Annual Committee Reports

Monroe County Community College
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MCCC Standing Committees

List of Committees and Administrator to Whom Each Reports

Vice President of Student and Information Services
   Academic Review Committee
   Enrollment Issues Committee
   Learning Resources Committee

Vice President of Instruction
   Curriculum Committee
   Instructional Technology and Distance Learning Committee
   Institutional Effectiveness and Accreditation Committee
   Learning Assessment Committee

Vice President of Administration
   Campus Development Committee
   Health and Safety Committee

President
   Diversity Committee
   Institutional Governance Committee
   Strategic Planning Committee

While the College is committed to protecting its integrity, it also recognizes that several parts of its existing Constitution will need to be held in abeyance during the test year. In order to fully evaluate the utility of the Council Model in relation to shared governance at Monroe County Community College during the 2012-13 academic year, portions of the existing College Constitution will be suspended. Specifically, those areas related to the total standing committee structure.

Shared Governance Handbook dated 9-12
Monroe County Community College
Standing Committee Membership
2012-2013 (September 10, 2012)

PRESCRIBED MEMBERSHIP COMMITTEES:

*CURRICULUM COMMITTEE
Nancy Adams√
Peter Coomar
Jill Denko
Nicole Garner
Thomas Harrill
John Joy
Paul Knollman
Greg Leinbach
Vinnie Maltese*
Cynthia Roman
Jim Vallade
Tracy Vogt
Grace Yackee**

*DIVERSITY COMMITTEE
Khadija Ahmed
Amanda Bennett
Michelle Brahaney
Nicole Garner
Ann Gerweck (Sec’y)
Denise Gray
Sharon Gray
Mark Hall
Sandy Kosmyna
Molly McCutchan
Randy Monday
David Nixon* and **
Bryan Rorke (Maint. Rep.)
Tom Ryder
Student Rep.

*ENROLLMENT ISSUES
Holly Boylan
Randy Daniels**
Mark Hall*
John Joy
Cheryl Kehrer
Paul Knollman
Vinnie Maltese
Steve Mapes
Joe Verkennes (Sec’y)
Tracy Vogt
Sue Wetzel

*LEARNING ASSESSMENT
(Formally Assessment of Student Learning)
Nancy Adams√
Cameron Albring
Roop Chandel
Jamie DeLeeuw
Marty Dubois
Paul Knollman
Kim Lindquist
Dawn Lymond
Bill McCloskey *
Tracy Rayl
Joanna Sabo
Lisa Scarpelli
Dan Shaw
Grace Yackee**
Students Reps. (2)

* Denotes committee chair or co-chairs
** Denotes ex-officio member
√ Denotes non-voting recording secretary
NON-PRESCRIBED MEMBERSHIP COMMITTEES:

ACADEMIC REVIEW
Mark Bergmooser
Randy Daniels**
Tim Dillon
Martin Dubois
Penelope Dunn
John Holladay*
Terri Kovach
Gregory Leinbach
Bill McCloskey
Nick Prush
Scott Wang
Patrick Wise
Wendy Wysocki

INSTRUCTIONAL TECHNOLOGY / DISTANCE LEARNING
Khadija Ahmed
Ben Andries
Lori Bean
Clifton Brown
Roop Chandel
Peter Coomar
William Hilliker
Kris Gerlach
John Joy
Chuck Kelly
Paul Knollman
Brian Lay
Vinnie Maltese
Jeffrey Peters*
David Reiman
Denise Robinson
Tyra Rosinski
Jim Ross
Tom Scheer
Dan Shaw
Lana Shryock
Scott Wang
John Wyrabkiewicz
Grace Yackee**
Jennifer Yarger (sec'y)
Cynthia Yonovich

CAMPUS DEVELOPMENT COMMITTEE
Alex Babycz
Jim Blumberg*
Penny Bodell
Kelly DeNunzio (sec'y)
Penny Dunn
Jean Ford
Dean Kerste
Barry Kinsey
Josh Myers
David Nixon
Tracy Rayl
Jim Russo
Daniel Schwab
Mark Spenoso
Mike Stasko
Kevin Thomas
Ted Vassar
Suzanne Wetzel* and **
Gary Wilson

* Denotes committee chair or co-chairs
** Denotes ex-officio member
\( \checkmark \) Denotes non-voting recording secretary
HEALTH AND SAFETY

Jim Blumberg (sec'y)
Bonnie Boggs
Martin Dubois
Penny Dunn
Jean Ford
Kris Gerlach
Tracy Giacomini
Barry Kinsey
Sandy Kosmyna
Molly McCutchan
Bill Myers
Chris Perria*
Tina Pillarelli
Roger Spalding
Jeff VanSlambrouck
Sue Wetzel **

INSTITUTIONAL EFFECTIVENESS & ACCREDITATION
(Formerly Institutional Assessment)

Amanda Bennett
Terry (TC) Cole
Peter Coomar
Randy Daniels
Penny Dorcey-Naber
Maris Fonsecca
Rick Hubbert
Paul Knollman
Sandy Kosmyna
Rebecca Libstorff∇
Vinnie Maltese
David Nixon
Jim Ross
Joanna Sabo
Joe Verkennes
David Waggoner
Suzanne Wetzel
Grace Yackee* and ** (IA)

INSTITUTIONAL GOVERNANCE

Randy Daniels
Penny Dorcey-Naber*
John Holladay
Vinnie Maltese
Victoria McIntyre∇
Mark Naber
Patrick Nedry
David Nixon**
Bryan Rorke
Tom Scheer
Sue Wetzel
Patrick Wise
Grace Yackee

LEARNING RESOURCES

Lori Jo Couch
Randy Daniels**
Melissa Grey
Cheryl Johnston
Laurel Johnston
Don Kehrer
Robert Leonard
JoEllen Locher
Barbara McNamee
Ken Mohney*

STRATEGIC PLANNING

Penny Bodell (sec'y)
Bonnie Boggs
Randy Daniels*
Josh Myers
David Nixon**
Lisa Scarpelli
Tom Scheer
Terry Telfer
Judy VanDaele
Suzanne Wetzel
Grace Yackee
Jennifer Yarger
Students (2)

* Denotes committee chair or co-chairs
** Denotes ex-officio member
∇ Denotes non-voting recording secretary
2012-13 Standing Committee Assignments
Faculty And Administrators

Committee Code

AR = Academic Review
CC = Curriculum
CD = Campus Development
IT/DL = Instructional Technology/Distance Learning
DV = Diversity
EI = Enrollment Issues
HS = Health & Safety
IEA = Institutional Effectiveness & Accreditation
IG = Institutional Governance
LA = Learning Assessment
LR = Learning Resources
SP = Strategic Planning

Khadija Ahmed – IT/DL, DV
Alex Babycz – CD
Lori Bean – IT/DL
Mark Bergmooser – AR
Jim Blumberg – CD, HS
Bonnie Boggs – HS, SP
Holly Boylan – EI
Clifton Brown – IT/DL
Roop Chandel – LA
Peter Coomar – CC, IEA, IT/DL
Lori Jo Couch – LR
Vuncia Council –
Randy Daniels – AR, IEA, EI, IG, LR, SP
Jamie DeLeeuw – IEA, LA
Jill Denko –
Tim Dillon – AR
Martin Dubois – AR, HS, LA
Penny Dunn – AR, CD, HS
Maris Fonsecca – IEA
Jean Ford – CD, HS
Nicole Garner – CC, DV
Kris Gerlach – IT/DL, HS
Tracy Giacomini - HS
Sharon Gray – DV
Melissa Grey – LR
Mark Hall – DV, EI
Thomas Harrill – CC
Joyce Haver – CC
William Hilliker – IT/DL
John Holladay – AR, IG
Cheryl Kehrer – EI
Dean Kerste – CD
Cheryl Johnston – LR

John Joy – CC, EI, IT/DL
Paul Knollman – CC, EI, IEA, IT/DL, LA
Chuck Kelly – IT/DL
Dean Kerste – HS
Don Kehr – LR
Barry Kinsey – CD, HS
Terri Kovach – AR
Ed La Clair –
Brian Lay – IT/DL
Gregory Leinbach – AR, CC
Robert Leonard – LR
Kim Lindquist – IT/DL
Vincent Maltese – CC, IT/DL, IEA, IG
Steve Mapes – EI
Bill McCloskey – AR, LA
Molly McCutchan – DV, HS
Barbara McNamee – LR
Ken Mohney – LR
Josh Myers – CD, SP
Mark Naber – IG
Carrie Nartker –
Patrick Nedry – IG
David Nixon – CD, DV, IEA, IG, SP
Gail Odneal – IT/DL
Jeffrey Peters – IT/DL
Tina Pillarelli – IT/DL
Nick Prush – AR
Anthony Quinn – DV
Tracy Rayl – CD
David Reiman – IT/DL
Denise Robinson – IT/DL
Cynthia Roman – CC, LA
Jim Ross – IEA, IT/DL

PDN/9.10.12
Committee Code

AR = Academic Review
CC = Curriculum
CD = Campus Development
IT/DL = Instructional Technology/Distance Learning
DV = Diversity
EI = Enrollment Issues
HS = Health & Safety
IEA = Institutional Effectiveness & Accreditation
IG = Institutional Governance
LA = Learning Assessment
LR = Learning Resources
SP = Strategic Planning

Jim Russo – CD
Joanna Sabo – IEA, LA
Lisa Scarpelli – SP
Daniel Schwab – CD
Dan Shaw – IT/DL, LA
Kathleen Shepherd – IEA
Lana Shryock – IT/DL
Roger Spalding – HS
Mike Stasko – CD
Terry Telfer – CC, SP
Kevin Thomas –
James Vallade – CC
Joe Verkennes – EI, IEA
Tracy Vogt – AR, EI
Ted Vassar – CD
David Waggoner – IEA
Scott Wang – AR, IT/DL
Gary Wilson – CD
Suzanne Wetzel – CD, EI, HS, IEA, IG, SP
Patrick Wise – AR, IG
Wendy Wysocki – AR
Grace Yackee – CC, IT/DL, IEA, IG, LA, SP
Cynthia Yonovich – IT/DL

PDN/9.10.12
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 institutional mission, resource allocation, and the roles of internal constituencies.

2. Five groups play important roles in the governance of the College community: faculty, students, support staff/maintenance, administration, and the Board of Trustees. Subject to whatever legal limitations may exist, members of the College community, through the divisions/areas, 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, as expressed in legislation of the Board of Trustees. Nothing in this document will be construed to deny to any administrative officers any 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 establishment of a carefully defined committee system.
   
   a. Each committee should have a clearly stated charge.

   b. Committee members should represent those groups directly influenced by the committee actions.
c. The structure should provide for direct individual or group input into committee deliberations.

d. Committee reporting lines should be clearly defined, as should the route of appeal of decisions.

e. Periodic examination (and reorganization if necessary) of the committee structure, composition and function(s) must take place to promote dynamic institutional growth and change.

II. Statement of Implementation

A. GENERAL COLLEGE MEETINGS

1. General meetings of the College community will be called by the President or a petition by fifteen percent of any of the following: the full time faculty, the full time support staff/maintenance, the full time administration, the student body.

2. An agenda for such general meetings will be posted in each of the College buildings, distributed through staff mail boxes, and communicated by other appropriate means 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. Secretarial services for the meeting will be provided by the institution.

B. 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 chairman/chairwoman and secretary for each committee will be elected by the committee unless the President wishes to designate the chairman/chairwoman.

   b. The committee chairman/chairwoman or his/her designee will preside at all meetings of the committee, and either the committee chairman/chairwoman 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 chairman/chairwoman 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 send one copy of the minutes to each vice president, the College President and each member of the College staff, and two copies to the Learning Resources' Periodicals Circulation Clerk for inclusion in the College Archives. The minutes of all committees will be available for inspection.

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.

4. 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
- Enrollment Issues Committee
- Learning Resources Committee

**Vice President of Instruction**
- Curriculum Committee
- Instructional Technology and Distance Learning Committee
- Institutional Effectiveness and Accreditation Committee
- Learning Assessment Committee

**Vice President of Administration**
- Campus Development Committee
- Health and Safety Committee

**President**
- Diversity Committee
- Institutional Governance Committee
- Strategic Planning Committee

In the event that other standing committees of the College are formed, the President will determine which administrator has the responsibility and authority concerning the particular committee. The President may dissolve a standing committee upon request of that committee, or upon the recommendation of the Institutional Governance Committee as a result of its annual review of committee activities, or upon the President's own initiative.
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.

CAMPUS DEVELOPMENT COMMITTEE
The purpose of the Campus Development Committee is to make suggestions and to develop and review plans to create and maintain a campus that is functional, safe, and attractive.

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 Dean of Humanities/Social Sciences and one faculty member from that division, the Dean of Science/Mathematics and one faculty member from that division, the Dean of Business and one faculty member from that division, the Dean of Industrial Technology and one faculty member from that division, the Dean of Health Sciences and one faculty member from that division, the Dean of Corporate and Community Services, one faculty member from counseling, one faculty member from the library, and the Registrar.

DIVERSITY COMMITTEE
The purpose of the Diversity Committee is to guide and direct the campus-wide diversity initiative and to inventory and monitor the status/progress of all diversity activities associated Committee responsibilities: guide and direct the diversity initiative, monitor the progress of all activities associated with the initiative, coordinate the various diversity activities, assist in the gathering of needed data, and facilitate communication with the organization.

Membership will include, but not be limited to the following: President (ex officio/chair), Director of Admissions and Guidance Services, Learning Assistance Lab Coordinator, Student Activities Coordinator, Events/Fitness Center Coordinator, Director of Whitman Center, Dean of Humanities and Social Sciences, two Instructional faculty members, Monroe Public Schools Diversity Committee member, two community members, student representative, maintenance representative, and the Director of Human Resources.

ENROLLMENT ISSUES COMMITTEE
The purpose of the Enrollment Issues Committee (EIC) is to provide a medium through which the campus community can share information, thoughts, and concerns regarding enrollment. As such, the EIC will assist the College with continued development of an integrated and collaborative approach toward improving curricula, programs, and services to maximize student success.
Membership will include, three faculty members (Occupational, Student Services, Transfer); three deans (Corporate and Community Services, Occupational, Transfer); Four directors (Admissions and Guidance Services, Financial Aid, Marketing, Institutional Research); and two vice presidents (Administration and Instruction).

The Vice President of Student and Information Services will serve in an ex-officio capacity.

HEALTH AND SAFETY COMMITTEE
Any condition or procedure on the campuses of Monroe County Community College which is of importance to the health or safety of the students, staff, or campus visitors is a concern of the committee.

It is the function of this committee to call to the attention of proper College authorities, conditions described above and to indicate recommendations as to remedial steps to be taken.

INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMMITTEE
The Institutional Effectiveness and Accreditation Committee directs the College's accreditation processes related to the Higher Learning Commission of the North Central Association through planning, assessment, implementation, evaluation, and continuous improvement of institutional effectiveness.

Membership will include, but is not limited to: one faculty from the transfer area, one faculty from the occupational area, one faculty from the LAL/Counseling/Library, one maintenance member, one support staff member, VP of Instruction (ex officio/chair), VP of Student and Information Services, VP of Administration, and the Coordinator of Institutional Research, Evaluation and Assessment.

INSTITUTIONAL GOVERNANCE COMMITTEE
The purpose of the Institutional Governance Committee is to continually review the governance structure and its operation and to make recommendations as necessary.

The committee will assist the President by reviewing the annual reports of all standing and ad-hoc committees and making recommendations regarding the charges and structure of various committees. 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.

INSTRUCTIONAL TECHNOLOGY/DISTANCE LEARNING COMMITTEE
The Instructional Technology and Distance Learning 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, design, development, implementation, and evaluation of instructional technology, which also includes web-based instruction through the utilization of a learning management system.
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. The LAC works closely with the Curriculum and Institutional Effectiveness Committees.

Membership will include, but not be limited to the following: Vice President of Instruction (ex-officio/chair); two faculty members from each academic division; two teaching faculty, one student services faculty, and two academic deans who are also members of the HLC Academy for the Assessment of Student Learning; and two students.

LEARNING RESOURCES COMMITTEE
The purpose of this committee is to stimulate use of the learning resources, to help define its philosophy, to conduct studies, and to make recommendations. To promote these objectives, the committee members will:

(a) act as liaisons between the committee and their respective divisions,
(b) form ad hoc committees as needed,
(c) periodically request suggestions from faculty and students,
(d) work closely with the Director of Learning Resources,
(e) focus on implementing new technology in the LRC,
(f) serve as advocates for budgetary needs within the LRC.

STRATEGIC PLANNING COMMITTEE
The purpose of the Strategic Planning Committee is to develop, implement, monitor, and evaluate the Monroe County Community College Strategic Plan.

C. OTHER CHANNELS OF INVOLVEMENT

The governance structure also includes a variety of other sources and channels of input.

1. The divisions and areas of the College will be a major point of participation in the governance process. Issues which cannot be resolved within the division or area may be referred or appealed to the appropriate vice president and if necessary to the President. The division or area also may refer issues to an appropriate College committee. The division or area may form internal committees which will be responsible to that division or area and not subject to Section II.B. above.

2. Administrative groups such as the President’s Cabinet, the Administrative Council, and Instructional, Student Services, or Administration Administrator groups, while not formal parts of the governance structure, offer channels for input into the process to the extent that the President or the vice presidents desire.
3. The Student Government will have input into the governance process in several ways. Usually, student concerns will be introduced into the process by Student Services staff. The Student Government may also present concerns directly to appropriate committees. Finally, the President may appoint students to College committees as he/she deems 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; 4-09; 12-09; 4-10; 6-10; 9-26-11; 2-12; 5-12)
Academic Review Committee

Committee Membership
Bonnie Giles  Gregory Leinbach  John Holladay
Mark Bergmooser  Martin Dubois  Patrick Wise
Penelope Dunn  Scott Wang  Timothy Dillon
Terri Kovach  Nicholas Prush  Tracy Vogt
William McCloskey  Wendy Wysocki  Randell Daniels

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
Actions Taken

I. After reviewing recommendations made by each of the divisions during the fall of 2010, the Academic Review Committee (ARC) met on March 29, 2011, and recommended the following policy for repeating courses at MCCC.

Students are allowed to attempt the same course no more than three times. Each course in which the student has received a grade, pass/fail credit, or audit will count as one attempt. Regardless of the student’s current best grade in a course, if the student has not reached the limit of three attempts, he or she may repeat the course. When repeating a course, the most recent grade earned is the “grade of record” for earning credit and computing the grade point average. All other attempts where a grade has been received, however, will remain on the transcript and are identified as repeats. After students have received a grade of “C” or better in a course which requires a prerequisite, they may not enroll for credit in the prerequisite course.

Deviations from the repeat procedure may only be made with appropriate approval of the dean of the division offering the course. If the appropriate dean is not available, the vice president of instruction or a designee may grant approval.

These recommendations were accepted and are now in the MCCC Catalog.
II. The ARC met on September 28, 2011.
VP Randy Daniels felt a need to establish a more uniform set of guidelines for students required to meet with the Academic Review Committee. The Committee gave tentative approval to a set of guidelines for readmission of students who have been dismissed by MCCC because they have a GPA below 1.8.

VP Randy Daniels agreed to head up a subcommittee (Daniels, McCloskey, Vogt, Holladay, Denko) to investigate readmission guidelines for dismissed students at other community colleges in the area, and the subcommittee was asked to bring a report of these findings and recommendations to the November 2011 Academic Review meeting.

The subcommittee met in October 2011, and at the November 22, 2011, ARC meeting, the ARC discussed the subcommittee’s recommendations for revised guidelines for ARC students.

The ARC gave unanimous approval to the following guidelines. These guidelines will begin with enrollment for all ARC students in the Fall 2012 session. These recommendations were forwarded to VP Randy Daniels for final approval by the College Cabinet:

***********************************************
Student Name ___________________________________ Student ID ______________________
The following topics have been reviewed:
• Student has been advised to visit our website to review the Academic Probation and Academic Dismissal Policy: http://www.monroeccc.edu/policies/index.htm.
• Repeating and passing failed courses needed for student’s degree will help improve the student’s GPA.
• Institutional Repeat Policy (Student is limited to three attempts for any course. Student needs special permission from Dean to repeat a course if student received a grade/audit three times. The most recent attempt is the grade used when calculating a student’s GPA.)
• Previous semester Academic Review Committee requirements were met, and, if applicable, the student has achieved at least a 2.0 GPA during at least one of two consecutive semesters of dismissal.
• Students required to take COLL 145 must receive a C or better one time to fulfill this requirement.
• Students required to meet with a counselor in the LAL and to utilize the services of the LAL must follow all LAL recommendations to fulfill this requirement.
• Academic Review students may take no more than 4 credit hours during a Spring or Summer session.
  ____ No, student may not enroll for one semester, Fall or Winter. The next semester this student is eligible to meet with Academic Review is ________________.
This student has been temporarily readmitted and has permission to take courses during the following:
Semester: • Winter • Fall • Spring • Summer Year________
• If cumulative GPA is .99 or below, the student must take COLL 145 and may take one additional course (maximum 6 credit hours). The student is required to meet with a counselor in the LAL, utilize LAL services, and follow all LAL recommendations. Before the end of the second week of the semester, student must call 734-384-4167 to make an appointment with LAL counselor.

• If cumulative GPA is 1.0 - 1.699, the student must take COLL 145 and may take two additional courses (maximum 10 credit hours). The student is required to meet with a counselor in the LAL, utilize LAL services, and follow all LAL recommendations. Before the end of the second week of the semester, student must call 734-384-4167 to make an appointment with LAL counselor.

• If cumulative GPA is 1.7 - 1.799, the student must take COLL 145 and may take three additional courses (maximum 12 credit hours).

Additional Stipulations:
• Required to meet with an academic advisor/counselor
• Other ____________________________

Students who do not complete the requirements listed above or fail to achieve a 2.0 GPA in at least one of two consecutive semesters of dismissal will not be allowed to enroll for one semester, Fall or Winter. I understand the requirements listed above and will comply with them.

Student Signature ____________________________________________

Academic Review Committee Member

Signature________________________________________________________

VP Randy Daniels reported to the ARC on January 17, 2012, that recommendations listed above had been reviewed and received the full support of the College Cabinet

III. Regularly Scheduled Meetings:
The Committee met on March 29, 2011, at 12:35 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 June 14, 2011, at 1:00 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.

The Committee met on August 22, 2011, at 10 a.m. and at 5 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 November 22, 2011, at 12:35 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 January 4, 2012, at 10 a.m. and 5 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 2012 meetings scheduled for March 20, June 12, August 20, and November 20.

**Actions Taken**
The Committee met on March 29, 2011, and approved class schedules for fifty students.

The Committee met on June 14, 2011, and approved classes for thirty-two students.

The Committee met on August 22, 2011, and approved classes for thirty-seven students.

The Committee met on November 22, 2011, and approved classes for forty-three students.

The Committee met on January 4, 2012, and approved classes for forty-four students.

The Academic Review Committee continues to advise students to schedule tutoring sessions with the LAL. Upon request, 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.
Campus Development Committee

Committee Membership

Penny Bodell          Kelly DeNunzio          Jean Ford
Tracy Rayl            Kevin Thomas           Mike Stasko
Suzanne Wetzel        Alex Babycz            Dean Kerste
Barry Kinsey          David Nixon            Mark Spenoso
Ted Vassar            Gary Wilson            Josh Myers
Penelope Dunn         Jim Russo

Committee Charge
The purpose of the committee is to make suggestions and to develop and review plans to create and maintain a campus that is functional, safe, and attractive.

Summary of Meeting Minutes and Committee Activities
Jim Blumberg was elected to be the committee chair for 2011 – 2012.

The committee reviewed ongoing projects such as the Career Technology Center and the update to the Facility Assessment report conducted by SHW Group.

The committee was given an overview of the final report and will assist in integration of the assessment into the long range plan.

Actions Taken
The Campus Development Committee was actively involved in the selection of exterior finishes for the Career Technology Center. The committee reviewed and approved the final design, building materials, finishes, color palettes.

The committee established an ad-hoc committee, led by Tracy Rayl, to establish a standard for memorial space requests. The ad-hoc committee worked on developing a draft standard which integrates the various types of memorials found on campus and a procedure for standardizing memorials. This will be complete in the Fall of 2012.

An ad-hoc committee, led by Dean Kerste, was formed to investigate the adequacy of staff parking on campus. The ad-hoc committee met with staff and faculty and provided a recommendation. The Campus Development Committee forwarded a recommendation for additional parking to Sue Wetzel for consideration.

The Student Government forwarded a request to install a “spirit” rock on campus. The rock would be painted by students to commemorate events, milestones, etc. The Committee forwarded a recommendation to Sue Wetzel to accept a “spirit” rock on campus.
Tom Ryder requested a change to visitor parking signs on campus. Tom indicated that we need to have a time limit posted on visitor spaces. The Committee forwarded a recommendation to Sue Wetzel for consideration. The Cabinet approved the request and the signs will be installed in FY13.

**Upcoming Projects**
The memorial space giving guidelines will be completed in the upcoming year.

**Locations Of Documents Referenced**
All documents are located in the MCCC Documents folder on the College data drive.
Curriculum Committee

Committee Membership
Gregory Leinbach  Cynthia Roman (Replaced By Kimberly Lindquist 05-01-12)
Grace Yackee (Exofficio)  John Joy  Joyce Haver
Nicole Garner  James Vallade  Parmeshwar Coomar
Paul Knollman  Thomas Harrill  Terry Telfer
Vinnie Maltese (Chair)  Paul Hedeen (05-01-12)  Tracy Vogt
Nancy Adams (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 reviewed proposals for new courses, course modifications, course deactivations, new programs, program deactivations, program modifications, course prerequisite changes, and General Education Requirements, making the below listed recommendations to the Vice President of Instruction for action.

Actions Taken
1. Nancy Adams asked to continue as recording secretary, she agrees.
2. Vinnie Maltese Elected Chair

Recommendations
1. New Courses

• CIS 284 Adv. PhotoShop Graphics
• JOURN 251 Photojournalism
• IAS 105 Everyday Computing and Social Responsibility
• NUET 102 Introduction to Non Destructive Testing
• NUET 104 Visual Testing
• NUET 106 Radiography-Level 2
• NUET 108 Ultrasonic-Level 2
• IAS 210 Advanced Networking Practices

• MDTC 232 Advanced SolidWorks – CSWP
• IAS 103 Information Security Principles
• ANTHR 175 Archaeological Field Methods
• CNA 100 Nurse Aide Practice
• NUET 103 Liquid Penetrant and Magnetic Particle Testing
• NUET 105 Radiography-Level 1
• NUET 107 Ultrasonic-Level 1
• IAS 202 Risk Vulnerability Analysis
• CONM 160 Green Building and LEED® Rating System
2. Course Modifications

- FIN 151 Name change
- CIS 184 PhotoShop Graphics
- MATH 125 Mathematics for Allied Health
- MDTC 228 Name change
- BIOL 260 General Microbiology
- MUSIC 165 Music for Classroom Teachers
- HLTSC 120 Pharmacology
- ELEC 136 Instrumentation

3. Course Deactivations

- CIS 252 Advanced Visual Basic Programming
- CIS 255 Microsoft SQL
- BIOL 152 Biological Science
- HSP 100 Nurse Aide Practice
- PNUR 120 Fundamentals of Practical Nursing for CAN
- NURS 261 Nursing Care of the Adult
- NURS 263 Nursing Care of the Adult II
- NURS 272 Nursing Care of Special Populations: Obstetrics
- NURS 274 Nursing Care of Special Populations: Pediatrics
- NURS 276 Nursing Care of Special Populations: Mental Health
- NURS 290 Nursing Leadership
- CIS 275 Advanced Java Programming
- CIS 276 Web Administration
- CIS 266 Windows Programming in C + +
- BIOL 155 Allied Health Anatomy and Physiology
- NURS 180 Pharmacology for Nursing Care
- NURS 220 Nursing Assessment
- NURS 262 Nursing Care of Adults I Clinical
- NURS 264 Nursing Care of Adults II Clinical
- NURS 273 Nursing Care of Special Populations: Obstetrics Clinical
- NURS 275 Nursing Care of Special Populations: Pediatrics Clinical
- NURS 278 Nursing Care of Special Populations: Mental Health Clinical

4. New Programs

- Certificate: Solar Voltaic Energy
- Information Assurance and Security AAS
- Certificate: Wind Turbine Technician
- Certificate: Non Destructive Testing

5. Program Deactivations

- CIS End User Support Specialist
- CIS Computer Programming Database Application Development Certificate

6. Program Modifications

- Certified Nurses Aide
- Accounting
- Advanced Welding Certificate
- Graphic Design
- Nursing Practical
- Construction Management

7. Course Prerequisite Changes

PHY 151, CHEM 150, ECON 251, ECON 252, BIOL 157, PSYCH 151, PSYCH 153, PSYCH 156, PSYCH 251, PSYCH 254, CIS 170, COMM 250, COMM 251, ACCT 110, CIS 132

In addition RDG 090 and ENGL 090 were added as prerequisites for most 100 level courses as per Policy 3.00.
8. General Education Satisfiers Approved

SPCH 151, POLSC 151, ENGL 152, ENGL 254, ENGL 102, ENGL 155, JOURN 161

Status Of Committee Recommendations From Previous Year
All recommendations from the previous year have been implemented with the exception of
the Recommendation for changes to General Education Requirements based on the work of the
Academy Team and General Education Task Force. This work continues to be in progress at the
writing of this report.

List The Locations Of All Documents Referenced In Committee
Decisions
All documents are located in the office of the Vice President of Instruction.
Diversity Committee

Committee Membership
Khadija Ahmed  Amanda Bennett  Michelle Brahney
Mandy Davis  Nicole Garner  Ann Gerweck
Sharon Gray  Melissa Grey  Mark Hall
Sandy Kosmyna  Edmund LaClair  Molly McCutchan
Randy Monday  David Nixon (Chair/Ex-Officio)
Anthony Quinn  Bryan Rorke
Brandon VanBelle  Tom Ryder

Committee Charge
The purpose of the Diversity Committee is to guide and direct the campus-wide diversity initiative and to inventory and monitor the status/progress of all diversity activities associated.

Committee Responsibilities:
• Guide and direct the diversity initiative
• Monitor the progress of all activities associated with the initiative
• Coordinate the various diversity activities
• Assist in the gathering of needed data
• Facilitate communication with the organization

Summary of Committee Minutes and Committee Activities
One area of focus for the committee was discussing the Diversity Goal Reporting Form, which provided a deeper level of assessment of diversity-related goals specific to each department/division. After the committee reviewed the goals, follow-up was conducted with the area administrator. Lengthy discussions ensued regarding ways to increase diversity/inclusiveness exposure on campus. The committee brainstormed ways in which to provide a more welcome and comfortable environment as it relates to diversity. Committee members expressed the need to communicate diversity efforts of the committee's and other areas.

Another area of focus was discussion surrounding a webinar in which the committee viewed called, “Attracting and Maintaining a Diverse Workforce,” Key items mentioned were student involvement, human rights campaign, employee self-assessment of biases, diversity mission statement.

Results from the IPEDS Data Feedback Report, regarding student/faculty ethnicity, were distributed and reviewed. The MCCC Student Profile Data was also reviewed, as it was reported that African American student enrollments have increased from 3.2% in 2010 to 3.7% in 2011. Although IPEDS numbers and Student Profile Data show an increase, improvement is needed. Brainstorming ways to increase diverse population of students, faculty, and staff was reflective during meetings.
**Actions Taken**

Recommended policy revision to the Policy Statement on Illegal Discrimination and Sexual Harassment (Policy 1.65) and the Policy Statement on Affirmative Action (Policy 1.64) to include language that would protect against discrimination in regards to gender expression/identity. The policy revisions were approved by the Board of Trustees.

Martin Luther King Day Observance continues to be a major event of the committee's. A subcommittee planned the comprehensive campus day, which included a diversity fair with various representations from student clubs and community partners. Lecturer/Flautist, Galen Razzaq, gave a lecture, "Jazz and the Civil Rights Movement," followed by a jazz performance with his band. An MLK Celebration production took place in the Meyer Theater, which involved readings, song, dance, and instrumentals by community members of all ages. The Diversity Advisory Committee assisted in the celebration activities as well.

At Honors Night, the committee named the National Transgender Day of Remembrance as the Outstanding Diversity Program/Event of the Year. Sponsored by Gay Straight Alliance, the event brought awareness to a diverse population, which often goes unmentioned.

The committee was a monetary co-sponsor for Black History Month Blues Series, Monroe County Library System and One Book One Community of Monroe County, and a Gay Straight Alliance Club bake sale.

In observance of Veterans Day, the committee honored military service members and veterans by hosting a reception in their honor. Students, faculty and staff members were invited to attend.

Many of the monthly Whitman Center Enrichment programs focused on diversity. The topics featured increase student, faculty, and community awareness of marginalized groups and important issues. Some of the topics were, Holocaust (museum exhibits, survivor and authors); Domestic Violence (Silent Witness Project and Clothesline Project); AIDS (The Quilt Project and The Doll Project); and Mental Illness/Disabilities (UT History of Disability Exhibit).

Playing an active role in the One Book One Community of Monroe County project, the committee held a Women's History Fair during Women's History Month, which related to the gender theme in the book, March, by Geraldine Brooks.

In May, the committee will hold an outreach event, entitled “College, Diversity, & You" at the Monroe Middle School for 8th graders, as speakers will include representatives from Admissions, Financial Aid, and the Upward Bound Program.

**Recommendations**

The committee will continue to promote diversity-related student involvement and support. An idea for a student club or support group for African American students was discussed, as additional research/prepare will be performed. The goal is to launch such a club at the beginning of Fall semester.

Because language centered on diversity initiatives is transforming, terminology of the diversity initiative will be examined to possibly include, inclusiveness, globalization, and internationalism.
As the diversity theme should permeate throughout College activities/programming, the committee will create opportunities to publicly recognize these efforts.

Monthly meetings will continue to review diversity related goals/activities (i.e., review the Diversity Goal Reporting Form). The committee plans to write a diversity plan based on the Diversity Goal Reporting Form that is aligned with the Strategic Plan priorities. The committee will continue to work with the Vice Presidents regarding their respective area diversity goals.

Cross-pollination of committee membership will continue to be promoted between the Diversity Committee, Gay Straight Alliance Club, and Student Government, etc.

Ideas of targeting several area schools were student recruitment and outreach events were brought forward.

Continuous review of the search process will be conducted to ensure diversification of faculty/staff.
Enrollment Issues Committee

Committee Membership
Anthony Quinn  Grace Yackee  Joe Verkennes
John Joy  Mark Hall  Paul Knollman
Randy Daniels  Suzanne Wetzel  Tracy Vogt
Vinnie Maltese  Cheryl Kehrer  Steve Mapes
Holly Boylan

Committee Charge
Enrollment issues provide a forum for the sharing of information regarding issues related to student enrollment.

Summary of Meeting Minutes and Committee Activities
The committee met three times during the 2011-12 year. This was due to the committee initially being combined with the developmental education committee. Items discussed were changing the start date of winter enrollment, ending registration on the first day of classes in a semester, possibility of providing tutoring to students prior to taking the compass, master schedule, and the availability of the writing test during spring and summer semesters.

Actions Taken
Voted to move the winter registration to start on the second Monday of October.

Recommendations
Forwarded recommendation to change winter registration start date to the second Monday in October.
Health And Safety Committee

Committee Membership
Sue Wetzel       Penelope Dunn       Sandy Kosmyna
Tina Pillarelli  Chris Perria       Jean Ford
Molly McCutchan  Roger Spalding     Jim Blumberg
Kristine Gerlach Cheryl McKay       Jeff VanSlambrouck
Bonnie Boggs     Tracy Giacomini     Bill Myers
Martin Dubois    Barry Kinsey       Andrew Parsons

Committee Charge
Any condition or procedure on the campuses of Monroe County Community College which is of importance to the health or safety of the students, staff, or campus visitors is a concern of the committee.

It is the function of this committee to call to the attention of proper College authorities, conditions described above and to indicate recommendations as to remedial steps to be taken.

Summary of Meeting Minutes and Committee Activities
The Committee reviewed an old proposal to make wearing ID badges mandatory. We solicited comments from the divisions and eventually proposed to encourage faculty and staff to wear ID badges, but to forgo mandating them.

The Committee formed an ad hoc subcommittee to design supply a small accessory kit for the AED's on campus as well as a note card with brief instructions on notification that an AED was used so they may be replaced in a timely manner.

The Committee proposed that pediatric pads be added to all AED cabinets.

The Committee aided Molly McCutchan in updating the Emergency Response Plan.
Institutional Effectiveness And Accreditation Committee

Committee Membership
The Institutional Governance Committee approved the merger of the Institutional Effectiveness Committee with the Institutional Accreditation Committee, effective October 13, 2012. New titled is the Institutional Effectiveness and Accreditation Committee. Members include:

- A. Bennett
- R. Daniels
- R. Hubbert
- R. Libstoff
- D. Nixon
- J. Verkennes
- G. Yackee (chair and ex-officio)
- T. Cole
- P. Dorcey-Naber
- P. Knollman
- V. Maltese
- J. Ross
- D. Waggoner
- M. Coomar
- M. Fonseca
- S. Kosmyna
- V. McIntyre
- J. Sabo
- S. Wetzel

Committee Charge
Charge: The Institutional Effectiveness and Accreditation Committee directs the College’s accreditation processes related to the Higher Learning Commission of the North Central Association through planning, assessment, implementation, evaluation, and continuous improvement of institutional effectiveness.

Membership: Membership will include but is not limited to: one faculty from the transfer area, one faculty from the occupational area, one faculty from the LAL/Counseling/Library, one maintenance member, one support staff member, VP of Instruction, VP of Student and Information Services, VP of Administration, and the Coordinator of Institutional Research, Evaluation and Assessment.

Summary of Meeting Minutes and Committee Activities
The committee is preparing for the focused visit. The HLC has confirmed March 4-5, 2013 for the focused visit.

A timeline for completing focused visit preparation, including submission of the report prior to the team visit was completed.

The committee was divided into three subcommittees, each charged with overseeing a specific area that needs to be addressed by the time of the focused visit. Subcommittee chairs (*) serve as liaisons to standing committees, departments and divisions working on activities related to the areas scheduled for review for the focused visit. Subcommittee chairs are expected to attend standing committee meetings and write the chapter in the focused visit report specific to their area of assignment.
Institutional Governance/Communications
P. Dorsey-Naber* (Institutional Governance Committee)
Dr. Nixon
J. Verkennes
J. Ross
S. Wetzel
A. Bennett

Learning Assessment
J. Sabo* (Learning Assessment Committee)
G. Yackee
P. Knollman
P. Coomar

Institutional Effectiveness
R. Daniels* (Strategic Planning, Institutional Effectiveness and Accreditation Committees)
P. Coomar
Vinnie Maltese

A fourth subcommittee was established to coordinate writing the report and the Campus visit.

Process Management
G. Yackee*
D. Waggoner
P. Knollman
S. Kosmyna
P. Dorsey-Naber

Additionally, the vice president of instruction and coordinator for e-learning and instructional support are working with the Instructional Technology/Distance Learning Committee to prepare the application for approval to offer distance learning.

An IAC Blackboard organization was developed

A chapter template for the focused visit report was established

Members of the IAC attended the annual HLC meeting in Chicago, IL

The HLC Academy for the Assessment of Student Learning was completed; two faculty and one division dean will attend the HLC Results Forum in June 2012; a poster and Impact Report was prepared for the Forum

HLC Pathways Construction Project
The Committee spent time getting familiar with the HLC’s newest model for continuing accreditation, Pathways. The HLC assigned the College to the Standard Pathway which includes a comprehensive review in year 4 (year 6 for MCCC because the college had a recent reaffirmation visit) and a comprehensive review and reaffirmation of accreditation in year 10.
Distance Learning
As a founding member of the Michigan Community College Virtual Learning Collaborative (MCCVLC), Monroe County Community College was approval by the HLC to offer any program or certificate on-line. However, as a result of a change in the federal definition of distance learning (summer 2010), the HLC revised the parameters required for member institutions to offer distance learning programs: Literally, MCCC went from one to ten on-line programs overnight. Because the College had never underwent a HLC review for distance learning, the College requested that HLC review distance learning as part of the scheduled focused visit. The HLC approved the request.

The vice president of instruction and coordinator for e-learning and instructional support along with the Instructional Technology/Distance Learning Committees will complete the application and submit it with the focused visit report and related documents.

Actions Taken

Recommendations
IAC recommended the Institutional Planning/Effectiveness model be submitted to the councils for action.
Institutional Governance Committee

Committee Membership
A. Babycz  R. Daniels  P. Dorcye-Naber (Chair)
J. Holladay  V. Maltese  V. McIntyre (Recording Secretary)
M. Naber  P. Nedry  D. Nixon
B. Rorke  T. Scheer  S. Wetzel
P. Wise  G. Yackee

Guests
M. McCutchan  J. Verkennes  P. Wise

Committee Charge
The purpose of the Institutional Governance Committee is to continually review the governance structure and its operation to make recommendations as necessary.

The committee will assist the president by reviewing the annual reports of all standing and ad-hoc committees and making recommendations regarding the charges and structure of various committees.

Summary of Meeting Minutes and Committee Activities
The IGC has met eleven (11) times this academic year. The main objective remains to address the issues cited by the HLC visiting team: to review the structure and appointment procedures for committees giving consideration to nomination procedures and length of committee appointments; review and enhance strategies for open two-way communication, to include administrative feedback to input from faculty and staff; and to review and consider implementation of its Self-Study recommendations concerning communication and shared governance.

At a meeting on August 4, 2011, CLARUS Corporation consultant, Dr. Kathi Swanson, reported the results of her shared governance and communication audit conducted in May 2011. As a result, three subcommittees were formed to work on solutions to address the issues found through the audit. These subcommittees were Communication, Governance Structure, and Trust and Respect.

Beginning August 21, the first set of standing committee structure changes took effect. Institutional Effectiveness and Institutional Accreditation were merged, Instructional Technology and Distance Learning were merged, and Enrollment Issues and Developmental Education were merged. The following committees were disbanded: Accessibility and Accommodations, Campus and Community Events, Financial Aid, and Institutional Staff Development. This took the number of standing committees down from nineteen (19) to thirteen (12).
In September, a full draft of the CLARUS report was received and then posted to the MCCC website and shared with all employees and the Board of Trustees after a full review by the IGC. Later in October, Joe Verkennes pulled out all of the recommendations from the CLARUS report and compiled them into a “Working Tactical Implementation Plan for Reinventing Shared Governance and Communication.” The IGC spent its next two meeting reviewing and making recommendations on each tactic within the plan.

On November 4, 2012, a group of seven people consisting of IGC members and guests, and representing all employee groups, visited Northwest State Community College to learn about their council model of shared governance, after which the IGC voted 6 to 1 to pursue a similar model. The Governance Structure subcommittee was charged with developing and implementing the model. The merger of the Enrollment Issues and Developmental Education committees was rejected. This action was approved by the IGC, which sent the number of standing committees up to thirteen (13). The IGC also voted to add leadership members of the Support Staff Advocates (Tom Scheer), MCCFA (Patrick Wise) and MCCCMA (Bryan Rorke) to the IGC.

On December 5, the Developmental Education Committee voted to disband their committee, further reducing the number of standing committees to twelve (12). At meetings in December and January, the Working Tactical Implementation Plan, along with a rough model of the proposed council structure, was presented to all employee groups. Comments and recommendations from each group were recorded and shared with the IGC for consideration.

Dr. Swanson from CLARUS Corporation returned to campus in late February to present the results of the Shared Governance and Communication audit to the Board of Trustees, and to the all employees at an all campus meeting. Joe Verkennes and Penny Dorcey-Naber also gave IGC progress reports to both groups.

In March 2012, the IGC and voted to run a pilot of the new Council Model in April to allow an opportunity to pinpoint problems and address questions regarding the new model. Agenda items were selected. The Governance Structure subcommittee will provide a draft manual to help guide the Councils through the process. Temporary chairs, secretaries, and liaisons were appointed for the pilot as well.

**Actions Taken**

In March 2012, The IGC voted to formally adopt and implement the Working Tactical Implementation Plan with Complete Comments and monitor its progress. The Governance Structure subcommittee presented the Council Flow Model, the Request for Consideration and Tracking Form, and the Proposal Spreadsheet. The IGC approved all forms and models.

In April of 2012, G. Yackee shared a draft copy of the Shared Governance Handbook to be used for the Pilot Council meetings scheduled for April 2012.

The Council Pilot meeting took place on April 13 (Staff), 16 (Administrator), and 17 (Faculty). The following items we included on the agenda, The Institutional Planning and Effectiveness Model – action item, Council Flow Model – information item, Academic Review and Plan – information item.
May 2, 2012, the Faculty Council reconvenes to finish discussions from the first meeting.

May 3, 2012, Victoria McIntyre and Penny Dorsey-Naber revised the College Constitution to reflect the changes to committee structure that were adopted over the past year.

**Recommendations**

Fully implement the Council Model in test mode during the 2012/2012 academic year.

Temporarily suspend the current standing committee structure for the 2012/13 year, while allowing their work to continue through ad hoc committees and task forces.

Further develop the Shared Governance Handbook using employee feedback to help with clarification. Add a statement to the handbook regarding the temporary suspension of the current College Constitution and outlining the governance procedures to be used during the test year of the new Council Model. Add a terms and definitions to the back of the handbook. Add explanations to clarify when an item should proceed through Council as an action item, item for input, or information item. Also add explanations on the differences between ad hoc committees and task forces, as well as how those groups are established.

Continue to monitor the tactics in the Working Tactical Implementation Plan to ensure the parties responsible for implementation are on task.

Assess and revise the Council Model structure at the end of the test period and determine whether to adopt the model and permanently suspend the Standing Committee Model, or adopt another model.

Revise the College Constitution to reflect the new structure if it is adopted at the end of the test period.

**List The Locations Of All Documents Referenced In Committee Decisions**

Victoria McIntyre (recording secretary) has a copy of all approved minutes of the committee, as well as copies of the CLARUS draft and final reports, the Working Tactical Implementation Plan for Reinventing Shared Governance and Communication, The Employee Communication and Shared Governance Initiative Timeline, The Council Flow Model, The Institutional Effectiveness and Planning Model, The Academic Review and Plan, The Shared Governance Handbook, the Master Proposal Spreadsheet, and the Request for Consideration and Tracking Form. All of these documents are also posted on Blackboard in the Shared Governance Organization.
Instructional Technology/Distance Learning Committee

Committee Membership
Ben Andries  Brian Lay  Charles Kelly
Cindy Yonovich  Clifton Brown  Dan Shaw
David Reiman  Denise Robinson  Grace Yackee
James Ross  Jeff Peters  Jennifer Yarger
John Joy  John Wyrabkiewicz  Khadija Ahmed
Kimberly Lindquist  Kristine Gerlach  Lana Shryock
Lori Bean  Parmeshwar Coomar  Paul Knollman
Roop Chandel  Scott Wang  Tom Scheer
Tyra Rosinski  Vinnie Maltese  William Hilliker

Committee Charge
The Instructional Technology/Distance Learning 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
This committee met on 9/27/11, 11/29/11, 1/23/12, 3/27/12 and 4/24/12. Some of the topics that were discussed during these meetings were: classroom technology updates recommendations, organizing an LMS demo day, online teacher required training course, MCCC social media policy, LMS review, Blackboard, and web-based course questionnaires vs. paper questionnaires.

Actions Taken
1. The committee was involved in the organization of an LMS Demo Days program on Wednesday, December 14 and Thursday, December 15, 2011. The committee hosted the LMS providers Desire2Learn and MoodleRooms on the Wednesday, 14th and WebStudy and Sakai on Thursday the 15th.

2. The committee formed several sub-committees to examine the following topics: Online Teacher Required Training Course, MCCC Social Media Policy, and Learning Management System Review.

3. The committee recommended that end-of-semester online course questionnaires be made available to on-ground courses that utilize Blackboard on a pilot basis to evaluate their effectiveness. W. Hilliker, K. Ahmed, D. Shaw, and J. Yarger volunteered to test online questionnaires instead of paper-based questionnaires for their fall 2011 course evaluations.
4. Several members of the committee took part in an evaluation process re: an upgraded version (service pack 6) of Blackboard. Based on the feedback from the committee members and research conducted by the Bb4 support group (e-Learning and IS departments), Blackboard was upgraded to service pack 6 in December 2011.

5. Social Media Subcommittee met and concluded that there was not a need for a social media policy, but it was recommended that a speaker be invited to campus to discuss best practices, pitfalls and how to integrate social media into the curriculum. If a speaker cannot be secured, it would be beneficial to have a panel discussion on the issue during a faculty meeting.

6. In past budget years, the Instructional Technology Committee has made recommendations to include funding in the budget for classroom technology upgrades. The committee asked whether a similar recommendation should be made for the 2012-13 budget. A lengthy discussion ensued on the following topics:
   • What classrooms should be upgraded?
   • Is an increase in the tech fee necessary?
   • Are classroom upgrades included the College’s master plan?
   • Could funds from tech fees be earmarked for classroom upgrades?

Following this discussion, a recommendation was voted on, approved and forwarded to Grace Yackee (see recommendations section below)

**Recommendations**

1. The committee forwarded a recommendation to Grace Yackee that called for:
   a. Strongly support the systematic upgrade of all classrooms at MCCC to the level of technology in the classrooms on the second floor of the C building;
   b. Assign committee Chairman Jeff Peters, with assistance from whomever else is needed, to develop a prioritized list of all campus classrooms and their technology needs, along with an ongoing 3-5 year schedule for upgrades that would ensure maintenance of the appropriate level of technology in all classrooms over time.

**Status Of Committee Recommendations From Previous Year**

1. At the March 27, 2012 committee meeting, Grace Yackee provided the following update on the committee's recommendation:
   • I've requested unused funds for Bb license, FY12 be used to complete as many as possible of the classroom upgrades under priority 1 (on our list)
   • I’ve submitted the next cycle of classroom upgrades (depending on whether 1 above is funded it will be Priority 1 rooms and completion of L 203 OR remainder of Priority 1 rooms and a couple of Priority 2 rooms).
   • I’ve also submitted all rooms over the next three years (Priority 1, 2, and 3) for master planning.

**List the locations of all documents referenced in committee decisions**

All minutes from IT committee meetings are located on the college I drive.
Learning Assessment Committee

Committee Membership
Bonnie Giles Cameron Albring Cynthia Roman
Dan Shaw Joanna Sabo Martin Dubois
Paul Knollman Roop Chandel Bill McCloskey
Dawn Lymond Grace Yackee (ex-officio) Nancy Adams is recording secretary

Committee Charge
The LAC is responsible for developing objectives and rubrics for general education, program, course, and classroom assessments. Our goal is to create a handbook for all faculty to use that will assist them in assessing student learning.

Summary of Meeting Minutes and Committee Activities
The LAC has met four (4) times this academic year. The first order of business was to present the competencies and objectives to the Curriculum Committee for approval. Secondly, the faculty decided what courses would be considered “satisfier” courses for General Education. This information was also presented to the Curriculum Committee for approval. Once these were accomplished, we plan to begin assessing three of these competencies in the Winter 2012 semester. Numerous meetings were held to resolve the issues dealing with “Using numbers and quantitative relationships.” As of today, a proposal has been submitted to the Curriculum Committee for action.

Actions Taken
The Curriculum Committee approved eight (8) of the nine (9) General Education competencies. The “Using numbers and quantitative relationships” is still under discussion. The LAC is hoping the objectives for this competency will be finalized this semester (Winter 2012). To this end, meetings with all academic divisions have been held, including presentations by Math faculty. In addition Vice-President of Instruction Grace Yackee has met with all of the academic divisions to hear their input. The “Using numbers and quantitative relationships” subcommittee met with Dr. Yackee in April to resolve this issue. The subcommittee came to consensus and forwarded its proposal to the Curriculum Committee for action.

Also, courses which satisfy the following competencies—“Access and evaluate information from credible sources;” “Speak effectively;” and “Demonstrate knowledge of responsible citizenship”—have been identified. Most importantly, all faculty teaching these satisfier courses are assessing their courses this semester.

In addition, an institutional researcher, Dr. Jamie DeLeaeuw was hired from a number of candidates. She will be a wonderful asset to the College. Finally, a subcommittee of the LAC revised the General Education portion of the MCCC Instructional Assessment Plan.
Recommendations
Because assessment is an important faculty responsibility, the committee needs to have strong faculty representation. It is important that a broad cross-section of Divisions and disciplines will be active members of the committee in the future. Most importantly, it is necessary that a strong co-chair for this committee representing the Occupational Programs be chosen since program assessment will be the focus for next year.

Status Of Committee Recommendations From Previous Year
As stated above, the LAC must have faculty representation from all divisions. Because of resignations and employment changes, more faculty representation from the Business, Industrial Technology, and Health Services Divisions are needed on the committee. The Humanities/Social Sciences and Math/Sciences Divisions are appropriately represented.

List The Locations Of All Documents Referenced In Committee Decisions
Nancy Adams (recording secretary) has a copy of all approved minutes of the committee. The committee co-chair has copies of the most up-to-date objectives and rubrics. These are also posted on the Curriculum Committee Blackboard Site.
Learning Resources Committee

Committee Membership
Bonnie Welniak  Cheryl Johnston  Donald Kehrer
Joellen Locher  Ken Mohney  Laurel Johnston
Lori Jo Couch  Melissa Grey  Randell Daniels

Committee Charge
The purpose of the Learning Resources Committee is to stimulate the use of learning resources, help define the philosophy, to conduct studies, and to make recommendations. To promote these objectives the committee members shall:

Act as liaisons between the committee and their respective divisions
Form as hoc committees as needed
Periodically request suggestions from faculty and students
Work closely with the Director of Learning Resources
Focus on implementing new technology in the LRC
Serve as advocates for budgetary needs within the LRC

Summary of Meeting Minutes and Committee Activities
One of the pressing matters discussed by the committee was to ensure that learning resources, in particular library resources, were considered when building new courses or programs. It was brought to our attention that when new classes or programs are proposed, the person proposing the class/program usually does not consult with the library regarding resources needed for the class/program. In this era of tight budgets, it would greatly help the library if they had advanced warning of a new class/program so they could properly consult the faculty member or person proposing the class/program so that the library can make adjustments to their budgets.

A second important matter regarded the possibility of changing the name of the Learning Assistance Lab (LAL) or increasing the publicity associated with the LAL. It was noted that some students believe the LAL is only for students with disabilities and the LAL would like all students to be aware of the diversity of services they offer.

Another issue related to the LAL is the hours worked by tutors. It was pointed out that many tutors/councilors have limited schedules; often, they are available when students that might use them are in class, thus they are not able to serve all students effectively. We discussed the need to search for ways to effectively increase the amount of time that tutors were available so students could make maximum use of LAL services.
Additional issues were discussed regarding library acquisition of on-line databases and related content. While some databases are now free through MeL (Michigan e Library) other databases have increased the rates they charge for access. The end result is that the library has had to significantly increase the amount of dollars spent for several databases, costs that were not offset by the free services offered through MeL. Importantly, the databases most used by students (particularly in the nursing program) are generally the ones with the greatest increase in cost.

**Actions Taken**
The most important action taken that will directly affect learning resources is a letter currently in draft form asking that the Curriculum Committee require a faculty member to consult with the library before a new course or program is approved by the committee. This will allow the library to properly budget for additional resources required by the course/program. The letter will be sent to the Curriculum Committee before the end of the semester.

**Recommendations**
In addition to the letter discussed above under “actions taken” we believe that MCCC should continue to commit resources to the ever expanding role of the LAL so as to position the LAL for the continually increasing demands that the future will likely bring. In addition, we believe that the increasing cost of essential resources for the library (on-line databases, etc.) must continue to be considered during budgeting by the college as these resources are critical for all students at MCCC.
Strategic Planning Committee

Committee Membership
Randy Daniels, chair
Judy VanDaele
Cheryl McKay
Jennifer Yarger
Terry Telfer
Bonnie Boggs
Lisa Scarpelli
David Nixon, ex-officio
Penny Bodell, recorder
Suzanne Wetzel
Grace Yackee

Committee Charge
The purpose of the Strategic Planning Committee is to develop, implement, monitor, and evaluate the Monroe County Community College Strategic Plan.

Summary of Meeting Minutes and Committee Activities
October 18, 2011 – 3:30 p.m.

Election of Officers
Randy Daniels was elected chair and Penny Bodell was elected as recording secretary.

Review of Institutional Effectiveness Model
Committee members discussed the planning process model to determine how it might be modified to include Institutional Effectiveness. After much discussion and clarification as to how the two can/will be merged, the following suggestions were made for additions and deletions to the current planning model:
- Change the title to Institutional Planning/Effectiveness Model
- Remove center box “MCCC Strategic Planning"
- Remove all language in boxes that relate directly to the Strategic Plan

Randy volunteered to draft a new model containing the suggested changes for committee review. Once agreed upon, the new model draft will be taken to the Institutional Effectiveness Committee for review.

November 15, 2011 – The SPC approved the new Model for Planning/Institutional Effectiveness.

April 4, 2012 – 9:00 a.m.

Welcome New Members
New members were introduced and welcomed – Jamie DeLeeuw and Josh Myers.

Planning Cycle Update and Next Steps
The Planning Cycle was distributed to the group, and Randy reviewed the current Strategic Planning cycle. Results from various departments are posted on the I: drive. The Committee then reviewed those that are posted.
The committee discussed steps for the upcoming 2012-13 academic year. Next year will be a planning year.

The group also discussed how the new Institutional Governance model will help to expedite the Strategic Planning process. The group discussed examples of Strategies and Tactics and how they might feed through the model. This process should help to ensure that each council discusses and actively participates in planning.

Randy reminded the group to be cognizant of reporting results as the academic year is quickly coming to a close. He also offered to assist with the reporting of Tactics and results. Grace suggested that the ex-officio of each committee be responsible for assuring that the Tactics and results are recorded. She also suggested adding this to a Cabinet agenda.

The Committee also discussed the possibility of adding a field on the Tactics form that would require all Tactics be tied to a Priority in the MCCC Strategic Plan.

**Recommendations**
The committee has no additional recommendations at this time.

**List The Locations Of All Documents Referenced In Committee Decisions**
I:\MCCC Documents\Minutes\Committees\Strategic Planning Committee