

MICHIGAN COMMUNITY COLLEGE DATA AND EVALUATION COMMITTEE (MCCDEC) BY-LAWS

Preamble

The Michigan Community College Data and Evaluation Committee (MCCDEC) is committed to providing informed and forward thinking expertise on the collection, interpretation, and evaluation of data in terms of value, implications and information content of the data, for community colleges and community college stakeholders.

Mission

Provide a broad based forum of expertise concerning data systems and data evaluation to improve the quality of Michigan's community colleges.

We accomplish this by:

- providing informed, forward thinking recommendations on the collection, interpretation, and evaluation of data;
- helping community colleges enhance their performance through improved data-driven decision making.

Article 1: PURPOSE

Section 1: Statement of Purpose

The Michigan Community College Data and Evaluation Committee (MCCDEC) is the advisory committee charged with interpreting relevant legislation and providing policy technical assistance to Michigan community colleges in data collection, analysis, reporting, and program evaluation procedures. Input from the committee is essential to assure that the needs of community colleges and appropriate state and federal agencies are met. MCCDEC operates as the administrative advisory committee to support the work of the Community College Services, Workforce Development Agency.

Section 2: Statement of Resources

Financial support is provided to the committee by the Michigan Workforce Development Agency through a technical assistance grant to a community college made possible by the Carl D. Perkins Career and Technical Education Act, as amended, 2006, for committee operations, supportive materials and services and special projects.

Section 3: Statement of Principles

The committee has operated under the following principles as essential to the development of its activities:

Local Focus:

- *local initiation of the processes*
- *local administration of the activities*
- *quantitative and qualitative data gathering and study*
- *individual program orientation*
- *outcomes available as a tool to produce a management plan for action*

State Focus:

- *quantitative data aggregated for reporting purposes at the state level*
- *coordination of data gathering to avoid duplication*
- *provision for a continuing committee at the policy level made up of users of the activities' products*
- *committee operations funded through a local community college acting as fiscal agent*

Article 2: RESPONSIBILITIES OF THE COMMITTEE

Section 1: Scope of Responsibilities

The Committee is responsible for assisting Michigan community colleges as well as the Michigan Workforce Development Agency, to interpret and implement federal and state legislation and directives.

Such activities have included:

- the recommendation and approval of Guidelines relating to the Carl D. Perkins Legislation, specifically but not limited to, the Perkins Core Indicators
- the revision of Data Collection Instruments, Guidelines, and Methodologies in regard to the Community College Data Collection System (including the Activity Classification structure)
- the updating and maintenance of the web-based data collection system as well as the public portion of the MCCNET website
- the clarification and definition of terms in order to achieve consistency across the State with regard to Perkins Core Indicators, Special Populations and other federal programs
- the review and finalization of guidelines for Local Evaluation data reporting and evaluation requirements under Perkins
- the development and maintenance of a Reports Taxonomy

Section 2: Indicators of Meeting Responsibilities

Members may annually expect to work with state staff to:

- determine and prioritize the goals and objectives of MCCDEC for the operating fiscal year
- determine and prioritize specific activities to be undertaken in order to achieve those goals
- participate in sub-committee activities between meetings
- recommend and approve grants for committee projects (when necessary and appropriate)
- provide input and recommendations concerning changes in policies and procedures as presented by State and Federal legislation
- recommend best practices
- work with other committees and state organizations as necessary (e.g. MODAC, MCCA)
- develop and sponsor the annual Data Workshop
- approve the committee's budget
- update and refine definitions of terms as well as methods of data collection for state and federal reporting requirements.

Article 3: COMMITTEE REPRESENTATION

Section 1: Committee Size and Distribution among Specialties

The committee shall consist of no more than 32 members from the following general areas:

- Institutional Research (Student Outcomes Assessment, Institutional Effectiveness, Planning, etc.)
- Data Information Systems (Computer Services, Information Technology, etc.)
- Student Services (Placement Services, Registrar, Enrollment Management, Counseling and Career Guidance, etc.)

- Business Services (Development, Human Resources, etc.)
- Special Populations (Including Single Parent/Sex Equity)
- Instructional Administration - Occupational Education/Liberal Arts
- Faculty - Occupational Education/Liberal Arts
- Corporate/Community Services (Workforce Development, etc.)

To the extent possible, a minimum of one (1) member shall be drawn from each of the areas.

Section 2: Demographic Diversity

To the extent possible, the committee membership shall reflect a diverse representation.

Section 3: Recognition of Membership

Official members are those individuals recognized by the Michigan Workforce Development Agency as having been appointed to the committee and published on a membership list. It will be revised and updated as necessary.

Section 4: Ex-Officio Members

Employees of the Michigan Workforce Development Agency are Ex-Officio members. The Michigan Community College Association (MCCA) is invited to appoint an Ex-Officio member from its staff.

The Fiscal Agent is invited to appoint an Ex-Officio member.

Article 4: TERM LIMITATIONS AND APPOINTMENTS

Section 1: Determining Membership

The committee's membership will be reviewed annually.

Those community colleges that have not been represented on the committee during the prior four (4) years will be given priority when appointing members.

The committee may recommend possible members to the Michigan Workforce Development Agency, however, the Agency has final appointment authority.

Section 2: Term of Membership

Each member shall be appointed for a term of two (2) years.

Appointments will occur each year with final approval rendered by the Michigan Workforce Development Agency.

Upon the expiration of a Member's term or resignation, the committee's demographics will be reviewed.

Upon a committee member's resignation, a new member will be appointed to complete the former Member's term of service.

Article 5: FREQUENCY OF MEETINGS

The Committee shall meet quarterly (June, September, January, and March) unless altered by the committee, itself. At the June meeting the meeting dates will be established for the next fiscal year.

Article 6: ATTENDANCE

Section 1: Members

All members are expected to fully participate in at least three (3) of the four (4) quarterly meetings each year. Failure to fully participate without providing a reasonable explanation may be grounds for removal from the committee.

Should a member not be able to attend, he/she shall give notification to the chairperson or to the staff of the Michigan Workforce Development Agency prior to the meeting.

Section 2: Guests

Guests may attend with prior notification to the committee Chairperson or staff of the Michigan Workforce Development Agency in order to assure proper meeting accommodations.

Guests are welcome to fully partake in the dialogue.

Article 7: FISCAL YEAR

The committee's fiscal year shall be July 1 - June 30.

Terms of office shall run concurrent with the fiscal year of the committee, July 1 - June 30.

Article 8: FISCAL AGENT

The committee may recommend to the Michigan Workforce Development Agency the fiscal agent for approval at the time of election of officers.

The Fiscal Agent will be responsible for making sure that all expenses incurred by the committee and its membership are processed.

Within 60 days after the fiscal year, the Fiscal Agent will submit a final report of all activities and related expenditures to the Michigan Workforce Development Agency.

A maximum of an 8% Indirect Cost fee may be charged by the fiscal agency for conducting the financial business of the committee.

Article 9: QUORUM AND VOTING

The attending members constitute a quorum. An absent member may ask an attending member and/or designee to relate his/her comments to the committee, but the designee cannot vote.

A majority vote of the quorum carries the motion.

Only officially recognized members of the committee may vote. Ex-Officio members may enter comments but cannot vote.

An attending member may not enter a vote for a non-attending member.

Voting shall be by the raising and counting of hands unless the committee decides it necessary to impose a secret ballot.

Article 10: CHAIRPERSON AND VICE CHAIRPERSON *Section 1: Term*

Limitations and Appointments

A Chairperson and Vice Chairperson will be appointed by the Michigan Workforce Development Agency based upon the recommendation of the MCCDEC membership.

Recommendations for the Chairperson and Vice Chairperson will be solicited from the committee, itself, for both Committee Chairperson and Vice Chairperson or may come from other groups (e.g. MODAC) but must be brought before the committee for consideration.

The term of service for the Chairperson and Vice Chairperson shall be for two years.

Section 2: Qualifications and Duties

The Chairperson shall possess a strong understanding of data usage and evaluation in order to maintain the focus, intent, and purpose of the committee.

The Chairperson shall conduct the meeting according to Robert's Rules of Order for small groups. The

Chairperson shall act as the liaison between the Committee, Fiscal Agent, and other interested organizations.

He/she will ensure that all expenses incurred by the Committee and its members are processed by the Fiscal Agent.

The Vice Chairperson will be responsible verifying the accuracy of the meeting minutes. A note taker may be hired by MCCDEC as needed.

In the event that the Chairperson becomes unavailable or is unable to continue his/her responsibilities the Vice Chairperson will assume such responsibilities until the Chairperson resumes his/her role or a replacement is appointed.

Article 11: NON-DISCRIMINATION POLICY

It is the policy of the committee that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no persons on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity for which the committee is responsible or for which it received federal financial assistance from the U. S. Department of Education or the Michigan Workforce Development Agency.

Article 12: UPDATES/CHANGES TO BY-LAWS

Changes to these by-laws may be initiated by either the Michigan Community College Data and Evaluation Committee or the Michigan Workforce Development Agency. Changes to these by-laws require a 2/3 majority vote with absentee ballots being acceptable.

Revised: 6/20/2013, 9/6/2011, 03/25/2009, 1/21/2009, 6/30/2003.