
2023 - 2024 COMMITTEE REPORTS

ACADEMIC REVIEW COMMITTEE

ADMINISTRATOR COUNCIL

CURRICULUM COMMITTEE

FACULTY COUNCIL

GOVERNANCE EVALUATION COMMITTEE

INSTRUCTIONAL TECHNOLOGY
COMMITTEE

LEARNING ASSESSMENT COMMITTEE

SUPPORT STAFF COUNCIL

STRATEGIC PLANNING COMMITTEE

ACADEMIC REVIEW COMMITTEE

ANNUAL REPORT

Committee Membership

Scott Behrens (Ex-Officio), Mark Bergmooser, Matt Bird-Meyer, Martin Dubois, Maris Fonseca, Dean Kerste, Edmund La Clair, Dawn Lymond, Carrie Nartker, Therese O'Halloran, Tracy Rayl, Denise Robinson, Michelle Schwartz, Kathleen Shepherd, Patrick Wise, Dan Wood, Stephanie Wozniak, Katie Novak (non-voting member), Kelly Riley (non-voting member).

Committee Charge

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

Summary of Meeting Minutes and Committee Activities

The Academic Review Committee Co-Chairs re-instituted regular meetings to occur on the fourth Tuesday of each month in the Fall and Winter semesters of the 2023 – 2024 Academic Year. The meetings were held exclusively in-person for the Fall 23 Semester. The meetings were held as in-person / Team hybrid meetings for the Winter 24 Semester. The meetings were scheduled to occur from 12:30 pm to 1:20 pm on those Tuesdays except for the March meeting to allow the co-chairs and the VPEMSS to conduct a work session.

The focus of the committee during the meetings this academic year has primarily been reviewing the history of the committee, its responsibilities, and discussing our next steps moving forward.

The conversations have included reviewing the Academic Review and Plan form as well as the related procedure for advising students who have been placed on Academic Probation at MCCC. Related to this process, the committee reviewed what has been done pre-Covid, during Covid, and post-Covid.

Consistent with the scope of its charge, the Vice President of Enrollment Management and Student Success requested the committee review the current Academic Dishonesty Procedure. Given the overlap of the procedure with the instruction area, the Vice President of Instruction was invited to participate in the review. As a result, the Vice President of Instruction provided feedback to the committee as part of the review of the procedure.

Actions Taken

- The committee has decided it will change the process back to students who are on academic probation meeting with faculty members to choose their classes.
- As a function of the aforementioned decision, the committee has made changes to the Academic Review & Plan form used when meeting with students on academic probation.
- Working with the Vice President of Enrollment Management and Student Success, the committee has revised the Academic Dishonesty Procedure. The procedure will be presented to the committee for approval in the Fall 2024.

Recommendations

- We recommend continuing to meet as a group reviewing and updating the ways members of the Academic Review Committee can best serve the students at MCCC.

ADMINISTRATOR COUNCIL ANNUAL REPORT

Committee Membership

All full-time and part-time administrators and professional staff are members of the Administrator Council. The officers for the 2023-2024 fiscal year were Chair: Helen Stripling, Interim Dean of Health Sciences & Respiratory Therapy Program Director and Secretary: Kristina Henry, Experiential Learning Coordinator, ASET.

Committee Charge

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

Summary of Meeting Minutes and Committee Activities

Administrator Council has held eight meetings in the 2023-2024 fiscal year, the agendas and minutes for which are available in the Shared Governance section of BrightSpace, in the Administrator Council submodule.

Below is a synopsis of each meeting:

- July 2023 – no meeting held due to lack of agenda items
- August 2023 – no agenda items, but during the open portion Dr. Yackee discussed the status of the HLC report, and Dr. Kim Lindquist provided an update on PN accreditation status.
- September 2023 – The council voted to support the changes to the MCCC Mission, Vision, & Values language presented by Joe Verkennes.
- October 2023 – Edmund La Clair presented on the college's development of a First Year Experience Program, and invited all areas of the institution to participate.
- November 2023 – Josh Meyer presented on Project Persist as an information item. In the open session, questions were raised about reviewing the current wages for administrative and professional staff in light of the increases to faculty and support staff wages. B. Kinsey noted that Lifelong Learning sessions would again be covered for administrative and professional staff. A. Althouse and K. Navock agreed to serve as A.C. representatives on GEC.
- December 2023 – Scott Behrens discussed his planned process to review student organization financial requests and budget accounts. He also discussed hiring personnel into his area to assist students with transfer pathways. In the open session the topic of wages was reintroduced, with L. Torbet noting that her area would be undertaking the task and would be looking into the issue.
- January 2024 – John W. presented an information item that directs staff to use the new FMX system to enter all IT work order requests. He also shared the availability of a Teams “Teams” option for groups to utilize for collaboration. K. Navock shared an update on enrollment, and Dr. Quartey noted that he would be setting up listening sessions with all areas of campus.
- February 2024 – E. La Clair submitted an action item that the college review campus closure policy due to some issues identified during a recent closure, including students unable to enter buildings and being dropped off in the cold. It was motioned that the Administrator Council convene a task force, led by C. Creagh, to revise college emergency closing policies and procedures after soliciting feedback from councils and key personnel. The motion carried unanimously. G. Yackee presented on proposed changes to the names of various class formats. The wage concern was again brought up but had to be tabled until a following meeting due to time constraints.

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- March 2024 – Clarification was brought on the determination of graduation requirements and general education goals being the purview of faculty and instructional administration with input from the campus. Q. Wygonik discussed the plan for formative evaluation of the strategic plan. G. McCarty presented the rollout of the Health Minds Survey in conjunction with the University of Michigan, as well as the placement of free naloxone (Narcan) on campus. K. Navock presented on changes to application expiration, noting that students will need to reapply after 2 years of no activity. Finally, the strategic plan action request form (SPARF) was presented.
 - April 2024 – An information item was brought by P. Borawski regarding using Teams Teams for improved communication, particularly for shared governance. The A.C. was overwhelmingly in favor of this option as opposed to using BrightSpace. P. Borawski has agreed to take the feedback from all the councils and bring back as an action item. M. Grey and J. Bazzell brought forth an action item on behalf of a student regarding the formation of a student advocacy council. The A.C. voted that the item be returned to the student with the recommendation to seek additional student input on the potential creation of an ombudsman program, so that the newly formed council would be independent from reporting to an existing council (such as faculty, administrator, etc). K. Navock presented on changes to admissions policy, and L. Torbet presented on updates to policies 1.65 (illegal discrimination and harassment) and 1.72 (anti-bullying). G. Yackee presented on Policy 4.02 revisions. Finally, E. Willcock and H. Stripling presented on remaining professional development funds for administrative and professional staff. It was unanimously approved that the funds be used toward an off-campus retreat day for administrative and professional staff, with H. Stripling and J. Verkennes to lead the planning thereof. All other agenda items had to be moved to May's agenda due to time running out.
 - May 2024 – In this meeting the council was presented with numerous information items, some of which were rolled over from the previous meeting due to time constrictions, including two items by J. Myers (exploration of moving student launch point to founders and phasing out the Trustee Merit Scholarship). K. Navock presented on the D3C3 Advising standard of care, and S. Behrens presented on updates to Policy 6.18 (c). H. Stripling presented for G. Yackee on changes to Policy 4.02. No substantial questions or comments were brought forward on these topics. M. Grey and J. Bazzell presented on Gender Diversity and Public Restrooms, which sparked greater conversation on the challenges being presented by the public to our communications director and to the college as a whole. Finally, C. Gossett presented on ERP updates, including changes to WebPal home, time entry, and time approval. There were several questions and comments on this item. Several committee members expressed that they wish they had been more aware of the upcoming changes.

Actions Taken

1. The council unanimously voted to approve the change in wording made to the college's Mission, Vision, and Values as present by J. Verkennes.
2. The council convened a task force to be led by C. Creagh, and involving all major stakeholders, to determine potential changes to emergency closing policy and procedures. .

Recommendations

1. Wage reevaluation for professional and administrative staff.
2. Revise college closing policies and procedures.
3. Engagement in strategic plan evaluation.
4. Creation of an independent student advisory committee including the possibility of a student ombudsman program.
5. Use of professional development funds to hold a retreat, topics TBD.
6. Usage of Teams for shared governance to facilitate communication.

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, Charles Washington, Daniel Wood, Grace Yackee, Peter Coomar, Kevin Cooper, Beverly Tomek, Leon Letter, Kim Lindquist (Partial Year), Helen Stripling (Partial Year), Sarah Mason, Rachel Eagle (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 Curriculum Committee approved numerous new programs, program changes and the deactivation of another. In addition to the approval of new courses, many courses were changed or deactivated.

The Committee updated the course taxonomy forms so a single form could be used for regular, honors, and general education courses. Drop down and comment boxes were added to provide further clarity as the form works its way throughout the division, Curriculum Committee, and College administration.

The committee also approved a “submission cheat sheet”, which identifies what forms are required for various types of submissions. This form has been posted to the CC Brightspace page, where faculty members can access it to help them know what forms and documents they need to submit to the Committee.

Actions Taken

New Programs

Data Analytics
Digital Marketing and Communication
EMT
Mechatronics
Paralegal
Virtual Design and Construction

Program Modifications

Business Management
Early Childhood Education
Elementary Education
Health Sciences
Respiratory Therapy

Program Deactivations

Heavy and Industrial Construction

New Courses

COLL 152, EMS 151, 152, 153, 154, ESC 296, HLTSC 250, LAW 151, 175, 205, 210, 220, 230, 240, 245, 250, 260, 270, 280, MCOM 151, 251

Course Deactivations

BMGT 160

Changes to Existing Curriculum

ACCTG 206, 220, ANTHR 155, ASTRN 151, BIOL 257, CHEM 151, 155, CIS 135, COLL 145, CONM 102, 105, 110, 202, 240, 242, ENGL 090, ESC 151, GEOG 151, HIST 151, MECH 201, PHY 151, 251, 252, PNUR 121, RTH 102B, 110, 111, 212, 221, 222, 226, SOC 296

Recommendations

The committee will have to elect a new chair at the end of the 2024-2025 academic year, as the current chair will be completing a second term. The new chair for the 2025-2026 academic year should come from the occupational areas to ensure representation from across the campus community.

FACULTY COUNCIL ANNUAL 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

Faculty Council met 8 times: 7 regularly scheduled meetings and 1 special meeting. 6 action items were approved, 7 requests for input were considered, and 17 information items were presented.

Actions Taken

Action items approved included:

1. ARI000123F: Revised Mission, Vision, Values (Verkennes)
2. Call for transparency and restoration of student club funds
3. Approve the ASG draft report and recommendations
4. Approve a motion to develop a procedure for 'late starts' including input from maintenance and facilities to look at issues beyond start time including opening times for buildings
5. Formation of a task force to consider creating a Student Advisory Council

In addition, the following actions were taken:

In response to discussions on funding of student clubs a study group was formed to review procedure 3.04 and to review the amount of seed money for startup groups.

The Transfer Degree Review Study Group completed its work and presented its recommendations to the Council. The Council is currently reviewing the recommendations and a vote on approval will be taken in the fall.

Recommendations

Review of the minutes indicate three areas that need to be addressed:

1. There is insufficient meeting time. The agenda for Faculty Council could not be completed during the 1 hour/month time allotted in the majority of the meetings.
2. It is clear from the discussion during the meetings that the faculty have lost confidence in the leadership of the college. It is critical that changes to the leadership be made to correct this.
3. Some members of the administration have demonstrated open hostility to the faculty. This was made clear when a member of the senior administration berated a faculty member over a simple misunderstanding during an open Faculty Council meeting. This is unacceptable and cannot be allowed to continue. Such public misbehavior should be met with equally public sanctions to prevent future occurrences.

GOVERNANCE 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 2023-2024 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 twice during the 2023-2023 academic year on November 30, 2023 and March 25, 2024

- Discussed HLC report and comments related to governance and communication
- Discussed the recent climate survey results and discussed ideas for improving communication and othe issues expresses in the survey responses.
- Discussed implementation and testing of new digital tracking and proposal form
- Discussed council employee training opportunities
- Discussed revisions to the council model flow chart and updates to the governance handbook
- Completed the winter semester strategic planning check -in with the strategic planning co- chair.

Small group/remote activities:

- The chair and recorder met in for small group meeting with the members of the institutional research area on october 4 to discuss and test the new online tracking and proposal form and process

Actions Taken

None

Recommendations

- Continue develop and implement strategies to address the top issues prioritized from the results of the 2023 climate survery
- Consider review of the shared governance model with the guidance of an outside consultant
- Continuous monitoring of the results of implimented strategies
- Focus on continuous improvement of our shared governance model

INSTRUCTIONAL TECHNOLOGY COMMITTEE ANNUAL REPORT

Committee Membership

Kayla Ford, Kristine Gerlach, Stephen Hasselbach, Bradley Hesser, Rick Hubbert, Hans Lechner, Leon Letter, Michelle Persin, Jeff Peters, Helen Stripling, Philip Wahr, Grace Yackee, John Wyrabkiewicz

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 9/28/23, 10/26/23, 11/30/23, 2/22/24, 3/28/24 and 4/25/24. The committee discussed the following topics: a. Student choice / modality definitions; hlc doe online/ correspondence definitions (RSI); ai plagiarism detection systems; online vs. Onground GPA comparison; student test accounts in brightspace; campus print vs. Paperless recommendations.

Actions Taken

The committee reviewed ai/plagiarism detection systems to replace existing plagiarism only system. The academic year ended with a 4-week trail of the copyleaks ai plagiarism detection system.

The committee developed the initial class modality definitions that included student choice. These definitions were discussed the entire academic year. The dean's council expanded and reworked the initial definitions developed by the it committee and grace yackee presented the final definitions to faculty council.

Based on the new department of education and higher learning commmission's defintion which now requires that all online courses should include "regular and substantive interaction" (RSI), the committee developed a self assessment so that individual instructors can determine if their online course has sufficient rsi to meet the doe and hlc criteria.

The committee discussed the limitations of the brightspace student view and how it doesn't fully work for some tools in brightspace. Before the college instituted single sign on (SSO) the elearning department was able to provided test student accounts to instructors to use in their courses, but that was no longer possible with sso. The elearning department worked the it department and brightspace support to develop another way to office test student accounts.

Recommendations

The committee examined the kpi that compares online with onground gpas. During the committee's examination we discovered that withdrawals were being included in the gpa calculation. The committee felt that this was an inaccurate way to calculate gpa and asked grace yackee to look into the matter. G. Yackee discussed it with the institutional research office and the GPA calcuation was changed to exclude withdrawals.



LEARNING ASSESSMENT COMMITTEE ANNUAL REPORT

Committee Membership

Michael Snyder (Co-Chair), Parnella Baul (Co-Chair) Jenna Bazzell, Holly Bolan, Kevin Cooper, Michael Fuertes, Benjamin Goodwin, E. Kazan, Leon Letter, Sarah Mason, Ken Mohny, Felice Moorman, Zachary Moore, Amy Ockerman, Brianna Pio, Meaghan Shanafelt, Robin Smith, Quri Wygonik, Grace Yackee

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 focused 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 course section to one 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 completed work on the HLC Assurance argument Core Component 4b.

Actions Taken

1. Revised IAP – Goal One
 - a) Course assessment data submission schedule for Winter 2023 will use existing forms in the IAP (HLC Focused Visit Report p.6)
 - b) Removed the Course-Section Assessment Data Submission Form from the IAP appendix and replaced it with a Course Assessment Data Submission Form (HLC Focused Visit Report p.4).
2. Revised IAP – Goal Two
 - a) Eliminated random sampling requiring all faculty to submit assessment data for all outcomes for all courses (all sections) every semester with reporting on a four-year cycle. (HLC Focused Visit Report pp. 6-7).
 - b) Faculty course assessment schedules are collected by division deans and submitted to the IR office, which will maintain a master schedule via SharePoint. Faculty will submit any changes to the assessment schedule to their respective deans. Deans will submit the revisions to the IR office to be reflected in the SharePoint master schedule.
3. Changed Policy 3.12, 3: from “general education goals” to “institutional goals.” Changed Procedure 3.12(f) from General Education Goals to Institutional Goals.

Recommendations

LAC recommends the standardized Program Mapping form created by Leon Letter, Dean of Business (adopted by the business division), for aligning course outcome assessments with program outcomes. More discussion is necessary for Gen Ed faculty regarding the structure and suitability of the form. Additional discussion is needed regarding standardizing benchmarks for outcomes across all course sections and further discussion is needed regarding whether the ‘exceeded benchmark’ option for assessment reporting should be removed.

SUPPORT STAFF COUNCIL ANNUAL REPORT

Committee Membership

Adam Wilson; Alan Schetter; Agnes Gutierrez; Alia Pilcher ; Amy Salliotte; Beth Waldvogel; Cheryl Prenkert; Christina Payne; Deborah Baker; Devin Morrison; Douglas Richter; Erica Cooner; Erika Hunt; Erinn Kehrl; Garrett Lawson; Jacob Johnson; Janel Boss; Janice Hylinski; Jennifer St. Charles; Kim Letasse; Laura Hamel; Laura Wyrabkiewicz; Laurel Johnston; Madelynn Outen; Makenna Baldwin; Mark Young; Martin Humphreys; Mary Lyons; Michael Reaume; Michelle Gaynier; Monica Pio; Phillip Borawski; Rachel Knabusch; Randy Berns; Rebecca Fournier; Robert Semanske; Samuel Gonzales; Sarah Fenik; Sarah Rorke; Sherry Bussell; Tyra Robertson; Brian Francisco; Bristyn Nadeau; Carol Smith; Drew Young; Ethan Hunt; Heath Bathgate; Jeffrey Schmidt; Jennifer Kehrer; Jennifer Schyllander; Jeremy Bourbina; Joseph Joly; Kelly Vandeginste; Kenneth Wassus; Matthew Brodie; Matthew Ortiz; Matthew Theisen; Miranda Marshall; Noah Black; Renae Peterson; Richard Morin; Shardae Campbell; Sheila Myers; Stephen Yeary; Tony Napier; William Hogan

We had 14 new hires, 4 resignations, 3 retirements, 2 Support Staff became professional staff, 1 employee hired and left, 2 new hires were promoted during the fiscal year.

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

Support Staff met 4 times from July 23- June 2024

November of 2023, March of 2024, May of 2024, June of 2024

Actions Taken

Support Staff Council has met several times since the start of the fiscal year but have only voted on 3 action items so far this year.

Recommendations

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

STRATEGIC PLANNING COMMITTEE ANNUAL REPORT

Committee Membership

Overall Committee Membership:

- Joe Verkennes, Director of Marketing and Communications, Co-Chair
- Quri Wygonik, Director of Institutional Research, Planning and Accreditation, Co-chair
- Kojo Quartey, President, Ex-officio
- Scott Behrens, Vice President of Enrollment Management and Student Success
- Lori Biggs, Nursing Program Coordinator
- Parmeshwar Coomar, Dean of the Applied Science and Engineering Technology Division
- Kendall Comer, Student Government Representative
- Kevin Cooper, Dean of the Science/Math Division
- Penny Dorcey, Executive Assistant to the President and Board of Trustees
- Rachel Eagle, Administrative Assistant to the Dean of Humanities and Social Sciences
- Nicole Garner, Professor of Nursing
- Tracy Giacomini, Associate Professor of Nursing
- Kelly Heinzerling, Director of Purchasing and Auxiliary Services
- Kristina Henry, Experiential Learning Coordinator
- Martin Humphreys, Institutional Research Analyst
- Barry Kinsey, Director of Workforce Development
- Leon Letter, Dean of the Business Division
- Josh Myers, Executive Director of The Foundation at MCCC
- Katie Navock, Director of Enrollment Management
- Brianna Pio, Institutional Research Analyst
- Robin Smith, Adjunct Instructor, Humanities
- Helen Stripling, Director of Respiratory Therapy and Interim Dean of Health Sciences
- Linda Torbet, Director of Human Resources
- Grace Yackee, Vice President of Instruction

Leadership Team Membership:

- Quri Wygonik, Strategic Planning Committee Co-Chair, Director of Institutional Effectiveness and Chief Data Officer
- Joe Verkennes, Strategic Planning Committee Co-Chair, Director of Marketing and Communications
- Helen Stripling, Director of Respiratory Therapy and Interim Dean of Health Sciences
- Nicole Garner, Professor of Nursing
- Leon Letter, Dean of the Business Division
- Joshua Myers, Executive Director of The Foundation at MCCC

Committee Charge

The purpose of this committee is to implement the 5-year plan and review the work of each sub-committee to assist with all tactics being completed according to the timeline. Additionally, the committee will advocate on behalf of the sub-committees to help identify any barriers to completing the tactics. The committee is also charged with developing the next 5-year strategic plan. As part of the overall charge of the Strategic Planning Committee, the Leadership Team is responsible for the following specific actions:

- Advocating to Cabinet on behalf of the needs of areas accountable for the work of the strategic plan.
- Leading efforts to evaluate the current strategic plan and devise the next plan.

Summary of Meeting Minutes and Committee Activities

During the Fall 2023 and Winter 2024 semesters, the strategic planning committee held two quarterly meetings. A summary of the activity at each meeting is below::

November 2023:

- The Strategic Planning Leadership Team presented a new process called the Strategic Planning Action Request Form (SPARF) and **a motion was unanimously passed to accept the process**. The SPARF process is used to elevate tactics in the 2020-2025 Strategic Plan that require immediate attention and action by the President's Cabinet. The SPARF is submitted via a Microsoft Form and the responses/actions are tracked in an Excel file saved to the new Strategic Planning Teams team shared location. To date, one SPARF has been completed.
- Q. Wygonik, with support from the Institutional Research Office, is leading the evaluation of the 2020-2025 Strategic Plan. **A motion was unanimously passed to accept the formative evaluation plan:**
 - o The Strategic Planning Leadership Team convened three small groups of volunteer participants from the Strategic Planning Committee to discuss guiding questions (approved by the Committee in the 2022-2023 academic year).
 - o Q. Wygonik collated the small group notes and presented the outline as an Input Item through Shared Governance in Winter 2024 (see the below notes from the February 2024 meeting). No additional feedback was submitted by any of the Councils.
- K. Lindquist acknowledged her exit from MCCC and the Strategic Planning Committee/Leadership Team at this meeting. The Committee thanked Kim for her exceptional service and leadership throughout her time at MCCC and specific to strategic planning efforts. The Committee expressed their well-wishes for Kim and discussed the need to fill her vacancy, in particular, on the Leadership Team. Effective Winter 2024, Helen Stripling filled the vacancy.

February 2024:

- Due to K. Lindquist's vacancy, the Strategic Planning Committee asked for nominations for the Secretary position. **Leon Letter accepted a nomination and was unanimously voted in by the Committee.**
- The Strategic Planning Leadership Team presented a summary of the three small group discussions related to formative evaluation of the 2020-2025 Strategic Plan. The Committee provided additional input on the formative evaluation questions. **A motion was unanimously supported to approve the next steps of collating the small group notes and presenting an Input Item through Shared Governance (see the above notes from the November 2023 meeting).**
- Q. Wygonik presented the summative evaluation process. Following the meeting, the Leadership Team described via email to the Committee that the IR office would lead a series of departmental summative evaluation training sessions. In Winter 2024, the IR office completed training with the following groups: Financial Aid, Registrar's Office, Admissions, Division Deans and Coordinators, Vice President of Instruction, and Cabinet.

During the Fall 2023 and Winter 2024 semesters, the Strategic Planning Leadership Team held several meetings on a bi-weekly basis. During these meetings, the team members reported on their progress toward completing the below projects. The leadership team updates the entire committee on the progress of the below projects during the quarterly meetings:

- Formative and summative evaluation process and findings
- SPARF (one submitted with action taken by Cabinet regarding the physical location of student services offices on campus).
- Proposal to the Strategic Innovation Fund (SIF) (one currently under review to fund a program to expose participants ages 16-21 to the criminal justice system as experienced by a police recruit; a day-in-the-life of a police officer).

Actions Taken

During the Fall 2023 and Winter 2024, the Strategic Planning Committee and Leadership Team completed the follow actions:

- Voted in support of the Strategic Planning Action Request Form (SPARF) process. One SPARF has been successfully submitted with action taken by the President's Cabinet.
- Voted in support of the 2020-2025 Strategic Plan formative evaluation process and findings.
- Voted in support of the 2020-2025 Strategic Plan summative evaluation process.
- Voted in the new Strategic Planning Committee Secretary.
- Filled the vacancy on the Strategic Planning Leadership Team.
- In the process of reviewing a proposal to the Strategic Innovation Fund to fund an impactful criminal justice event.

Additionally, the Strategic Planning Leadership Team supported J. Verkennes in continuing review and updates to the Mission, Vision, and Values statements. Below is a summary of this work:

- The Strategic Planning Leadership Team recommended and implemented a streamlined review of the current MCCC mission documents in Winter 2023 as part of preparation for the development of the next Strategic Plan via the college's Council Model of Shared Governance. Led by Strategic Planning Committee Co-Chair Joe Verkennes, input was received from Student Government, the Faculty at Faculty Work Days, and Administrator and Staff councils in Winter 2023. The full Strategic Planning Committee also reviewed the Mission Documents during this time. The only substantive update recommended via the review process was by the faculty, which suggested that a reference to the fact that "curriculum is developed by highly qualified faculty" be discussed somewhere in the mission, possibly in the section on how MCCC accomplishes its mission.
- Given this feedback, in Fall 2023, J. Verkennes presented slightly revised Mission Documents to **each council and Student Government** for a vote of support. **All the councils and SG voted unanimously to support the revised mission documents.**
- On, January 22, 2024, J. Verkennes presented to the Board of Trustees to inform them of the thorough review of the college's mission, vision and values via the Shared Governance model over the previous six months and ask for approval of the mission documents with one minor revision. This was a critical step in the evaluation of our 2020-25 Strategic Plan as the college begins work to create the 2025-2030 Strategic Plan. There was only one change made to the mission, and it is found in the "MCCC accomplishes its mission through" section. The campus, through the process, told us that the mission documents created four years ago are still representative of MCCC's organizational scope, the future we are working to create and the values that guide our attitude and behavior.
- **The Board unanimously approved the slightly revised Mission, Vision and Values during the Jan 22, 2024 meeting.**

Recommendations

- The Committee recommends that the institution continues to actively participate in the process to evaluation the current strategic plan in the 2024-2025 academic year in preparation for drafting the upcoming 5-year plan. Related, the Committee recommends that the institution consider including funds in the 2024-2025 fiscal year budget to support any external consulting or other resources necessary to facilitate a robust evaluation of the strategic plan.