENGL 256, PHIL 152, THEA 151, HLTSC 110, and HPE 175, Changes to Course Descriptions
- EDUC prefix for Art/Music Education Courses
- NDT Certificate Change (addition of standard and advanced options)
- HUMAN 250, 256, 257 Prerequisite Change
- Mechanical Design Technology Program Changes/new course, MDTC 236 Rapid Prototyping
- ASET Combined Metrology and Quality Technology Program
- Art Course Changes 6 to 3 Contact Hours

New Programs, Courses

- Agriculture Program
- ACCTG 256 (Vita Program)

OUTSTANDING ISSUES TO BE ADDRESSED NEXT YEAR

Math Test Scores and Test Limits

Math Test Score Time Limit; the committee clearly indicated that these changes require additional conversation to ensure they will not harm programs.

Global Studies Designation

Global Studies Designation, it has been indicated that the designation may require review. There have been voiced concerns that the purpose of the designation and definition of "global studies" may require additional discussion.

Special Topics Courses

Special Topics Courses, the committee this year has not adopted any guidelines or policies for the use of these courses. The college lacks a clear policy or procedure.

COS and Taxonomy Forms

There are a number of problems with the COS and Taxonomy forms and how they are managed and designed. Chair La Clair explored avenues to simplify these forms, and the recommendation is a development of a "Changes to Taxonomy" form to allow the preservation and intellectual control of the vital record established in original Taxonomy forms. IE: The Taxonomy Form must be changed by only one individual on campus and controlled by this person once created. Changes as done without this control have inadvertently led to erasure of vital information from Taxonomy forms. This is a critical issue that has not been treated seriously on this campus. Changes to COS forms for the future should include the creation of a fillable PDF that will be more "user-friendly" and consideration of the form's purpose at the course, General Education, and program levels. There is concern the forms may become more unwieldy, and the easiest solution is for faculty familiar with using these forms and someone familiar with the development of PDF files with drop-down menus to develop a single COS form that all faculty can utilize complete with instructions on their use and purpose.

Course Numbering

Course Numbering, the college curriculum does not appear to be following policies for course numbering. This issue must be studied by the curriculum committee next year.

General Education Implementation

General Education Implementation, the Faculty Council has established a study group to explore issues related to General Education implementation on the college. This group is chaired by CC Chair Edmund La Clair (who will continue to serve on the study group through the summer and fall) with the goal of collecting data on problems, possible solutions to those problems, and returning this data to the Faculty Council in fall 2017. It appears there is really no body that is responsible for reviewing General Education's implementation, the LAC reviews assessment. This may require address, though Chair La Clair made efforts to create a Study Group via Faculty Council to look into this and gather data.

Curriculum Committee Secretary

The committee is in technical violation of Robert's Rules. Its current secretary is not a committee member. The issue should be addressed either by a change to committee bylaws, Constitution, or Shared Governance in some manner. However, committee bylaws cannot be located by committee chair. This reflects a general confusion about committee organization that is likely part of the 'growing pains' of moving to the new Council model.

Curriculum Committee Chair

The Curriculum Committee has failed to identify a new chair for the committee in 2017-2018 Academic Year. The current chairman of the committee made significant efforts to locate a replacement, and encountered several problems that need to be addressed:

- 1). No guidance from Shared Governance Handbook or Constitution on term-limits or rotation of committee chair beyond indication from Faculty Council Minutes August 28, 2012 that chair term is two years and position rotates between occupational and transfer faculty.
- 2). No established policy for resolution of failure to identify a committee chair when the two-year tenure of current chair expired. Though it does appear per the College Constitution that the college President may appoint a chair to the committee. There have been requests from some committee members to have Chair La Clair serve a third year until a member of the occupational division feels prepared to take on this committee's significant responsibilities. La Clair is willing to do so, but not without clear indication that this is in accordance with either the current Constitution, Shared Governance model, or full-support of the college President.
- 3). Clear indication from occupational faculty that they do not have the ability to serve as chair due to a number of factors, especially a lack of full-time faculty to meet all committee requirements and a lack of faculty who feel experienced enough with curriculum to lead committee; indeed, committee chairs in the future will likely benefit from a more formal explanation of duties and methods for fulfilling them due to the rigors and importance of this committee in the college's curriculum—a deep understanding of many moving parts is required for effective leadership. Many faculty have also indicated that the contentious nature of this committee does not incline service, this is sadly, a reflection of a deeper fault in the college's culture of collegiality that has been highlighted in several reports, but specifically the 2011 CLARUS report.

FACULTY COUNCIL ANNUAL REPORT

Committee Membership

All full-time and adjunct faculty are members of Faculty Council. The Officers for the 2015-2016 academic year were Professor Wendy Wysocki (Chair) and Assistant Professor Dan Shaw (Secretary).

Committee Charge

The charge of the Faculty Council is to initiate, develop, and modify proposals concerning academic, student services, and curricular issues to be forwarded to the President. Additionally, the Council discusses other issues related to student learning, teaching and topics of concern to the campus as a whole.

Summary of Meeting Minutes and Committee Activities

Faculty Council has held 4 meetings, with one additional to be held in May for a total of 5 meetings during the 2016-2017 academic school year. A complete record of Faculty Council agendas and meeting minutes are available on Blackboard under Shared Governance, Faculty Council link. There is also a Master Proposal spreadsheet on Blackboard that is a record of all the proposals submitted and the action taken by each Council.

During the 2016-2017 academic year Faculty Council meetings the following discussions and activities occurred:

- Presentations of the following information items:
 - HVAC renovations update
 - Monroe County High School Articulation Agreements
 - Exception reporting
 - ISD CTE College
 - Learning Management System Reviews
 - Data Publicly Available for Employee Consumption
 - International Program Procedures
 - University of Illinois International Studies Research Lab
- Requests for Input and Action on the following items:
 - Proposed Constitution Updates
 - Special Topics Courses
 - Curriculum Committee forms
 - MCCC Directory Proposal
 - Institutional Review Board Creation
 - Learning Management System Review and Recommendation
 - Campus Facilities Planning Task Force
 - General Education Task Force
 - STEM Summer Camp Study Group

Actions Taken

Provided Input on Proposed Constitutional Changes, Special Topics Courses and Curriculum Committee forms.

Approval on the MCCC Directory, Institutional Review Board Creation, Instructional Technology Committee's Learning Management System Recommendations, Campus Facilities Planning Task Force, General Education Task Force and STEM Summer Camp Study Group.

Recommendations

Faculty continue to actively participate in Faculty Council activities and in the shared governance process.

GOVERNANCE EVALUATION COMMITTEE

Committee Membership

Membership includes the following as voting members: the council chairs and secretaries from each council, the Coordinator for Institutional Research, Evaluation, and Assessment, and the Recorder. Non-voting members include the Vice President of Administration, the Vice President of Instruction, the Vice President of Student and Information Services, and the Director of Marketing Communication. The President is an ex-officio member of the committee. The Officers for the 2016-2017 academic year were Melissa Grey (Chair) and Penny Dorsey (Recorder).

Committee Charge

The Governance Evaluation Committee (GEC) is a standing committee charged with implementing and evaluating the council model of shared governance annually. The committee will also make recommendations regarding assignment of staff to committees. When requested by the President, the committee will recommend assignment of issues to the appropriate committee.

Summary of Meeting Minutes and Committee Activities

GEC met once during the 2016-2017 academic year. In addition to routine duties, GEC chair facilitated an informational session on the Council Model of Shared Governance for all MCCC employees. The GEC implemented feedback from informational session. GEC also brought constitution revisions through each of the councils and incorporated feedback from all three councils.

Actions Taken

Revisions to the college constitution, Procedure 4.06, were approved by the President (12/16/16).

Recommendations

GEC to continue evaluating governance structure and functioning and continue duties of recommending committee assignment requests.

INSTRUCTIONAL TECHNOLOGY COMMITTEE

Committee Membership

Martin Dubois	Charles Kelly	Patrick Nedry	Grace Yackee
Nicole Garner	Paul Knollman	Dave Reiman	Cindy Yonovich
Kristine Gerlach	Karen Kuhl	Dan Shaw	
Bradley Hesser	Brian Lay	Philip Wahr	

Committee Charge

The Instructional Technology Committee will make recommendations on the utilization of instructional technology to support and enhance classroom and web-based instruction at MCCC. The committee will provide leadership in the assessment of need, design, development, implementation and evaluation of instructional technology, especially as it applies to web-based instruction through the utilization of a learning management system.

Summary of Meeting Minutes and Committee Activities

The IT Committee met on 9/15/16, 10/27/16, 12/1/16, 1/19/17, 2/2/17, 3/23/16 and 4/27/17. Some of the topics discussed during these meetings included mandatory online orientation for first-time online students, promoting online programs at MCCC, learning management system (LMS) review, and collecting course questionnaires electronically in select on-ground courses.

ACTIONS TAKEN

- The committee discussed the advantages and disadvantages of its current open membership structure. After some discussion, the committee noted that recommended keeping an open membership structure and revisiting the topic in fall 2017.
- After a thorough review of several Learning Management Systems (LMS), which began with web demonstrations in spring 2016 and culminated with live presentations and demonstrations from Blackboard, Canvas and D2L Brightspace, the IT Committee voted to recommend D2L Brightspace as the LMS replacement for our current LMS Blackboard. Additionally, the IT committee agreed to transition to D2L Brightspace in spring 2018 to allow enough time for adequate training and course development.

- The IT committee conducted two separate pilots to test the electronic collection of on-ground student course questionnaires using the EvaluationKit web-based survey system. The committee agreed to limit the pilots to only faculty members on the IT committee. During the fall 2016 semester, six faculty participated with 16 on-ground courses that offered student course questionnaires online. The questionnaire response rate was 58%. During the winter 2017 semester, eight faculty participated with 23 on-ground courses that offered student course questionnaires online. The questionnaire response rate for winter 2017 was 50%. The committee concluded that there are a number of advantages for offering onground course questionnaires electronically; however, the committee recommended that a larger pilot should occur before making a final recommendation. Therefore, during the fall 2017 semester any full-time faculty member at MCCC will have the opportunity to opt-in and have their onground course questionnaires collected online.
- This is the fifth semester that the college has offered and encouraged (not required) first-time online students to complete an online orientation prior to taking MCCC online courses. The online orientation completion rate over five semesters has averaged 90 %. Currently, the 10% of non-completers are contacted via email and letters encouraging them to complete the orientation and informing them that MAY be de-registered if they do not complete the orientation. The committee is grappling with whether the threat of de-registration is adequate or if the committee should recommend that the 10% of non-completers (19 students on average) should be de-registered. The committee decided to table this discussion until fall 2017.

LEARNING ASSESSMENT COMMITTEE

Committee Membership

Cameron Albring – Recorder	Paul Knollman – Occupational Dean
Joseph Byle – Adjunct Transfer area	JoEllen Locher – Humanities
Roop Chandel – ASET	Felice Moorman – Math/Early Childhood
Jamie DeLeeuw – Coordinator of Institutional Research	Dave Reiman – Business
Asad Farah – Adjunct Occupational area	Joanna Sabo – Social Sciences
Maris Fonseca – Sciences	Wendy Wysocki – Occupational Program
Paul Hedeem – Transfer Dean	Co- Chair

Committee Charge

The LAC is responsible for managing general education, program-level, and classroom assessments. We have created forms and timelines so that these assessments can be performed.

Summary of Meeting Minutes and Committee Activities

The LAC met three times during the 2016-2017 school year. The key activities were:
Discussion and approval of the procedure to use a sampling of three sections per course with no more than three per instructor in a semester would suffice for data collection. Discussion about program-level assessment student learning outcomes and their relationship to course level outcomes and the appropriate assessment forms needed to indicate how course-level student learning outcomes support program level student learning outcomes. Discussion of reporting process after assessment activities. At this time, a replacement has not been selected by Vice President Yackee.

Actions Taken

Approval of procedure for the number of courses that can be assigned to one instructor to assess per semester. Review of timeline for the General Education competency assessment.

Recommendations

Work will continue on General Education and Program-level assessment. Course-level assessment is currently a gap in our assessment plan that needs to be addressed in the near future. A transfer area Co-Chair should be selected to lead the course-level assessment process

STAFF COUNCIL ANNUAL REPORT

Committee Membership

Charles Abel	Louis Galloro	Matthew Mancour	Robert Semanske
Cameron Albring	Ann Gerweck	Jason Margraves	Ken Sieg
Doug Arndt	Daniel Hamman	Megan McCaffrey-Bezeau	Robert Sielski
Kathy Asmus	Jeffery Harbaugh	Suzanne McKee	Linda Spensoso
Deborah Baker	Linda Hawley	Joan Mead (Sep.-Dec.)	Robert Stawkey
Toni Bean	Sue Hoffer	Allison Mohler	Donovan Tarjeft
William Bennett	Denise Howe	Bill Myers	Jeff VanSlambrouck
Randy Berns	Rick Hubbert	Michael Neaves	Mike Varney (Apr.-Present)
Julie Billmaier (Sep.-Dec.)	William Huff	Joyce Oestrike	Vicki Voyantzis
Linda Black	Janice Hylinski	Robert Oetjens	Beth Waldvogel
Justin Blaine	Kari Jenkins	Tod O'lane	Casey Watterworth
Penny Bodell (Sep.-Feb.)	Laurel Johnston	Dale Parker	George Welter
Phillip Borawski	Glori Jonkman	Christopher Perria	Keith Werner
Janel Boss	Annette Kiebler	Terry Peterson	William Wilt
Janet Brant	Tom Kleman	Bill Pickard	John Wrabkiewicz
Derek Brylinski	Jeremy Knoff	Kellie Pierce	Kevin Zorn
Sherry Bussell	Karen Kuhl	Lauren Pillarelli	
Christina Campbell (Mar.-Present)	Kellie Kull	Cheryl Prenkert	
Jane Clevenger	Paul LaRoy	Michael Reaume	
Michael Costello	Vickie LaValle	Kayla Richards	
Petrina Cusumano	Rachel Lehr	Doug Richter	
Frank Davis	Stacy Lehr	Linda Roberts	
Michael D'Haene	Kim Letasse	Bryan Rorke	
Ethan Dixon (Dec.-Present)	Denice Lewis (Sep.-Mar.)	Tyra Rosinski	
Penny Dorcey	Denise Lindemann	Jim Russo (Sep.-Feb.)	
Renee Drouillard	Mary Lunn	Thomas Ryder	
Rachel Eagle (Chair)	Terry Lunn	Amy Salliotte	
Allison Gallardo	Mary Lyons	Tom Scheer	

Committee Charge

Staff Council is one of three councils in the Shared Governance Council Model which, was approved by each council at the end of the 2014-15 academic year. Staff Council meets regularly on the second Thursday of each month to discuss topics that are of concern to any of the councils or the campus as a whole. Staff Council deliberates, develops, and considers proposals submitted by any members of the college community to convey recommendations to the president. Staff Council also initiates, develops, and modifies proposals concerning issues surrounding college services and processes carried out by the staff.

Summary of Meeting Minutes and Committee Activities

In August, Rachel Eagle was reelected as chair and Janice Hylinski finished her term as secretary through December 2016. In December 2016, Lisa Schendel was elected as secretary. To date, Staff Council has met six times in the 2016-17 academic year. Staff Council has discussed and/or made recommendations on five information and three requests for action items.

The information items submitted to Staff Council were High School Articulation Guidebook, Curriculum Committee Forms, Special Topic Courses, ISD CTE Early College, LMS Recommendation, and Data from the Institutional Research Office. The action items submitted to Staff Council were Revisions to the Constitution, Creation of an All Staff Directory, and Creation of an Institutional Review Board.

A meeting is scheduled for May 11, 2017 to address a request for action on a Facilities Planning Task Force, to receive information on International Programs Procedures, and to vote in a new chair.

A complete record of Staff Council meeting minutes are available on Blackboard, within the Shared Governance Organization. There is also a Master Proposal spreadsheet on Blackboard, which is a log of all of the proposals submitted to the Councils, the actions taken by each Council, as well as the final decision of the President regarding Requests for Action. As a way to further communication, in addition to the Master Proposal spreadsheet, all remarks (new proposal posted, Council comments posted, etc.), are recorded on the proposal folder itself, and all final decisions for action items are sent to the campus via email.

Actions Taken

The revisions to the College Constitution and a creation of an Institutional Review Board were items that came to vote in October and February. Members of Staff Council voted to pass these proposals unanimously.

In February 2017, Staff Council voted to support the MCCC Directory Proposal after a discussion was had on the creation and maintenance of this project.

Recommendations

Staff Council has no recommendations for changes in its charge or membership at this time.

2017 - 2018 COMMITTEE REPORTS

ACADEMIC REVIEW COMMITTEE
FACULTY COUNCIL
GOVERNANCE EVALUATION COMMITTEE
INSTRUCTIONAL TECHNOLOGY COMMITTEE
LEARNING ASSESSMENT COMMITTEE
STAFF COUNCIL

NO REPORTS SUBMITTED:
ADMINISTRATIVE COUNCIL
CURRICULUM COMMITTEE

ACADEMIC REVIEW COMMITTEE

Committee Membership

Mark Bergmooser	Tracy Giacomini	Lindi McClure
Holly Boylan	Joyce Haver	Derek Roberts
Randy Daniels	Dean Kerste	Michelle Schwartz
Martin Dubois	Terri Kovach	Kathy Shepherd
Michael Fuertes	Steve Mapes	Patrick Wise

Committee Charge

The Academic Review Committee has the responsibility for evaluating the probation policy and academic standards in terms of the institution's philosophy.

The committee also functions as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress

Summary of Meeting Minutes and Committee Activities

The Committee was scheduled to meet on August 22, 2017 at 12:30 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress. *See schedule for attendance

The Committee met on August 22, 2017 at 5:00 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress. *See schedule for attendance

The Committee met on October 24, 2017, at 12:30 as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress. *See schedule for attendance

The Committee met on January 2, 2018 at 12:30 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress. *See schedule for attendance

The Committee met on January 2, 2018 4:00 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress. *See schedule for attendance

The Committee met on March 27, 2018, at 12:30 as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress. *See schedule for attendance

The Committee met on May 2, 2018, at 12:30. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress. *See schedule for attendance

The Committee has 2018-2019 meetings scheduled see attached document and member schedule grid.

Actions Taken

The Committee was scheduled to meet on August 22, 2017 at 12:30 p.m, no students attended however, through prior counseling 17 students were readmitted into the Fall of 2017 semester.

This number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on August 22, 2017 at 5:00 p.m, and approved a class schedule for 1 student—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on October 24, 2017, at 12:30 and two students attended and approved classes for students—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on January 2, 2018 at 12:30 p.m.; five students attended and approved classes for five students—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on January 2, 2018 at 12:30 p.m; five students attended and the number of approved classes for students is to be determined—this number will also include students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on January 2, 2018 at 4:00 p.m. two attended and the number of approved classes for students is to be determined—this number will also include students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on March 27, 2018, at 12:30 Two students attended and the number of approved classes for students is to be determined—this number will also include students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on May 2, 12:30 p.m. no students attended and the number of approved classes for students is to be determined—this number will also include students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Academic Review Committee continues to require students to schedule tutoring sessions with the LAL. Before each ARC session with the students, the LAL staff provides reports to the Committee informing the Committee of the status of students who have been advised to use the services of the LAL. This information helps the committee decide the disposition of future appeals by these students.

Recommendations

The Committee has no recommendations for changes in its charge or membership at this time. Committee membership will vary for the fall 2018 term and members shift committees based on division needs of representation.

STATUS OF COMMITTEE RECOMMENDATIONS FROM PREVIOUS YEAR:

The Committee had no recommendations for changes from the previous year.

THE LOCATIONS OF ALL DOCUMENTS REFERENCED IN COMMITTEE DECISIONS:

The Academic Review Committee minutes referenced above are available from VP Daniels' Administrative Assistant, Penny Bodell. With standing committee process, members are divided among meeting dates to cover student needs and full committee member meetings are called ad-hoc when an issue arises or consideration for policy change occurs.

Updates

The new processes currently initiated under the new chairs as of 2017 are in place and to date able to meet all student needs with timing of the meetings and account for committee participation and student tracking. With collaboration efforts between committee co- chairs, Joyce Oestrike, Registration and the LAL, we hope to ensure that students who need the academic support will be able to have those needs met appropriately with proper counseling.

ARC Plagiarism Statement

It was brought to the attention of the Academic Review Committee that a discrepancy exists between the current College policy on Plagiarism and the Humanities/Social Science division's statement. This was also presented as an informational item at Faculty Counsel on Tuesday, March 20, 2018.

A request was verbalized to bring this item forward to the individual departments for feedback. Currently, the co-chairs of the academic committee are reviewing the current college statements and will collect data from individual departments at the beginning of the Fall semester 2018- it will then be determined if revisions to the current policy of the college should be made.

If that determination is made, the academic review committee, along with input from the departments will determine the best verbiage for the statement and seek input from Randy Daniels and faculty counsel.

Academic Review Statistics for Fall 2017

Total Academic Reviews - 21
Students not required to meet with LAL counselors - 7
Students who were academic review
did not return for Wi2017 semester - 2
Students required to meet with LAL counselors - 12
Students who actually meet with counselor as required - 2

Respectfully submitted:

Liz Raymond (November 14 ,2017)
Disability Services Counselor
MCCC

Academic Review Statistics for Winter 2018 semester

Academic Review Students Referred to LAL - 22
Students who did not return for wi2018 class enrollment - 4
Students who were NOT required to meet with counselor in LAL - 3
Students enrolled wi2018 and required to meet with counselor - 15
Students who met with LAL counselor and completed an Individualized Intervention Plan - 3

Respectfully Submitted,

Liz Raymond
Disability Services Counselor
MCCC

FACULTY COUNCIL ANNUAL REPORT

Committee Membership

All full-time and adjunct faculty are members of Faculty Council. The Officers for the 2017-2018 academic year were Professor Wendy Wysocki (Chair) and Assistant Professor Dan Shaw (Secretary).

Committee Charge

The charge of the Faculty Council is to initiate, develop, and modify proposals concerning academic, student services, and curricular issues to be forwarded to the President. Additionally, the Council discusses other issues related to student learning, teaching and topics of concern to the campus as a whole.

Summary of Meeting Minutes and Committee Activities

Faculty Council has held 6 meetings during the 2017-2018 academic school year. At the April 17 Faculty Council meeting, Assistant Professor Edmund LaClair was elected Faculty Council Chair beginning the 2018 academic school year.

A complete record of Faculty Council agendas and meeting minutes are available on Blackboard under Shared Governance, Faculty Council link. There is also a Master Proposal spreadsheet on Blackboard that is a record of all the proposals submitted and the action taken by each Council.

During the 2017-2018 academic year Faculty Council meetings the following discussions and activities occurred:

- Presentations of the following information items:
 - Promedia EAP Program
 - Standing Committee Change Request Process
- Requests for Input and Action on the following items:
 - Annual Schedule Task Force
 - GEC Representatives
 - Curriculum Committee Chair Term Limits
 - Curriculum Committee Member Term Limits
 - Vote on Competencies and Outcomes
 - Approval of LAC Assessment Form
 - Honors Program
 - Competencies and Outcomes for Critical Thinking
 - Standard Syllabi

Actions Taken

- Input given to the following Proposals:
 - FRI001117AFS Honors Program
 - ARI001317F Standard Syllabi (Input given at the May Instructional Area Meeting)
- Support of the following Proposals:
 - ARA000617AFS Annual Schedule Task Force
 - FRA 000717AFS GEC Representatives
 - FRA000817F Curriculum Committee Chair Limits
 - FRA000917F Curriculum Committee Member Term Limits
 - FRA001017F Approval of LAC Assessment Form
 - Proposal from the floor at the April 17, 2018 meeting – To invite President Quartey to attend a Faculty Council meeting to address faculty concerns regarding the process of selecting the door security devices.
- Non-Support of the following Proposals:
 - FRA001217F Competencies and Outcomes for Critical Thinking
- Non-Action of the following Proposal:
 - FRA000118F Vote on Competencies and Outcomes

Recommendations

Faculty continue to actively participate in Faculty Council activities and in the shared governance process.

Actions Taken

A motion was made to for a proposal to add two representatives from each Council to the GEC membership. That motion carried and a proposal was sent to all three Councils.

Wendy Wysocki was elected as the Interim GEC Chair.

Melissa Grey solicited feedback in September from committee members on the PowerPoint slides intended to provide an overview of the shared governance structure for employees.

Recommendations

GEC to continue evaluating governance structure and functioning and continue duties of recommending committee assignment requests.

INSTRUCTIONAL TECHNOLOGY COMMITTEE

Committee Membership

Martin Dubois
Kristine Gerlach
Bradley Hesser
Paul Knollman
Karen Kuhl
Brian Lay
Zack Moore

Patrick Nedry
Michelle Persin
Dave Reiman
Dan Shaw
Helen Stripling
Philip Wahr
Grace Yackee
Cindy Yonovich

Committee Charge

The Instructional Technology Committee will make recommendations on the utilization of instructional technology to support and enhance classroom and web-based instruction at MCCC. The committee will provide leadership in the assessment of need, design, development, implementation and evaluation of instructional technology, especially as it applies to web-based instruction through the utilization of a learning management system.

Summary of Meeting Minutes and Committee Activities

GEC met once during the 2017-2018 academic year. The first item of business for the new academic year was the selection of a new GEC Chair. In the process of electing a new GEC Chair there was a discussion that included concerns about the small number of eligible/ voting GEC members who have relatively short terms and obligations as council leadership. A motion was made to for a proposal to add two representatives from each council to the GEC membership. That motion carried and a proposal was made and sent to all three councils. It was decided to elect an interim GEC Chair for the year that could oversee the committee duties until the proposal for additional members could be sent to the other Councils and if supported new members could join the GEC and a new GEC Chair could be elected in the following year. Wendy Wysocki was elected as the Interim GEC Chair.

Actions Taken

1. The committee reviewed several plagiarism detection systems to integrate into our new learning management system, D2L Brightspace. The systems reviewed were Turnitin, Grammarly, Vericite and Urkund. After a thorough review the committee chosen Urkund because of how it integrated into Brightspace, its ease of use, and price. Further, the committee decided to commit to a 1-year license with Urkund and re-evaluate it again after a year.

-
2. The committee discussed a technology recommendation for the upcoming renovation project in the East/West tech building. The committee forward the following recommendations to the MCCC East/West tech renovation task force and the architects:
 - a. ADA Considerations
 - i. Instructor and student furniture
 - ii. Tech
 - b. Classroom orientation
 - i. Consider room orientation to minimize distraction from windows, doors, etc.
 - ii. Consider whiteboard and screen(s) position with regard to student line-of-site
 - c. Flooring
 - i. Consider flooring to reduce noise interference
 - d. Furniture
 - i. Fixed instructor station positioned near front side wall with projection screen(s) on opposite side of front wall for improved visibility
 - ii. Mobile instructor podium
 - iii. Non-lab rooms should have moveable tables and chairs for group work. Select tables and chairs that move easily without noise
 - iv. Lab rooms: consider computer desks that allow computers to be stored inside and then deployed when needed
 - v. Whiteboards (non-glare)
 - e. Integration
 - i. Utilize an integration system (e.g., Crestron) that allows the overhead projector, speaker sound, document camera, PC functions to be controlled on one device at the instructor station.
 - f. Lighting
 - i. Control from instructor station
 - ii. Ability to control (i.e., dim) front bank of lights over screen or whiteboard for improved visibility
 - iii. Consider lighting fixtures and utilizes those with “softer” lighting versus institutional lighting
 - g. Sound
 - i. Sound proof walls to reduce noise interference from other adjacent classrooms
 - h. Tech
 - i. PC with touch monitor capabilities for instructor annotation, etc.
 - ii. Wireless screen annotation capabilities
 - iii. Document camera
 - iv. Speaker system
 - v. Microphones and camera for web conferencing
 - vi. Consider multiple screen and projector arrangement where appropriate
 - vii. Adequate power available to accommodate student BYOD
 - viii. Ability to display student work on primary screen(s)

-
3. The committee discussed the current progress of the D2L Brightspace implementation. Currently the e-Learning office is working with D2L to set up the system and begin authentication testing (with the support of the IS office). After the authentication piece is completed, next will be migrating Blackboard courses into Brightspace and integrating the SIS system. Depending on how quickly the implementation goes, there may be some basic D2L Brightspace workshops during December and/or January workdays. If D2L Brightspace training is not available during December or January workdays, it will begin ASAP in January and will be available for faculty, staff and students throughout the winter 2018 semester.
 4. The committee discussed the use of web-based course questionnaires for on-ground courses. Although the membership seem in favor of proposing that the college consider adopting web-based questionnaires, some members noted that some colleagues have voiced some concerns. The committee agreed to revisit this issue next year.

LEARNING ASSESSMENT COMMITTEE

Committee Membership

Cameron Albring – Recorder	Dawn Lymond – Health Sciences
Joseph Byle – Adjunct Transfer area	Felice Moorman – Math/Early Childhood
Roop Chandel – ASET	Dave Reiman – Business
Maris Fonseca – Sciences	Joanna Sabo – Social Sciences
Paul Hedeem – Transfer Dean	Quri Wygonik – Coordinator of Institutional Research
Paul Knollman – Occupational Dean	Wendy Wysocki – Occupational Program Co- Chair
JoEllen Locher – Humanities	

Committee Charge

The LAC is responsible for managing general education, program-level, and classroom assessments. We have created forms and timelines so that these assessments can be performed.

Summary of Meeting Minutes and Committee Activities

The key activities for the 2017-2018 academic year were:

Discussion of the variety assessment methods used for assessing general education student outcomes.

Discussion about program-level assessment student learning outcomes and their relationship to course level outcomes and the appropriate assessment forms needed to indicate how course-level student learning outcomes support program level student learning outcomes.

Discussion and development of a process to report the results and analysis of the assessment process.

Discussion of steps needed to begin the process of course assessment.

Actions Taken

Development, review and approval of a template form to report the results and analysis of their assessment activities.

Presentation by Quri Wygonik, MCCC institutional researcher, to the faculty on course assessment and steps necessary to begin the process.

Recommendations

Work will continue on General Education and Program-level assessment. The course-level assessment process that was started in the winter semester will continue in the fall semester. The new transfer and occupational Co-Chairs will begin working with the Committee in the fall 2018 semester.

STAFF COUNCIL ANNUAL REPORT

Committee Membership

Charles Abel	Renee Drouillard	Mary Lunn	Thomas Ryder
Cameron Albring	Rachel Eagle	Terry Lunn	Amy Salliotte
Lesa Adkins	Allison Gallardo	Mary Lyons	Nicholas Scheer
Kathy Asmus	Louis Galloro	Matthew Mancour	Tom Scheer
Deborah Baker	Ann Gerweck	Jason Margraves	Lisa Schendel (Secretary)
Toni Bean	Joe Gore	Megan McCaffrey-Bezeau	Robert Semanske
William Bennett	Christopher Gossett	Suzanne McKee	Robert Sielski
Randy Berns	Jeffery Harbaugh	Joan Mead	Courtney Slater
Linda Black	Sue Hoffer	Allison Mohler	Linda Spenoso
Justin Blaine	Denise Howe	Bill Myers	Robert Stawkey
Michael Boczar	Rick Hubbert	Michael Neaves	Donovan Tarjeft
Phillip Borawski	Janice Hylinski	Joyce Oestrike	Matt Torongeau
Janel Boss	Kari Jenkins	Dale Parker	Jeff VanSlambrouck
Janet Brant	Laurel Johnston	Christopher Perria	Mike Varney
Derek Brylinski	Glori Jonkman	Terry Peterson	Vicki Voyantzis
Sherry Bussell	Annette Kiebler	Bill Pickard	Beth Waldvogel
Christina Campbell	Tom Kleman	Kellie Pierce	Ken Wassus
Shardae Campbell	Jeremy Knoff	Lauren Pillarelli	Casey Watterworth
Jane Clevenger	Karen Kuhl	William Podzius	George Welter
Michael Costello	Kellie Kull	Cheryl Prenkert	Keith Werner
Branden Cunningham	Paul LaRoy	Michael Reaume	William Wilt
Petrina Cusumano	Vickie LaValle	Doug Richter (Chair)	Stephen Yeary
Michael D'Haene	Rachel Lehr	Linda Roberts	Kevin Zorn
Ethan Dixon	Stacy Lehr	Bryan Rorke	
Penny Dorcey	Kim Letasse	Tyra Rosinski	

Committee Charge

Staff Council is one of three councils in the Shared Governance Council Model. Staff Council meets regularly on the second Thursday of each month to discuss topics that are of concern to any of the councils or the campus as a whole. Staff Council deliberates, develops, and considers proposals submitted by any members of the college community to convey recommendations to the president. Staff Council also initiates, develops, and modifies proposals concerning issues surrounding college services and processes carried out by the staff.

Summary of Meeting Minutes and Committee Activities

In August, Doug Richter was elected as chair and Lisa Schendel has continued into her second term as secretary. To date, Staff Council has met seven times in the 2017-18 academic year. Staff Council has discussed and/or made recommendations on nine information and four requests for action items.

The information items submitted to Staff Council were Emergency Maps, ProMedica EAP, Standing Committee Change Request Process, D2L Learning Management System Update, Policy 3.12 - General Requirements for Graduation, MyWebPal/Student Planning system, Monroe County Community College Web Accessibility Policy, MCCC Security Policy, Brightspace update.

The action items submitted to Staff Council were Annual Class Schedule Task Force Proposal, GEC Representatives Proposal, Honors Program, GEC Representatives Proposal Nominations.

A meeting is scheduled for May 11, 2017 to address a request for action on a Facilities Planning Task Force, to receive information on International Programs Procedures, and to vote in a new chair.

A complete record of Staff Council meeting minutes are available on Blackboard, within the Shared Governance Organization. There is also a Master Proposal spreadsheet on Blackboard, which is a log of all of the proposals submitted to the Councils, the actions taken by each Council, as well as the final decision of the President regarding Requests for Action. As a way to further communication, in addition to the Master Proposal spreadsheet, all remarks (new proposal posted, Council comments posted, etc.), are recorded on the proposal folder itself, and all final decisions for action items are sent to the campus via email.

Actions Taken

The Annual Class Schedule Task Force Proposal came to vote in September, Members of Staff Council voted to pass unanimously. The GEC Representatives Proposal also came to vote in September, it passed 22 in favor, 6 opposed, and 1 abstention, subsequently in March, Laurel Johnston and Kim Letasse volunteered for the two year terms on the GEC.

In December, members of Staff Council participated in a Request for Input regarding the Proposed Honors Program.

Recommendations

Staff Council has no recommendations for changes in its charge or membership at this time.

2018 - 2019 COMMITTEE REPORTS

ACADEMIC REVIEW COMMITTEE
ADMINISTRATOR COUNCIL
CURRICULUM COMMITTEE
FACULTY COUNCIL
GOVERNANCE EVALUATION COMMITTEE
INSTRUCTIONAL TECHNOLOGY
COMMITTEE
LEARNING ASSESSMENT COMMITTEE
STAFF COUNCIL

ACADEMIC REVIEW COMMITTEE

Committee Membership

Mark Bergmooser	Tracy Giacomini	Ken Mohny	Lisa Scarpelli
Holly Boylan	Joyce Haver	Lindi McClure	Michelle Schwartz,
Randy Daniels	Dean Kerste	Angela Prush	Kathleen Shepherd
Martin Dubois	Terri Kovach	Derek Roberts	Patrick Wise
Michael Fuertes	Steve Mapes	Tracy Rahl	

Committee Charge

The Academic Review Committee has the responsibility for evaluating the probation policy and academic standards in terms of the institution's philosophy.

The committee also functions as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

Summary of Meeting Minutes and Committee Activities

The Committee was scheduled to meet on August 21, 2018 at 12:30 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

*See schedule for attendance

The Committee met on August 21, 2018 at 4:00 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

*See schedule for attendance

The Committee met on October 30, 2018, at 12:30 as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

*See schedule for attendance

The Committee met on January 8, 2019 at 12:30 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

*See schedule for attendance

The Committee met on January 8, 2019, 4:00 p.m. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

*See schedule for attendance

The Committee met on March 26, 2019, at 12:30 as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

*See schedule for attendance

The Committee met on May 7, 2019, at 12:30. as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

*See schedule for attendance

Actions Taken

The Committee was scheduled to meet on August 21, 2018 at 12:30 p.m., no students attended however, through prior counseling 17 students were readmitted into the Fall of 2017 semester. This number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on August 21, 2018 at 4:00 p.m. and approved a class schedule for 1 student—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on October 30, 2018, at 12:30 and two students attended and approved classes for students—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on January 8, 2019 at 12:30 p.m.; five students attended and approved classes for five students—this number also includes students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on January 8, 2019 at 4:00 p.m; five students attended and the number of approved classes for students is to be determined—this number will also include students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on March 26, 2019, at 12:30 Two students attended and the number of approved classes for students is to be determined—this number will also include students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Committee met on May 7, 2019 12:30 p.m. no students attended and the number of approved classes for students is to be determined—this number will also include students who could not attend the meeting but met with Committee members or VP Randy Daniels. *See review stats and schedule for attendance numbers

The Academic Review Committee continues to require students to schedule tutoring sessions with the LAL. Before each ARC session with the students, the LAL staff provides reports to the Committee informing the Committee of the status of students who have been advised to use the services of the LAL. This information helps the committee decide the disposition of future appeals by these students.

Recommendations

The Committee has one recommendation for changes in its charge for the academic year 2019 - 2020. The college wide plagiarism and academic dishonesty statement from 2006 will need to be updated. There are incongruencies with program, division and the college statement creating confusion with the process when situations arise. The Committee membership will vary for the fall 2019 - 2020 term as members shift committees based on division needs of representation.

STATUS OF COMMITTEE RECOMMENDATIONS FROM PREVIOUS YEAR:

ARC Plagiarism Statement Evaluation/Discussion/Recommendation 2019-2020

It was brought to the attention of the Academic Review Committee that a discrepancy exists between the current College policy on Plagiarism and the Humanities/Social Science division's statement (2018) as well as other programs and divisions. This was also presented as an informational item at Faculty Counsel on Tuesday, March 20, 2018.

A request was verbalized to bring this item forward to the individual departments for feedback. A committee email was distributed on May 7, 2019 along with the current college policy to review and compare with their division or program policy and raise any concerns and suggestions that may need to be considered for revision of the policy. It also needs to be determined which level (division, program, college) will hold up in an appeal or grievance. Clear verbiage and process/policy will need to be established in the academic year 2019-2020 and implemented.

Currently, the attached documents were sent out to all committee members for review and for the fall semester of 2019, the co-chairs of the academic committee will be reviewing the current college statements and will collect data from individual departments in Fall 2019. The chairs will also investigate other community college statements to gather practices. The chairs will also bring the issues to Faculty Council for input and recommendations.

When recommendations and determination is made, the academic review committee, along with input from the departments will present a new policy and seek input from Randy Daniels and faculty counsel.

THE LOCATIONS OF ALL DOCUMENTS REFERENCED IN COMMITTEE DECISIONS:

The Academic Review Committee is a unique committee in that meetings are assigned to its members to accommodate student needs, therefore unless a specific charge where the committee meets as a whole to update policies or make recommendations, minutes are limited to those situations where needed. Any minutes referenced are available from VP Daniels' Administrative Assistant, Penny Bodell. With standing committee process, members are divided among meeting dates to cover student needs and full committee member meetings are called ad-hoc when an issue arises or consideration for policy change occurs.

Updates

The new processes currently initiated under the new chairs are in place and to date are able to meet all student needs with timing of the meetings and account for committee participation and student tracking. With collaboration efforts between committee co- chairs, Courtney Slater, Registration and the LAL, we hope to ensure that students who need the academic support will be able to have those needs met appropriately with proper counseling.

ARC Plagiarism Statement

It was brought to the attention of the Academic Review Committee that a discrepancy exists between the current College policy on Plagiarism and the Humanities/Social Science division's statement. This was also presented as an informational item at Faculty Counsel on Tuesday, March 20, 2018.

A request was verbalized to bring this item forward to the individual departments for feedback. Currently, the co-chairs of the academic committee are reviewing the current college statements and will collect data from individual departments at the beginning of the Fall semester 2018- it will then be determined if revisions to the current policy of the college should be made.

If that determination is made, the academic review committee, along with input from the departments will determine the best verbiage for the statement and seek input from Randy Daniels and faculty counsel.

Academic Review Statistics for Fall 2017

Academic Review Students Referred to LAL:	15
Students who did not return for w 2019 class enrollment:	4
Students who were NOT required to meet with counselor in LAL:	5
Students enrolled f2018 and required to meet with counselor:	5
Students who met with LAL counselor and completed an Individualized Intervention Plan:	3

Respectfully submitted:

Amy Ockerman

Disability Services Counselor

MCCC

Academic Review Statistics for Winter 2018 semester

Academic Review Students Referred to LAL:	12
Students who did not return for wi2019 class enrollment:	4
Students who were NOT required to meet with counselor in LAL:	6
Students enrolled w2019 and required to meet with counselor:	6
Students who met with LAL counselor and completed an Individualized Intervention Plan:	3

Respectfully Submitted,

Disability Services Counselor

MCCC

**Above numbers estimated and may not be truly reflective of actual numbers staff who previously supplied this data is no longer employed and current staff investigating process of collecting accurate data.*

ADMINISTRATIVE COUNCIL ANNUAL REPORT

Committee Membership

All administrators and professional staff are members of Administrative Council. The officers for the 2018-19 fiscal year were Vice President of Student and Information Services Randy Daniels, chair, and Coordinator of Research, Evaluation and Assessment Quri Wygonik, secretary. As of June 30, Chair Daniels will have completed his second year as chair, and under the bylaws of MCCC's Shared Governance system, a new chair will be elected to serve a two-year term..

Committee Charge

The charge of Administrator Council is to meet regularly and discuss topics that are of concern to the persons represented by the council or to the campus as a whole, and to deliberate, develop and modify proposals concerning issues surrounding management and organizational issues. Additionally, the council will discuss other college matters as appropriate.

Summary of Meeting Minutes and Committee Activities

Administrator Council has held seven meetings, with two additional to be held in May and June, for a total of nine meetings during the 2018-19 fiscal year. A complete record of Administrator Council agendas and meeting minutes is available on Brightspace under Shared Governance, Administrator Council link. There is also a Master Proposal spreadsheet on Brightspace that is a record of all the proposals submitted and the action taken by each council.

During the 2018-2019 Administrator Council meetings, the following discussions and activities occurred:

- Presentations of the following information items:
 - Standard elements of syllabi
 - Annual Schedule Task Force recommendations
 - Campus-wide millage projects update
 - 2020 budget process
 - Michigan Paid Medical Leave Act
- Requests for Input and Action on the following items:
 - Proposal to approve new MCCC Mission, Vision and Values documents
 - Proposal to create Honors Program group
 - Proposal for input on Honors Program policies and procedures
 - Proposal to combine spring/summer semesters
 - Proposal for recommendations on the revised Foundation Mission, Vision and Values documents
 - Proposal for input on the creation of an enrollment study group

Actions Taken

Approval of new MCCC Mission, Vision and Values documents

Approval to establish an Honors Program task force

In addition, there were numerous other topics discussed in the open sessions of each meeting; the above items were the items actually on the agendas as info items or requests for input or action.

Recommendations

Administrators continue to participate in Administrator Council activities.

CURRICULUM COMMITTEE

Committee Membership

P. Baul (chair)	K. Lindquist
K. Cooper	G. McIntyre
P. Coomar	D. Roberts
M. Costlow	D. Robinson
L. Couch	J. Vallade,
S. Hasselbach	T. Vogt
J. Haver	P. Wahr
P. Hedeon	G. Yackee
W. Hilliker	A. Kiebler (recording secretary)
P. Knollman	

Committee Charge

The Curriculum Committee evaluates proposals originating from the academic divisions for addition, revision, and deletion/ inactivation of credit courses and programs of study. The committee may also review and recommend revisions to the College-wide student graduation and degree requirements.

Summary of Meeting Minutes and Committee Activities

The committee approved several programs, certificates and courses. Several courses were inactivated. Numerous changes were made to existing courses, programs, and certifications reflecting the college's vision to be an innovative and progressive higher education institution. This year's focus on assessment resulted in the revision of Course Outcome Summary's for multiple courses.

A taxonomy form submission policy was established to ensure that the committee meets the records retention policy. Taxonomy forms were revised for ease of use. The committee also adopted a Consent Agenda to streamline routine meeting item approvals and free up time for discussion of matters that require more attention and deliberation.

Actions Taken

New Certificates and Programs

Certificate – CIS Office Specialist, CIS Office Software Specialist
AAS - Game Design, CIS Office Professional

Program Modifications

Graphic Design Stackable Certificates, CIS App Development, CIS Computer Science

Program Deletions

AAS - Administrative Office Specialist, Office Administration Software Specialist, Administrative Office Assistant, Administrative Professional
Certificate - Administrative Office Specialist, Office Administration Software Specialist, Administrative Office Assistant

New Courses

CIS 105, 135, 183, 212, 277, 279, 289, RTH 102A, 102B, BIOL 161

Inactivated Courses

ADMN 101, 102, 106, 131, 131B, 135, 201, BSMTH 101, 141, ACCTG 110
CIS 132, 152, 155, 174, 175, 176, 177, 185, 272, QSTC 111, RTH 102,

Special Topics

NEW - BIOL as a Special Topics prefix

Changes to Existing Curriculum

ENGL 090 to ALP combo class with ENGL 151
ART 155 - C5 General Education Course Satisfier
ASTRN 155 – revised outcomes
HPE 150 - Increase credit/contact hours from 2 to 3
RTH 216 - Lab hours adjusted which reduced billable contact hours, no change in credit hours.

Honors Course Application

Consent Agenda

Recommendations

For effective and efficient document submission and approval, and record keeping an automated system should be adopted.

Further, a reference manual should be created to summarize policies adopted by the committee to date. This will ease the transition for each newly elected Chairperson and serve as a resource for any new members regarding policies and procedures adopted by the committee.

FACULTY COUNCIL ANNUAL REPORT

Committee Membership

All full-time and adjunct faculty are members of Faculty Council. The Officers for the 2018-2019 academic year were Professor Edmund La Clair (Chair) and Assistant Professor Dan Shaw (Secretary).

Committee Charge

The purpose of the faculty council is to initiate, develop, and modify proposals concerning academic, student services, and curricular issues to be forwarded to the president. Additionally, the council will discuss other issues related to college matters as appropriate.

Summary of Meeting Minutes and Committee Activities

Faculty Council has held 5 meetings during the 2018-2019 academic school year. Assistant Professor Edmund LaClair continued his term as Faculty Council Chair beginning the 2018 academic school year.

A complete record of Faculty Council agendas and meeting minutes are available on Brightspace under Shared Governance, Faculty Council link. There is also a Master Proposal spreadsheet on Brightspace that is a record of all the proposals submitted and the action taken by each Council.

During the 2018-2019 academic year Faculty Council meetings the following discussions and activities occurred:

- Presentations of the following information items:
 - Annual Calendar
 - Campus-wide Millage Projects Update
 - Revealing Institutional Strengths and Challenges Survey
 - Confidentiality Statement
 - Never attending reporting
 - Learning Assessment Committee update and recommendations
 - Syllabi template update

- Requests for Input and Action on the following items:
 - Honors Program
 - Honors Program Policies/Procedures
 - General Education Assessment timeline
 - Course level assessment
 - Standing Committees
 - Course decisions
 - Enrollment Study Group update

Actions Taken

(10 action items)

Honors Program – approved draft procedures, approved Task Force

General Education Assessment Timelines – Time Line for assessment through 2025, faculty ownership of assessment tools clarified, move to 2 year course level assessment done annually, clarification of FC role over LAC, recommendation to use sampling for assessment made to LAC

Never Attending Reporting – System proposed by V. Culler approved

Shared Governance – Clarification on standing committees relation to FC, recommendation to GEC to update Shared Governance in regard to Instructional Technology Committee

Creation of Course Scheduling Task Force, requesting of information and clarification of policies

Recommendations

Recommendations below are based concerns raised in 2019 MCCC Shared Governance Model Evaluation Survey evidence or supported by minutes.

GOVERNANCE EVALUATION COMMITTEE

Committee Membership

Membership includes the following as voting members: the council chairs and secretaries from each council, two members at large from each council, the Coordinator for Institutional Research, Evaluation, and Assessment, and the Recorder. Non-voting members include the Vice President of Administration, the Vice President of Instruction, the Vice President of Student and Information Services, and the Director of Marketing Communication. The President is an ex-officio member of the committee. The Officers for the 2018-2019 academic year were Wendy Wysocki, Chair and Penny Dorsey, Recorder.

Committee Charge

The Governance Evaluation Committee (GEC) is a standing committee charged with implementing and evaluating the council model of shared governance annually. The committee will also make recommendations regarding assignment of staff to committees. When requested by the President, the committee will recommend assignment of issues to the appropriate committee.

Summary of Meeting Minutes and Committee Activities

GEC met four times during the 2018-2019 academic year, September 25, November 1, April 4, and April 30. The first item of business in this academic year was to elect a GEC Chair. A motion was made to appoint Wendy Wysocki to be the Chair of the Governance Evaluation Committee for the next term. The motion carried and Wendy Wysocki became the Chair of GEC.

In other business, several issues were discussed throughout the year. The issues discussed were as follows:

- The creation of a FAQ modules on the Brightspace Shared Governance module to answer questions about the governance process.
- Clarification on the additional representatives added to the councils. The additional Council representatives on the Governance Evaluation Committee should be two people who do not already serve on the committee (Council chair/secretary) so that each council has two addition votes on action items and the chair of the GEC is allowed to vote.
- A review and modification of the questions to be included in the survey of the Council Model of Shared Governance to be administered in the winter semester of the 2018-19 academic year.
- A presentation and review of the Shared Governance Handbook Subcommittee suggested updates and modifications to the Shared Governance Handbook.
- A review of the results of the 2019 Council Model of Shared Governance survey and discussion of the top three emerging themes and suggestions on ways to address the issues. The committee members agreed to consider the suggestions and encouraged to think of other suggestions to be considered at the first meeting in the fall 2019-2020 academic year.

Actions Taken

A motion was made to appoint Wendy Wysocki as the Chair of the Governance Evaluation Committee for the next term. Motion carried

A motion was made to allow the chair of the Governance Evaluation Committee to have voting rights. Motion carried.

A motion made to form a small subcommittee to review and update the Shared Governance Handbook. Motion carried.

A motion made to accept the Shared Governance Handbook as revised, with the exception of the proposed changes to the standing committee's language and the Council Model of Shared Governance diagram. Motion carried.

A motion was made to move all standing committee bubbles so that they are contingent with the Faculty Council bubble on the Council Model of Shared Governance diagram. Motion failed.

Recommendations

The Governance Evaluation Committee continue to address the issues highlighted in the Council Model of Shared Governance 2018-2019 survey, continue updating the Shared Governance Handbook as necessary, continue evaluating governance structure and functioning and continue duties of recommending committee assignment requests.

INSTRUCTIONAL TECHNOLOGY COMMITTEE

Committee Membership

Jenna Bazzell	Jeff Peters
Kristine Gerlach	Dave Reiman
Bradley Hesser	Dan Shaw
Paul Knollman	Helen Stripling
Karen Kuhl	Philip Wahr
Brian Lay	Grace Yackee
Michelle Persin	Cindy Yonovich

Committee Charge

The Instructional Technology Committee will make recommendations on the utilization of instructional technology to support and enhance classroom and web-based instruction at MCCC. The committee will provide leadership in the assessment of need, design, development, implementation and evaluation of instructional technology, especially as it applies to web-based instruction through the utilization of a learning management system.

Summary of Meeting Minutes and Committee Activities

The IT Committee met on 9/27/18, 10/25/18, 11/29/18, 2/28/19, 3/28/19 and 4/30/19. Some of the topics discussed during these meetings included technology in the east/west tech building renovation, MCCC online/blended courses defined, online/blended course fees, online peer reviews, online/blended course standardized layouts and universal design, fall 2019 QM workshop, Open Educational Resources, Office 365 implementation, and collecting course questionnaires electronically in select on-ground courses.

Actions Taken

1. The committee reviewed the course schedule e-Learning/online section and found contradictory information about the online course definition. Within the schedule book there is a statement that reads "Please Note: Some online classes require occasional attendance on campus for meetings and testing". The committee agreed that this statement contradicts the approved online class definition that states "online classes deliver instruction in an entirely web-based format; however, some exams and assignments may be required at authorized locations as established by the instructor". Therefore, the committee unanimously agreed to recommend that the statement "Please Note: Some online classes require occasional attendance on campus for meetings and testing" be deleted from the schedule. After contacting Grace Yackee and Tracy Vogt, this information was corrected in the course schedule.

2. During several meetings the committee discussed MCCC's online and blended student fees. The essence of the committee's discussion on this topic related to if the \$75 fees assessed to students taking online and/or blended courses were appropriate when many on-ground use the Brightspace LMS system as much as online or blended courses. Further, the committee discussed whether it would make more sense to charge a "tech" fee to all students for the use of the Brightspace LMS. A formal motion was made by the committee that recommended the college formally review online/blended fees structure and make changes where appropriate—the committee unanimously supported the motion. Grace Yackee, the committee's administrative contact, agreed to take this issue to cabinet and report back.
3. Finally, the committee set their agenda for year 2019-20 and agreed to focus on the following items:
 - i. Brightspace course standardized layout and universal design recommendations
 - ii. Online/blended fee structure
 - iii. Web-based course questionnaires for onground courses
 - iv. Open Educational Resources (OER)
 - v. Office 365 Faculty/Staff implementation
 - vi. Promotion and planning for active learning classroom in East/West renovated building
 - vii. Future tech recommendations for other MCCC buildings

LEARNING ASSESSMENT COMMITTEE

Committee Membership

Dawn Lymond	Paul Knollman
Felice Moorman	Quri Wygonik
Joellen Locher,	Robin Smith
Kevin Cooper	Scott Wang
Maris Fonseca	Zackary Moore
Michael Snyder	Nicole Garner
Paul Hedeem	Ken Mohny

Committee Charge

The purpose of this committee is to develop and monitor implementation of the college's plan for assessing student learning at the course, program, and institutional (general education) levels. The lac identifies annual college assessment priorities, oversees and provides support to all aspects of the assessment process, reviews assessment activities and reports and provides feedback to departments and divisions, recommends improvements in the assessment program, and disseminates reports on the results of assessment and the initiatives based on assessment intended to improve student learning.

Summary of Meeting Minutes and Committee Activities

The Learning Assessment Committee meetings during the Fall 2018 semester focused on several areas. First, as two new co-chairs were installed to head the committee, initial meetings included an assessment of where the LAC was "at" regarding its mission. Second, the co-chair's solicited input from committee members regarding items that the committee would need to deal with during the coming academic year. The major focus stemming from the Fall 2018 meetings was getting General Education as well as Class and Course Assessment "back on track" starting in Winter 2019.

The assessment of general education was updated and formal General Education assessment began again starting during the Winter 2019 semester. Class and course assessment procedures were also updated and assessment of classes and courses also began during Winter 2019.

The committee, particularly during meetings occurring during the Winter 2019 semester, began discussions to update the entire Institutional Assessment Plan. The committee began updating the plan during late Winter 2019 and will continue to update the assessment plan during Fall 2019 with the goal of having the plan completely updated for faculty council to review in early Fall 2019.

The committee also discussed, researched, and decided to bring in a speaker (with support of the Vice-President of Instruction) from Eastern Michigan University to discuss assessment. This professional development activity included the speaker discussing the need for assessment along with a discussion of techniques to formulate objectives and outcomes.

Actions Taken

General education assessment was completely updated, including implementation of a new timeline and agreement on the number of outcomes to be assessed each year. The LAC, along with support of Faculty Council, agreed to the following: Faculty would begin to assess General Education during Winter 2019. Under this timeline, two competencies are assessed for a two-three year cycle (depending on whether the competency has four or five outcomes). All faculty teaching classes in the particular competency to be assessed schedule a meeting during workdays before the start of the assessment cycle and agree on which two outcomes to assess for the first year of the cycle along with the two outcomes to assess for the second year. For competencies with five outcomes, faculty will assess two per year for two years then assess the final outcome for the third year. The assessment cycle for each outcome begins during the Winter semester and ends at the end of the Fall semester. All faculty members teaching a particular competency currently under assessment meet regularly, typically during workdays, to discuss the results of their General Education assessment.

In addition to General Education Outcomes, LAC, with support of Faculty Council, initiated class and course assessment at the beginning of the Winter 2019 semester. Faculty voted to assess one class and one outcome for Winter 2019. This one class/one course assessment strategy is viewed by LAC as a temporary solution for class and course assessment. The LAC plans to discuss thoughts regarding long-term class and course assessment, with the finalized plan for class and course assessment to be completely updated in early Fall 2019.

The committee also decided to bring in a speaker from EMU regarding assessment for faculty professional development on the May workday.

Recommendations

The Learning Assessment Committee recognized that the Institutional Assessment Plan has not been updated for several years. During that time slight changes in several parts of the plan have occurred including changes in terminology, revisions to the college's mission and vision, and updating to the General Education timeline as well as to several forms used to collect data. The LAC began updating the Institutional Assessment Plan during its final meeting for the Winter 2019 Semester and should continue to revise the Institutional Assessment Plan for implementation in Fall 2019. LAC should have at least a 2-hour meeting during the August workdays to finalize many of the decisions in the Institutional Assessment Plan.

STAFF COUNCIL ANNUAL REPORT

Committee Membership

Charles Abel	Renee Drouillard	Kellie Kull	Doug Richter
Lesa Adkins	Rachel Eagle	Paul LaRoy	Kayla Richards
Cameron Albring	Allison Gallardo	Vicki LaValle	Linda Roberts
Deborah Baker	Louis Galloro	Rachel Lehr	Bryan Rorke
Toni Bean	Michelle Gaynier	Kim Letasse	Tyra Rosinski
Nick Beaudrie	Ann Gerweck	Mary Lunn	Thomas Ryder
William Bennett	Joe Gore	Mary Lyons	Amy Salliotte
Randy Berns	Christopher Gossett	Matthew Mancour	Nicholas Scheer
Linda Black	Maxwell Haar	Jason Margraves	Thomas Scheer
Justin Blaine	Jeffery Harbaugh	Megan McCaffery-Bezeau	Lisa Schendel
Michael Boczar	Laura Hamel	Suzanne McKee	Robert Semanske
Phillip Borawski	Susan Hoffer	Michelle Meiring	Robert Sielski
Janel Boss	William Hogan	Nancy Meiring	Courtney Slater
Janet Brant	Denise Howe	Allison Mohler	Linda Spenoso
Derek Brylinski	Blaine Hubbert	William Myers	Robert Stawkey
Grant Bussell	Rick Hubbert	Michael Neaves	Donovan Tarjeft
Sherry Bussell	Darius Hudson	Dale Parker	Matthew Torongeau
Shardea Campbell	Erika Hunt	Christina Payne	Jeffrey VanSlambrouck
Jane Clevenger	Janice Hylinski	Christopher Perria	Michael Varney
Token Conde	Laurel Johnston	Terry Peterson	Beth Waldvogel,
Michael Costello	Glori Jonkman	William Pickard	Kenneth Wassus
Branden Cunningham	Annette Kiebler	Lauren Pillarelli	Casey Watterworth
Michael D'Haene	Thomas Kleman	Cheryl Prenkert	George Welter
Ethan Dixon	Jeremy Knoff	Cynthia Prusaitis	Keith Werner
Penny Dorcey	Karen Kuhl	Michael Reaume	William Wilt
			Stephen Yeary

Committee Charge

Staff Council is one of three councils in the Shared Governance Council Model. Staff Council meets regularly on the second Thursday of each month to discuss topics that are of concern to any of the councils or the campus as a whole. Staff Council deliberates, develops, and considers proposals submitted by any members of the college community to convey recommendations to the president. Staff Council also initiates, develops, and modifies proposals concerning issues surrounding college services and processes carried out by the staff.

Summary of Meeting Minutes and Committee Activities

In November, Allison Gallardo was elected as secretary and Doug Richter has continued on with the second half of his term as chair. To date, Staff Council has met six times in the 2018-19 academic year. Staff Council has discussed and/or made recommendations on seven information/input and three requests for action items.

The information items submitted to Staff Council were Vacation Donation Program, Colleague UI 5.5 Update, Mileage Projects Update by J. Burns and B. Lay, Michigan Paid Medical Leave Act.

The input items submitted to Staff Council were Combined Spring Summer Schedules, The Foundation at MCCC's new Mission, Vision, and Values Statements, Honors Program Policies and Procedures.

The action items submitted to Staff Council were Revised Mission Documents Recommendation, Creation of Honors Program Group, Creation of an Enrollment Study Group.

A complete record of Staff Council meeting minutes are available on Brightspace, within the Shared Governance Organization. There is also a Master Proposal spreadsheet on Brightspace, which is a log of all of the proposals submitted to the Councils, the actions taken by each Council, as well as the final decision of the President regarding Requests for Action. As a way to further communication, in addition to the Master Proposal spreadsheet, all remarks (new proposal posted, Council comments posted, etc.), are recorded on the proposal folder itself, and all final decisions for action items are sent to the campus via email.

Actions Taken

The Revised Mission Documents Recommendation came to vote in September, Members of Staff Council voted to pass unanimously. The Creation of Honors Program Group Proposal came to vote in November, it passed unanimously. The Creation of an Enrollment Study Group Proposal came to vote in November, it was opposed unanimously..

Recommendations

Staff Council has no recommendations for changes in its charge or membership at this time.

**2020 - 2021
COMMITTEE REPORTS**

ACADEMIC REVIEW COMMITTEE
ADMINISTRATOR COUNCIL
CURRICULUM COMMITTEE
FACULTY COUNCIL
GOVERNANCE EVALUATION COMMITTEE
INSTRUCTIONAL TECHNOLOGY
COMMITTEE
LEARNING ASSESSMENT COMMITTEE
STAFF COUNCIL

ACADEMIC REVIEW COMMITTEE

Committee Membership

Scott Behrens	Tracy Giacomini	Lindi McClure	Michelle Schwartz
Mark Bergmooser	Joyce Haver	Therese O'Halloran	Kathleen Shepherd
Holly Boylan	Peggy Jacob	Angela Prush	Alex Wan
Kevin Cooper,	Dean Kerste	Tracy Rahl	Scott Wang
Martin Dubois	Steve Mapes	Derek Roberts	Patrick Wise
Michael Fuertes	Matt Bird-Meyer	Denise Robinson	Daniel Wood
Kris Gerlach	Ken Mohny	Lisa Scarpelli	Stephanie Wozniak

Committee Charge

The Academic Review Committee has the responsibility for evaluating the probation policy and academic standards in terms of the institution's philosophy.

The committee also functions as a board of review to consider the appeals of students who have been asked to withdraw from the institution due to poor academic progress.

The committee also functions as a review board in collaboration with the Honors Program for students who are enrolled and fall below the set criteria to belong in the program.

Summary of Meeting Minutes and Committee Activities

Due to the nature of the COVID19 directive of remote/virtual instruction, the Academic Review Committee met during ZOOM meetings and communicated various committee issues via email such as: the Academic Dishonesty Statement and Policy, Honors student issues, Academic Dishonesty Statement and Policy change and feedback for all issues. Additionally, identified at risk students met with the counselors to determine academic evaluation, planning and progress according to the Academic Review process. *See Table 1.

The Academic Review Committee met via ZOOM on October 27th, 2020 at 12:30 pm to discuss the proposed changes to the Academic Dishonesty Statement and Policy and to review the standing of honors students who fell below the set criteria during the COVID switch to all remote instruction. *See meeting minutes attached.

The Academic Review Committee met via ZOOM on January 5, 2021 at 12:30 to discuss the ongoing changes for the Academic Dishonesty Statement and Policy and included collaboration with VP Scott Behrens of the Enrollment Management of Student Success Services for policy input. *See minutes attached.

The chairs of the Academic Review Committee met with Scott Behrens via ZOOM on January 29th, 2021 to discuss all committee feedback and proposed changes to the Academic Dishonesty Statement and Policy based on committee recommendations.

The Academic Review Committee reviewed proposed accommodations from the chair of the Honors Program to allow students to graduate with Honors via email on May 5th the proposal presented an accommodation for five Honors students who fell below the set criteria during the COVID switch to all remote instruction. These select students were unable to take a second Honors course due to the course offerings, so these students successfully completed a Capstone in place.

Actions Taken

The Academic Review Committee met via ZOOM on October 27th, 2020 at 12:30 pm and incorporated discussed proposed changes to the Academic Dishonesty Statement and Policy. The committee also reviewed the identified students standing in the Honors Program of those few students who fell below the set criteria during the COVID switch to remote time period from Winter of 2020 through the Fall of 2021. It was agreed that the determination of the Honors students was to monitor and track for improvement in overall GPA for the fall and winter semester and reevaluate to ensure GPA increased to the baseline criteria. *See meeting minutes attached.

The Academic Review Committee met via ZOOM on January 5, 2021 at 12:30 and discussed the proposed changes for the Academic Dishonesty Statement and Policy. It was determined that the policy needed a tracking system and be student centered for the process. *See minutes attached.

The chairs of the Academic Review Committee met with Scott Behrens on January 29th, 2021 via ZOOM and took into account all committee feedback and fully updated the Academic Dishonesty Statement and Policy based on committee recommendations and input from the VP, Scott Behrens who was fundamental in finalizing this policy and procedure. *See attached procedure

The Academic Review Committee reviewed the documentation of proposed accommodations from the chair of the Honors Program and allowed these students to graduate with Honors via email on May 5th.

STATUS OF COMMITTEE RECOMMENDATIONS FROM PREVIOUS YEAR AND FUTURE IMPACT:

ARC Plagiarism Statement Recommendation and Approval 2020-2021

The various reviews and transformation process of the Academic Dishonesty Statement and Policy starting in the late fall of 2019 can be found in the Annual Report 2018-2020. In the academic year 2020-2021, the ARC committee in direct collaboration with Scott Behrens, a finalized and board approved Academic Dishonesty Statement and Policy was finalized March 22, 2021 (see Appendix A). The expired policy and document for comparison can be found in Appendix B.

The finalized and approved Academic Dishonesty Statement and Policy was presented to the councils April 19, 2021 (Staff), April 20, 2021 (faculty) and April 21, 2021 (Administration) as an information item. Questions generated from the councils were addressed and discussed.

The outcome for the upcoming academic year is to use the new tool and note any changes or areas of concern. Any areas of concern will be presented to the committee for discussion and possible action items. Additionally, the tracking and process needed to preserve Title IX elements and stay student centered. Lastly, the new policy is in all the standard statement syllabi and communicated to students. The chairs of the ARC are working with the VP Scott Behrens to determine an orientation piece to all incoming students to the college as well as existing students to educate the student body on the new policy.

Recommendations

The recommendation for 2021-2022 is to put in to practice the new Academic Dishonesty Statement and Policy and its workability to serve students with due process.

The recommendation for 2021-2022 to create a widespread orientation to educate both existing and incoming student body on the new Academic Dishonesty Statement and Policy.

The recommendation for 2021-2022 is to review the policies and procedures and basic foundation of the ARC with its defined responsibilities and collaboration with other areas to ensure a clear process to serve student needs.

ADMINISTRATIVE COUNCIL ANNUAL REPORT

Committee Membership

Membership includes full-time and part-time administrators and professional staff. Membership includes the following individuals:

AJ Fischer, Anthony Quinn, Barry Kinsey, Brian Lay, Carley Stranyak, Charles Friedline, Denise Lindemann, Grace Yackee, Ijaz Ahmed, Jack Burns, James Ross, Jason Young, Joe Verkennes, John Wyrabiewicz, Joshua Myers, Kelly Heinzerling, Kevin Cooper, Kimberly Lindquist, Kojo Quartey, Laura Manley, Linda Hawley, Linda Marsh, Linda Torbet, Lori Biggs, Parmeshwar Coomar, Paul Knollman, Quri Wygonik, Rick Hubbert, Ryan Rafko, Scott Behrens, Susan Byrnes, Suzanne Wetzel, Tina Pillarelli, Tracy Vogt, Valerie Culler

Membership changes during the year include:

- Dr. Scott Behrens – Joined beginning with the Oct 21, 2020 meeting
- Dean Paul Knollman – Retiring from the College following the April 21, 2021 meeting

Officers for the year:

- Chair: James A. Ross, Director of Data Processing Services (Term: July 1, 2019 – June 30, 2021)
- Secretary: Lori Biggs, Nursing Program Coordinator, Health Sciences Division, Nursing (Term: July 1, 2020 – June 30, 2022)

Committee Charge

The purpose of the Administrator Council is to initiate, develop, and modify proposals concerning issues surrounding management and organizational issues. Additionally, the council will discuss other issues related to college matters as appropriate.

Summary of Meeting Minutes and Committee Activities

This year, seven meetings were held through April 21, 2021. Additional meetings will be held in May and June if agenda items are forthcoming. All Administrator Council meeting agendas and minutes are available on Brightspace (Shared Governance -> Administrator Council).

The following Information Items were presented this year:

Campus Wide Print Technology Solution Project 8-19-2020 (Kelly Heinzerling) – 14 current devices being replaced; right-sizing printing footprint, official process for student printing, reducing IS involvement with toner purchasing and repairs.

Online Bookstore Project 8-19-2020 (Kelly Heinzerling) MCCC Bookstore will be partnering with an online bookstore provider. This partnership will provide more options for faculty and students while lowering costs.

Human Resources Update 8-19-2020 (Linda Torbet) Title IX, Applicant Tracking System, COVID-19 guidelines, Performance Evaluations.

Security Initiatives 10-21-20 (Jason Young) Multi-Factor Authorization implemented; Geographic boundaries for inbound internet access; October is Cyber Security Month.

Strategic Plan Tactic, Timelines and Responsibility 11-18-20 (Joe Verkennes, Quri Wygonik)
Rationale to move from 3 to 5 year plan (amendments, evaluation, and development of the 2025-30 plan).

Project Persist 1-20-21 (Josh Myers) Helping students finish their college degrees through short-term support to address food insecurity, and health resources.

Student Success Academy 1-20-21 (Ryan Rafko) 3-year project with HLC at MCCC – 16 month progress: collection of data, inventory of initiatives, policies & procedures review to identify opportunities to help with student success is underway.

Fall 2020 Realizing Institutional Strengths and Challenges (RISC) Survey Summary 2-17-21 (Quri Wygonik) – Fall 2020 College participated in RISC survey as well as in 2018. The surveys have been positively received across the College. Student responses will help to guide changes to policy, practice, or procedure.

Procedure 3.10(a) Academic Dishonesty Statement and Procedure 4-21-21 (Presented by faculty Tracy Giacomini & Michelle Schwartz). Following a re-write during the preceding academic year, the final version of the Academic Dishonest Procedure was presented. The revised procedures codifies defining behaviors into 4 major categories and outlines the steps that will be followed should such behavior be determined.

CLRC Renovations and Additions Project | Staff Relocation Plan Review 4-21-21 (Jack Burns)
– An update indicating that the Campbell Learning Resources Center will be closed from June 2021 – June 2022 for renovations. Jack Burns outlined staff relocation plan to be in effect during construction.

The following Requests for Action and Requests for Information were presented:

Requests for Action:

ARA000320A: Transition of Strategic Planning Task Force to Full Standing Committee
Status 11-18-20 (Joe Verkennes, Quri Wygonik)

ARA000420A: Creation of Data Governance Task Force 1-20-21 (Quri Wygonik) – Based on best practice identified by the Higher Learning Commission, a Data Governance body is requested for consideration to catalog and evaluate sources and uses of institutional data.

Requests for Information:

ARI000220A: Academic Dishonesty Procedure 3.1 (a) 7-15-20 (Dr. Valerie Culler & Tracy Giacomini for the Academic Review Committee) – Tracy Giacomini, Co-chair of the Academic Review Committee, addressed Administrator Council seeking input related to the Academic Dishonesty policy and procedure across campus. A major goal of the revision effort will be a procedure that can be applied consistently across all divisions.

ARI000621A: Enhancement Grants Program Restructure 4-21-21 (Josh Myers) – Enhancement Grants Program (EGP) is being restructured to help spur innovation and to streamline the application process.

ARI000621A: Faculty and Staff Supporting Students in Trouble (F.A.S.S.T.) 4-21-21 (Josh Myers) – A follow-on project from Project Persist, F.A.S.S.T was developed to empower faculty and staff in helping students with emergent financial situations.

- Proposal to approve new MCCC Mission, Vision and Values documents
- Proposal to create Honors Program group
- Proposal for input on Honors Program policies and procedures
- Proposal to combine spring/summer semesters
- Proposal for recommendations on the revised Foundation Mission, Vision and Values documents
- Proposal for input on the creation of an enrollment study group

Actions Taken

The following Requests for Action (RFA) were voted on this year:

ARA000320A: Transition of Strategic Planning Task Force to Full Standing Committee
Status 11-18-20 (Joe Verkennes, Quri Wygonik) – Motion Carried

ARA000420A: Creation of Data Governance Task Force 1-20-21 (Quri Wygonik) – Motion Carried; Support with further development

Recommendations

Recommendations include the adoption of an electronic form that would be used to submit Information Items, Requests for Input, and Requests for Action and automatically route the form to the appropriate individual(s). This would promote participation in the Councils by streamlining the process by which proposals are submitted. In addition, the electronic form should have a “drop down box” that would permit submitters to specify which Strategic Plan goals and objectives are best related to the item to be submitted to the Councils.

CURRICULUM COMMITTEE

Committee Membership

P. Baul (*chair*)
P. Coomar
K. Cooper
L. Couch
M. Costlow
T. Elliott
W. Hilliker
P. Jacob
P. Knollman
K. Lindquist

L. McClure
G. McIntyre
D. Roberts
K. Thomas
J. Vallade
T. Vogt
P. Wahr
G. Yackee
A. Kiebler (*recording secretary*)

Committee Charge

The Curriculum Committee evaluates proposals originating from the academic divisions for addition, revision, and deletion/inactivation of credit courses and programs of study. The committee may also review and recommend revisions to the College-wide student graduation and degree requirements.

Summary of Meeting Minutes and Committee Activities

The committee approved several new courses, program restructure/updates and one new program. Numerous changes were made to existing courses reflecting the college's vision to be an innovative and progressive higher education institution. Continued focus on assessment resulted in multiple course outcome summary revisions.

Actions Taken

Programs -New/Modified

CAFÉ - New Program
PHLEBOTOMY, CRIMINAL JUSTICE & WELDING TECHNOLOGY- Program Modifications

New Courses

CAFÉ 100, 101, 102, 103, 112, 113, 114, 115, 202, 203, 204, 205, 207
CHEM 150, 151 HONORS, MATH 162, CRJ 155, 165, 254, 261

Changes to Existing Curriculum

CAFÉ 112, 113, 114, 115, 219, COMM 151, 181, JOURN 161, 162, 251, 261, 262, MATH 162, SOC 152
ART 151, 160, 165, 180, 181, 190, 191, 250, 251, 270, 271, 272, 273, 274, 280, 281, 282

Curriculum Committee Chair Needed

The current Chairperson's term has ended. The Curriculum Committee has failed to identify a new chairperson for the 2021-2022 academic year despite reminders provided throughout the 2020-2021 academic year.

Recommendations

Consider revision of current COS templates for clarification. Determine whether all program outcomes or only the course outcomes pertaining to the program be listed. Clarify language.

Further Discussion - Review and Align General Education Requirement to the Michigan Transfer Agreement where possible.

For effective and efficient document submission and approval, and record keeping an automated system should be adopted.

FACULTY COUNCIL ANNUAL REPORT

Committee Membership

All full time and adjunct faculty are members of Faculty Council. Officers for the 2020-2021 academic year were Dr. Philip Wahr, Chair, and Dr. Matthew Bird-Meyer, Secretary

Committee Charge

Faculty Council is one of three councils in the shared governance model that was piloted by MCCC for the 2012-13 year. The purpose of the Faculty Council is to initiate, develop, and modify proposals concerning academic, student services, and curricular issues to be forwarded to the President. Additionally, the council discusses other issues related to student learning and teaching as appropriate. Faculty Council meets regularly to discuss topics that are of concern to any of the councils or the campus as a whole.

Summary of Meeting Minutes and Committee Activities

A complete record of Faculty Council meeting minutes is available on Brightspace, under the Shared Governance module.

The Faculty Council met 7 times during the 2020/21 academic year. There were 4 action items for approval, 4 requests for input, and 14 information items. Much of the Faculty Council meetings were spent discussing plans for implementation of course/section level assessments before the upcoming January 2022 HLC visit.

Actions Taken

The faculty council unanimously approved the following action items:

1. Convert the Strategic Planning Task Force to a full standing committee (from Strategic Planning)
2. Creation of a data Governance Task Force (from Q. Wygonik)
3. Pilot course and course-section assessment process (from LAC)
4. Formation of a study group to review degree requirements beyond general education requirements (from LAC per request of Math/Science Division faculty)

The faculty discussed and approved all requests for input presented to the Faculty Council including:

1. Academic dishonesty procedure (from Academic Review)
2. Enhancement grants program restructure (from the Foundation)
3. Faculty and Staff Supporting Students in Trouble (FASSST) (from the Foundation)
4. Additional syllabi elements for Online and Blended course sections (from Instructional technology)

Recommendations

Use of the council model is inconsistent across campus. Particularly there is a lack of items coming from staff. To facilitate campus information flow, all units should be encouraged to submit information items on anything that affects other campus units. For example, the decision to switch from physical keys to keycards was never submitted to faculty. It should have been offered as an information item if only to give faculty a heads up that the change was occurring and to provide a timeline for the change.

GOVERNANCE EVALUATION COMMITTEE

Committee Membership

Membership includes the following as voting members: the council chairs and secretaries from each council, two members at large from each council, the Coordinator for Institutional Research, Evaluation, and Assessment, and the Recorder. Non-voting members include the Vice President of Administration, the Vice President of Instruction, the Vice President of Student and Information Services, and the Director of Marketing Communication. The President is an ex-officio member of the committee. The Officers for the 2020-2021 academic year were Wendy Wysocki, Chair and Penny Dorsey, Recorder.

Committee Charge

The Governance Evaluation Committee (GEC) is a standing committee charged with implementing and evaluating the council model of shared governance annually. The committee will also make recommendations regarding assignment of staff to committees. When requested by the President, the committee will recommend assignment of issues to the appropriate committee.

Summary of Meeting Minutes and Committee Activities

GEC met twice during the 2020-2021 academic year on January 14, 2021 and March 11, 2021.

The issues discussed and acted upon were as follows:

- Discussed and approved piloting of the strategic planning committee as a standing committee after it was approved by the three Councils.
- Continued work on developing strategies to address the top issues we prioritized last year from the results of the 2019 Council Model of Shared Governance survey with the focus on improvement of our shared governance model. (6 issues- Training on use of model, addition of standing committees, distrust between Councils, Perception of lack of support for shared governance by administration, disconnect between and within councils that leads to distrust.)
- Finalized the framework requested by the Strategic Planning Committee to develop timelines for the implementation of our strategies.
- Completed the check-in process of our tasks with the strategic planning committee Co-Chair.

Actions Taken

Motion: A motion to approve the addition of Strategic Planning Committee as a standing committee. Motion carried.

Motion: A motion was made by Q. Wygonik and supported by L. Biggs, that if a Council decides in a meeting that they would like to change an Information Item to an action item, the item can be immediately converted to a Request for Input, go back to the Recorder to forward to the vice presidents and then go back to the Councils. Motion carried.

Recommendations

The Governance Evaluation Committee continue to address issues highlighted in the Council Model of Shared Governance 2018-2019 survey by implementing and reviewing strategies for improvement, continue updating the Shared Governance Handbook as necessary, collaborate with the Strategic Planning on Shared Governance to continue improving and evaluating our governance structure and functioning and continue duties of recommending committee assignment requests.

INSTRUCTIONAL TECHNOLOGY COMMITTEE

Committee Membership

Paul Knollman
Kristine Gerlach
Bradley Hesser
Karen Kuhl
Brian Lay
Michelle Persin
Jeff Peters

Dave Reiman
Helen Stripling
Philip Wahr
Grace Yackee
Cindy Yonovich
Stephen Hasselbach

Committee Charge

The instructional technology committee will make recommendations on the utilization of instructional technology to support and enhance classroom and web-based instruction at mccc. The committee will provide leadership in the assessment of need, design, development, implementation and evaluation of instructional technology, especially as it applies to web-based instruction through the utilization of a learning management system.

Summary of Meeting Minutes and Committee Activities

The IT Committee met on 10/8/20, 11/5/20, 12/10/20, 1/21/21, 2/25/21 and 4/22/21. The committee set the agenda earlier at the end of the previous academic year and agreed to focus on the following topics: COVID19 Lessons Learned and Instructor/Student Online/Blended/Remote/Virtual Training Implications; Course Questionnaire – Questions Review and Recommendations; Online Course Evaluation Review Process; Open Educational Resources (OER); Office 365 Faculty/Staff implementation; LMS Review; Promotion and planning for active learning classroom in East/West renovated building; Future tech recommendations for other MCCC buildings. Of course, other topics emerged throughout the year and were addressed by the committee, for instance: Standard syllabi elements for online/blended courses; Student computer tech specification recommendations; Teams vs. Zoom – ADA compliance and Peer Review and/or QM Online/Blended Course Review process.

Actions Taken

After much discussion the committee recommended that the following items should be considered for inclusion on any online or blended syllabus:

- Attendance policy for required meeting times, virtual meeting times, etc.
- Publisher and Third-Party application technical support contact information
- Policy for student technical issues related to completing online quizzes, assignments, etc.
- Link to Course Info Sheets

After much discussion the committee recommended that changes be made to the Online/Blended Course Observation form used by division deans to observe online and blended courses. Overall, the committee recommended the following changes to the form:

- Some of the tools mentioned on the form need updated
- Observed section is impractical
- Courses with Publisher materials makes evaluating difficult
- The one-on-one part of the evaluation is good between dean and instructor

A subcommittee of members from the IT Committee was formed to make changes. The form was modified and presented to the Faculty Council as an information item.

Additionally, the committee discussed the differences between the Zoom and Teams web conferencing tools and how Zoom didn't include any closed captioning features for ADA compliance. The committee was poised to recommend that faculty use Teams instead of Zoom for ADA compliance, but this recommendation became unnecessary when Zoom added closed captioning features.

Finally, the committee developed the following computer/tech specifications to be shared with MCCC students seeking advice regarding computers, etc.:

- Please Note: Before purchasing a computer please refer to your specific MCCC academic division or program computer specifications.
 - Processor: 11th Generation Intel® Core™ i5-1135G7 Processor (8MB Cache, up to 4.2 GHz)
 - RAM (memory): 8GB, 1x8GB, DDR4, 3200MHz
 - Hard drive (storage): 256GB Solid State Drive
 - Display: 15.6-inch (1920 x 1080 resolution)
 - Wireless: Intel® Wi-Fi 6 2x2 (Gig+) and Bluetooth 5.1
 - Graphics Card: Intel® Iris® Xe Graphics with shared graphics memory
 - Webcam
 - Windows 10 Operating System
 - Security Software (e.g., McAfee, Norton, etc.)
- Other technology recommendations:
 - Broadband Internet Service: 25 Mbps minimum
 - Headphones with microphone
 - Current Microsoft Office Suite (available for free to all registered students)
 - Web browser: Google Chrome or Mozilla Firefox (current versions)

LEARNING ASSESSMENT COMMITTEE

Committee Membership

Dawn Lymond	Paul Knollman
Felice Moorman	Quri Wygonik
Jenna Bazzell	Robin Smith
Kevin Cooper	Mark Jager
Maris Fonseca	Zackary Moore
Mark Jager	Nicole Garner
Michael Snyder	Ken Mohny

Committee Charge

The purpose of this committee is to develop and monitor implementation of the college's plan for assessing student learning at the course, program, and institutional (general education) levels. The lac identifies annual college assessment priorities, oversees and provides support to all aspects of the assessment process, reviews assessment activities and reports and provides feedback to departments and divisions, recommends improvements in the assessment program, and disseminates reports on the results of assessment and the initiatives based on assessment intended to improve student learning.

Summary of Meeting Minutes and Committee Activities

The Learning Assessment Committee held eight meeting with committee members during Fall 2020 and a further five meetings during Winter 2021. In addition, LAC led several meetings with transfer area faculty, occupational area program faculty, and numerous meetings with academic divisions, deans, individual faculty, faculty coordinators, and various other faculty groups during the 2020-2021 school year. These meetings were driven by the need for attention to various deficiencies in the assessment process noted by HLC during their November 2019 comprehensive review.

Issues discussed during these meetings included updating the Instructional Assessment Plan, transfer programs, program assessment, course-section assessment, and co-curricular assessment. Importantly, these meetings provided all faculty a voice in the development and implementation of the assessment for the various areas at MCCC.

Actions Taken

During Fall 2020, LAC updated the Instructional Assessment Plan. LAC will continue to update the assessment plan on a yearly basis, present the updated plan to Faculty Council, and post the updated plan on the LAC Brightspace page.

LAC composed a plan for comprehensive course-section assessment. As a comprehensive plan was new for MCCC, LAC, with input from several faculty groups, decided to implement this on a pilot basis, during the Winter and Fall 2021 semesters. The pilot plan asks all full-time faculty to submit an assessment of 1-2 course outcomes for one course-section each semester. The plan will be revisited during Winter 2022 and lessons learned will be applied to a permanent course-section plan for 2022 and subsequent years.

LAC oversaw full implementation of the program assessment plan, including the completion of course mapping and related documents, the selection of a sampling procedure for collecting program assessment data, and the implementation of that plan. In addition, LAC is working with program faculty to ensure that all programs have mission statements.

LAC completed the first MCCC plan to fully assess co-curricular activities. LAC first defined co-curricular as it relates to MCCC initiatives, then produced a comprehensive document (included in the Instructional Assessment Plan) describing the process of co-curricular assessment, and, lastly, composed examples of potential avenues club advisors might take to implement the assessment. To fully implement the plan, LAC organized a sub-committee of LAC members to review and recommend various MCCC organizations and initiatives for co-curricular assessment; later, LAC contacted the club advisors and provided them the relevant documents needed to produce the assessment and offered advice as needed.

LAC requested faculty groups via academic area meet to discuss the creation of learning outcomes for the several transfer areas. As a result, faculty created a list of outcomes for social sciences, arts, humanities, math, and science for our current MCCC degrees. In addition, after extensive faculty input to LAC, LAC requested Faculty Council form a Degree Review Committee to comprehensively review degrees/transfer programs, outcomes for transfer programs, and how to fully implement these at MCCC. Faculty Council agreed to form this group in a unanimous vote during their January 2021 meeting.

Recommendations

The Learning Assessment Committee recommends the continued development of a robust program of assessment at MCCC. Specifically, LAC recommends completing a plan to assess transfer programs once the Faculty Council Degree Review committee completes its work. LAC also will continue to monitor the various assessment activities implemented over the last year to ensure these are working as intended, or, if not, modify them so they will. In addition, LAC will finalize a long-term plan for course-section assessment, as the pilot course-section assessment plan expires at the end of Fall 2021. The LAC also recommends that Curriculum Committee develop a process to ensure that all programs have a mission statement completed before approval. As usual, LAC will also update the IAP. LAC will bring the updated IAP, along with a new course-section assessment plan, and any other action items to Faculty Council for review.

STAFF COUNCIL ANNUAL REPORT

Committee Membership

Charles Abel	Gregg Giannotti	Paul LaRoy	Doug Richter
Lesa Adkins	Jennifer Golen	Vicki LaValle	Kayla Richards
Deborah Baker	Louis Galloro	Rachel Lehr	Linda Roberts
Nick Beaudrie	Michelle Gaynier	Kim Letasse	Bryan Rorke
William Bennett	Ann Gerweck	Mary Lyons	Tyra Rosinski
Randy Berns	Joe Gore	Matthew Mancour	Jack Ryder
Linda Black	Christopher Gossett	Jason Margraves	Thomas Ryder
Justin Blaine	Maxwell Haar	Megan McCaffery-Bezeau	Amy Salliotte
Phillip Borawski	Jeffery Harbaugh	Suzanne McKe	Nicholas Scheer
Janel Boss	Laura Hamel	Michelle Meiring	Thomas Scheer
Janet Brant	Susan Hoffer	Nancy Meiring	Robert Semanske
Derek Brylinski	William Hogan	Chris Miller	Robert Sielski
Grant Bussell	Denise Howe	Allison Mohler	Courtney Slater
Sherry Bussell	Blaine Hubbert	William Myers	Linda Spenoso
Shardea Campbell	Rick Hubbert	Anthony Napier	Robert Stawkey
Jane Clevenger	Darius Hudson	Michael Neaves	Donovan Tarjeft
Token Conde	Erika Hunt	Dale Parker	Matthew Torongeau
Michael Costello	Janice Hylinski	Christina Payne	Jeffrey VanSlambrouck,
Branden Cunningham	Laurel Johnston	Christopher Perria	Michael Varney
Michael D'Haene	Glori Jonkman	Terry Peterson	Beth Waldvogel
Ethan Dixon	Annette Kiebler	William Pickard	Kenneth Wassus
Penny Dorcey	Thomas Kleman	Lauren Pillarelli	Casey Watterworth
Renee Drouillard	Jeremy Knoff	Cheryl Prekert	George Welter
Rachel Eagle	Karen Kuhl	Cynthia Prusaitis	Emily Willcock
Allison Gallardo	Kellie Kull	Michael Reaume	William Wilt
			Stephen Yeary

The Staff Council had 12 members leave during the year and added 9 new members.

All full- and part-time staff and maintenance employees are members of the Staff Council.

Committee Charge

The Staff Council is one of three Councils in the Shared Governance Model. Staff Council meets regularly on the second Thursday of each month to discuss topics that are of concern to any of the councils or to the campus as a whole. Staff Council deliberates, develops, and considers proposals submitted by any members of the college community to convey recommendations to the president. Staff Council also initiates, develops, and modifies proposals concerning issues surrounding college services and processes carried out by the staff.

Summary of Meeting Minutes and Committee Activities

In May 2020, Council Chair Rick Hubbert was promoted to a professional staff position at the college. Secretary Allison Gallardo, volunteered for and was elected to take over as Staff Council Chair until August 2020.

In August 2020, Rachel Lehr volunteered for and was elected to take over the duties of Secretary of Staff Council until December. To date, the Staff Council has met six times in the 2020-21 academic year.

Staff Council has discussed and/or made recommendations on six information items, and one input item, and three requests for action items.

The information items submitted to Staff Council were, Student Success Academy Update; Campus Wide Print Technology Solution Project; Online Bookstore Project; Security Initiatives; Strategic Plan Implementation; One Book One Community; Project Persist; Student Success Academy Update; and RISC Summary.

The input item submitted to Staff Council was Academic Dishonesty Procedures.

The action items submitted to Staff Council were Formation of Strategic Planning; and Creation of Data Governance Task Force.

A complete record of Staff Council meeting minutes is available on Brightspace within the Shared Governance Organization. There is also a Master Proposal spreadsheet on Brightspace, which is a log of all of the proposals submitted to the Councils, the actions taken by each Council, as well as the final decision of the President regarding Requests for Action. As a way to further communication, in addition to the Master Proposal spreadsheet, all remarks (new proposal posted, Council comments posted, etc.), are recorded on the proposal folder itself, and all final decisions for action items are sent to the campus via email.

Actions Taken

Staff Council voted unanimously to pass the following Requests for Action: The Formation of a Strategic Planning Task Force (November); and the Creation of a Data Governance Task Force

Recommendations

The Staff Council has no recommendations for changes in its charge or membership at this time.

STRATEGIC PLANNING COMMITTEE ANNUAL COMMITTEE/COUNCIL REPORT

Committee Membership

Joe Verkennes	Valerie Culler	Laura Manley
Quri Wygonik	Rachel Eagle	Steve Mapes
Kim Lindquist	Nicole Garner	Josh Myers
Kojo Quartey	Tracy Giacomini	Jeff Peters
Ann Gerweck	Kelly Heinzerling	Ryan Rafko
Parnella Baul	Will Hilliker	Robin Smith
Scott Behrens	Laurel Johnston	Linda Torbet
Parmeshwar	Paul Knollman	Tracy Vogt
Coomar	Barry Kinsey	Suzanne Wetzel
Kevin Cooper	Edmund LaClair	Grace Yackee

Committee Charge

The committee charge will be voted on during the first full committee meeting in Fall 2021.

Summary of Meeting Minutes and Committee Activities

No full committee meetings have taken place to date. The first meeting is scheduled for early Fall 2021. Below are the activities of the Leadership Team of the former Task Force to date:

Membership:

- Quri Wygonik, Strategic Planning Committee Co-Chair and Director of Institutional Research, Planning, and Accreditation
- Joe Verkennes, Strategic Planning Committee Co-Chair and Director of Marketing and Communications
- Kimberly Lindquist, Strategic Planning Committee Vice-Chair, Dean of Health Sciences, and Director of Nursing
- Nicole Garner, Professor of Nursing
- Valerie Culler, Director of Financial Aid
- Linda Torbet, Director of Human Resources

To date, the Leadership Team has led the Subcommittees' completion of the following 2020-2023 Strategic Planning activities:

- Writing the tactics to accomplish the Strategic Plan objectives
- Reviewing and editing the tactics
- Creation of the work assignment and progress tracking processes
- Aligning the budget, timeline, and accountable groups for the tactics
- Updating the 2020-2023 Strategic Plan document to include the aligned tactics
- Sharing the updated Strategic Plan document with the campus through the Council Model of Shared Governance

Ongoing work by the Leadership Team in conjunction with the Subcommittees includes:

- Overseeing the work assignment and progress tracking processes and documentation.

Actions Taken

The committee has taken no action by way of voting to date.

Recommendations:

The committee has made no recommendations based on actions to date.



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