2022 - 2023 COMMITTEE REPORTS

ACADEMIC REVIEW COMMITTEE
ADMINISTRATOR COUNCIL
CURRICULUM COMMITTEE
FACULTY COUNCIL
GOVERNANCE EVALUATION COMMITEE
INSTRUCTIONAL TECHNOLOGY COMMITEE
LEARNING ASSESSMENT COMMITTEE
SUPPORT STAFF COUNCIL
STRATEGIC PLANNING COMMITTEE

ACADEMIC REVIEW COMMITTEE
ANNUAL REPORT

Committee Membership
Scott Behrens, Carrie Nartker, Daniel Wood, Dawn Lymond, Dean Kerste, Denise Robinson, Edmund La Clair, Kathleen Shepherd, Ken Mohney, Kevin Cooper, Kristine Gerlach, Maris Fonseca, Mark Bergmooser, Martin Dubois, Matt Bird-Meyer, Michelle Schwartz, Nicole Garner, Patrick Wise, Stephanie Wozniak, Steve Mapes, Therese O'Halloran, Tracy Giacomini.

Committee Charge
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 include the 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.

Summary of Meeting Minutes and Committee Activities
Policy which would fall under such the above charge is not defined, though the committee did make changes to policy 3.10(a) Academic Dishonesty Procedures last year. The committee has not conducted any appeals decisions since before covid as those processes have been conducted through admissions, the office of the Vice President of Enrollment Management and the registrar. Having those decisions made through admissions, the VP office and the registrar has allowed such decisions to be made in a much timelier manner, allowing students to registrar for classes without sitting out a semester. This, direct contact method also the College to engage in good conversation with affected students and develop productive "plans of action." The newly created form (see policy) makes the process clean and easy.

It is the recommendation of the Vice President of Enrollment Management and Student Success that the role/need of this committee be considered.

ADMINISTRATOR COUNCIL ANNUAL REPORT

Committee Membership
All administrative and professional staff are members of Administrator Council. The officers for the 2022-23 fiscal year were: Chair, Kevin A. Cooper, Dean of Science & Mathematics Division and secretary, Kristina Henry, Experiential Learning Coordinator. A new chair was elected during the June meeting.

Committee Charge
The charge of the Administrator Council is to meet regularly and discuss topics that are of concern to 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 held seven meetings during the 2022-23 fiscal year. A record of Administrator Council agendas and meeting minutes is available on Brightspace, under Shared Governance, and then under the Administrator Council link.

During the 2022-23 Administrator Council meetings, the following discussions and activities occurred:

- The use of an electronic form to submit agenda items for ALL of the councils was proposed at the summer meeting by chair Kevin Cooper to increase efficiency. Ideally, the form would have drop down selections. The Office of Institutional Research (IR) agreed to put together such a form and submit to GEC for review and approval.

- New council members were formally introduced at the fall meeting.

- At February 2023 meeting, it was announced that the electronic submission of agenda items form had been approved by GEC. Also, a request for additional active shooter training as well as drills similar to fire and tornado drills, was made. This was in light of recent events at Oxford High School in Michigan as well as Michigan State. A call for a review of MCCC's security safety plan was also discussed. A mention of a review of Michigan State's safety training video was made, in order to see if MCCC could adopt something similar. Lastly, at the February meeting, the group received an update on the status of faculty contract negotiations.

- At the March 2023 meeting, there was only an open discussion and announcements.

- At the April 2023 meeting held at Whitman Center, Dr. Grace Yackee discussed Policy 3.19 as it related to online instruction and the expectation of student's right to independent judgement. Students should be planning a workload beyond the standard 2:1 ratio for on-ground classes to account for the seat time they do not have with an online class. Also at this meeting, an update to writing on HLC criterion was given. Dr. Kojo Quartey debriefed council members on an active shooter and de-escalation training that was held on campus on April 5, 2023.

- At the May 2023 meeting, a review and open discussion on any updates to MCCC's mission, vision, and values occurred as an input item only.

- At the June 2023 meeting, a vote was taken for a new Administrator Council chair for the next two years. Helen Stripling, Director of Respiratory Therapy, was nominated and unanimously approved, as the next council chair.

Actions Taken

- Adoption of the electronic submission form approved.

- Helen Stripling unanimously approved as Administrator Council chair for the 2023-24 and 2024-25 fiscal years.

Recommendations

- Use of electronic submission form to propose agenda items for all councils.

- Need for additional active shooter training, as well as classroom drills.

- Very little or no changes to MCCC's current mission, vision and values were recommended by council members.

CURRICULUM COMMITTEE ANNUAL REPORT

Committee Membership

Derek Roberts (Chair), Lori Jo Couch, Ian Dixon, Troy Elliot, Elizabeth Hartig, William Hilliker, Peggy Jacob, Lindi Mcclure, James Vallade, Philip Wahr, Scott Wang, Charles Washington, Daniel Wood, Grace Yackee, Peter Coomar, Kevin Cooper, James Leduc (Partial Year), Leon Letter, Kim Lindquist, Sarah Mason (Partial Year), Tracy Vogt (Partial Year), Annette Keebler (Recorder)

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 numerous program changes and the deactivation of another. In addition to the approval of new courses, many courses were changed, deactivated, or reactivated.

The committee updated course and program taxonomy forms to reflect HLC requirements. An initiator signature line was also added for changes initiated by non-faculty members, in line with Policy 4.02 (a).

The committee also updated COS forms by removing some confusing language.

Actions Taken

Program Modifications

Office Software Specialist Certificate

Office Specialist Certificate

Office Professional AAS

Program Deactivations

Automotive Engineering Technology

New Courses
CIS 107, 113, CONM 205, HIST 295, HLTSC 200, JOURN 252, POLSC 151

Course Deactivations
CIS 104, 114, POLSC 151, 153

Changes to Existing Curriculum
BIOL 151, 156, CIS 113, 130, COLL 145, CONM 240, 244, COOP 297, 298, 299, CRJ 155, 156, 160, 165, 251, 253, 254, 255, 256, 261, 270, ENGL 240, 261, HIST 153, 154, 155, 158, 159, 160, 173, JOURN 161, 162, 251, 261, MATH 105, 119, 124, 151, 156, 157, 159, 162, 164, 166, 171, 172, 251, 271, 273, MET 151, MUSIC 161I, 161V, 162I, 162V, 261I, 261V, 262I, 262V, PNUR 121, 123, 124, 127, 128, 129, 130, POLSC 252, SOC 251

Recommendations

The committee should continue to consider the COS forms and whether program outcomes should be included on COS documents.

FACULTY COUNCIL
ANNUAL COMMITTEE REPORT

Committee Membership
Membership includes full-time and part-time faculty.

Committee Charge
The purpose of the Faculty Council is to give the faculty a means of presenting ideas and facilitating comments. Additionally, the council will discuss other issues related to student learning and teaching as appropriate.

Summary of Meeting Minutes and Committee Activities
No action items and only 4 requests for input were received throughout the year. As a result, the council was unable to achieve quorum at any scheduled meetings.

Actions Taken

No action items were submitted for consideration. Therefore, no actions were taken.

Recommendations

Morale among the faculty is at a low point. The lack of agenda items has led the faculty to conclude that faculty input is neither heard nor desired. This sentiment has been reinforced by the continued resistance of the upper administration to seeking council approval before making decisions regarding teaching, evaluation, and student success. This situation can only be resolved by the president demonstrating, through words and actions, a strong commitment to the council system and recognition of the significance of faculty expertise and advise to the success of both students and the college.

GOVERANCE EVALUATION COMMITTEE ANNUAL REPORT

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 Director of Institutional Research, Planning and Accrediation, 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 2022-2023 academic year were Wendy Wysocki, Chair and Penny Dorcey, 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 the 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

THe full GEC met once during the 2022-2023 academic year on September 30, 2022

The activities of the committee were as follows:

• Discussed standing committee structure and membership issues

• Discussed streamlining the tracking and proposal form

• Discussed strategic planning deliverables and timeline

• Discussed council model pptx and employee trainingcompleted the winter semester strategic planning check -in with the strategic planning co- chair.

• Discussed including two additional members from each council to the committee

Small group/remote activities:

• The chair and recorder met in for small group meeting three times this year on october 12, november 1, and november 30 to conduct a strategic planning check-in, and discuss and review the new online tracking and proposal form and process
• The shared governance handbook was updated winter 2023 and sent to the committee for approval and will be sent to the councils for review at their next meetings

Actions Taken

None

Recommendations

• Continue implementing strategies to address the top issues prioritized from the results of the 2019 council model of shared governance survey
• Monitoring the results of the strategies
• Focus on continuious improvement of our shared governance model

INSTRUCTIONAL TECHNOLOGY COMMITTEE ANNUAL REPORT

Committee Membership

Kristine Gerlach, Bradley Hesser, Karen Kuhl, Brian Lay, Leon Letter, Michelle Persin, Jeff Peters, Dave Reiman, Helen Stripling, Philip Wahr, Grace Yackee, 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 9/22/22, 10/27/22, 12/1/22, 1/25/23, 2/23/23, 3/23/23 and 4/20/23. The committee discussed the following topics: student choice/mccc course modality definitions; minimum standards for online/blended courses; video assignments technology (bongo); lecture video recording, editing and storage solutions; generative ai best practices; new hlc distance education definitions.

Actions Taken

The committee started the process of reviewing video lecture platforms that allow instructors to develop, edit and post video lectures online within the lms. The two platforms that were being considered were panapto and brightspace creator. No recommendations were made prior to the end of the academic year the committee recommended that the following course modality definitions be taken to the faculty council for review:

1. Required class meetings:

    A. Traditional (face to face) - scheduled on-campus class sessions (these courses may also utilize web-based coursework).

    B. Hybrid - scheduled on-campus and/or virtual class sessions with web-based coursework (scheduled on-campus or virtual class sessions established by instructor in consultation with division dean and posted in course schedule).

2. Optional class meetings:

    A. Student choice - web-based coursework with established assignment/quiz due dates (see online definition below); includes scheduled on-campus instruction, which is optional for students (optional on-campus sessions established by instructor and posted in course information sheet and course schedule, if possible).

3.No required class meetings:

    A. Online - entirely web-based coursework that can be accessed anytime with prescribed assignment/quiz due dates. Additionally, some assignments/exams may require proctoring at authorized locations as established by the instructor.

The committee discussed the standardized brightspace elements recommendations that were made prior to the college joining quality matters (qm) and before all faculty had participated in several qm webinars. There was discussion about whether there was any value to reviewing the qm online/blended rubric to see if any current recommendations should be revised, added based on the qm rubric standards. The committee agreed to review the qm rubric and consider recommendations to be forwarded to the faculty council. No recommendations were made prior to the end of the academic year.

LEARNING ASSESSMENT COMMITTEE ANNUAL REPORT

Committee Membership
Michael Snyder (Co-Chair), Parnella Baul (Co-Chair) Jenna Bazzell, Holly Bolan, Kevin Cooper, Michael Fuertes, Leon Letter, Felice Moorman, Zachary Moore, Brianna Pio, Robin Smith

Committee Charge
The Learning Assessment Committee is a standing committee charged with leading student learning assessment at all levels (course-level, program-level and general education-level). The membership of this committee is comprised of faculty, academic division Deans, a non-faculty recording secretary, the Vice President of Instruction, and the Coordinator of Institutional Research, Evaluation and Assessment.

Summary of Meeting Minutes and Committee Activities
The committee continues to focus on assessments, course mapping and benchmarking in preparation for the Fall 2023 HLC focus visit. The assessment reporting process was streamlined from submitting assessment data for each section to once submission for each course. Random sampling has been eliminated. All faculty are required to submit assessment data for a minimum of one course and all courses must be assessed within four years. LAC co-chairs began work on the HLC Assurance argument Core Component 4b with expected draft and cited evidence completed by July 7, 2023.

Actions Taken
1. Course assessment data submission schedule for semester 2023 will use existing forms in the IAP (HLC Focused Visit Report p.6) and remove course-section level of assessment forms, and include course-section assessment data using the course level assessment form (HLC Focused Visit Report p.4).

2. Eliminate random sampling and require all faculty to submit assessment data for a minimum of one course for all outcomes, to be completed within four years (HLC Focused Visit Report pp. 6-7). Individual faculty will decide the number of outcomes to report on but all course outcomes must be completed within a period not to exceed a 4-year cycle and assessment schedules will be collected from faculty by the faculty coordinator in their respective areas and be provided to the IR office.

3. Amended approval of the 4-year assessment cycle template to the creation of a master SharePoint file. LAC to be provided with permissions to SharePoint file first for review.

4. Changed assessment reporting to faculty from IR office from the second week of the end of the semester to as soon as it is available. IR will continue to offer interpretation presentations for those who would like them.

5. Maintain reserved hour (12:30pm – 1:30pm) on the fourth Tuesday each month for LAC meetings.

6. LAC workshop during faculty workdays focused on course mapping and setting benchmarks in line with occupational or transfer degree standards. Examples and templates provided.

Recommendations
LAC recommends that all faculty submit assessment data for all outcomes for a course in one semester during the four-year cycle and continue to review and revise the number of course outcomes to ensure that the current assessment data submission process is sustainable.

SUPPORT STAFF COUNCIL ANNUAL COMMITTEE REPORT

Committee Membership

Adam Wilson, Amy Salliotte, , Anthony Napier, Beth Waldvogel, Brianna Pio, Chris Gossett, Christina Payne, Deborah Baker, Devin Morrison, Doug Ricter, Emily Willcock, Erica Cooner, Erika Hunt, Erinn Kehrl, Garret Lawson, Jacob Johnson, Janel Boss, Janice Hylinski, Jeff Vanslambrouck, Jennifer St.Charles, Karen Kuhl, Kayla Richards, Kimberly Letasse, Laura Hamel, Laurel Johnston, Linda Roberts, Mary Lyons, Michael Reume, Michelle Gaynier, Penny Dorcey, Phillip Borawski, Rachel Eagle, Rachel Lehr, Randy Berns, Robert Semanske, Ronald Charter, Sherry Bussell, Thomas Ryder, Tom Scheer, Tyra Robertson, Vicki LaValle, Vuncia Council, Cheryl Prenkert, Derek Brylinsky, Devin Morrison, Jeffery Schmidt, Jenna Mahler, Jennifer Scyllander, Joseph Gore, Kelly Vandeginste, Kenneth Wassus, Mathew Brodie, Matthew Ortiz, Matthew Torongeua, Garret Lawson, Miranda Marshal, Pamela Geiger, Renae Peterson, Richard Morin, Stephen Yeary, Rebecca Fournier, Aaron Laduke, Alia Pilcher, Noah Black, Jacob Drew, Mitchel Patlin.

The Staff Council lost 21 members during the year and added 8 new members.

12 members either resigned or were terminated (5 of those were from maintenance)

2 members retired

7 members became professional staff

Committee Charge

Staff Council is one of three councils in the Shared Governance Council Model. Staff Council meets regularly on the third Monday 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 2021, Phil Borawski was elected Support Staff Council chair until January 2023, Rachel Lehr was secretary when Jennifer St. Charles was elected Secretary. Jennifer became Professional Staff in march of this year. The secretary position is currently vacant..

Actions Taken

Support Staff Council has met several times since the start of the fiscal year but have not voted on any action items this fiscal year.

Recommendations

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