MCCDEC
Michigan Community College Data and Evaluation Committee

Minutes
Friday, March 14, 2008
Henry Center, Lansing, MI

Attendees: Beverly Andrews, Linda Blakey, Steve Cannell, Steve Fosgard, Ginger Gulick, Darby Hiller, Gail Ives, Leslie Kellogg, Doris Lewis, Robert Marsh, Linda Minter, Roger Palay, Bernadette Spencer

Guests: Sue DeCamillis, Chet Kasper, Jim Ross

Ex-officio: Rhonda Burke, James Folkening, Dan Woodward

Meeting called to order at 9:10 a.m. by Chair, Leslie Kellogg.

Approval of Agenda
The agenda was presented for review; "Assessment of Technical Skills Brainstorming" was removed from the agenda.

Approvals of Minutes
Committee reviewed the minutes from January 25, 2008 meeting. Motion by Roger Palay to accept minutes and presented; motion seconded by Doris Lewis. Motion passed.

Membership Review
Leslie Kellogg reminded the committee that five vacancies remain in the following areas of representation:

- Faculty
- Faculty – Occupational Education/Perkins Core Indicators
- Business Services/Data Management
- Occupational Education
- Special Populations.

Leslie Kellogg suggested the addition of an assessment person would be helpful in light of issues surrounding the 1P1 Core Indicator. Names of those interested in joining the committee should be forwarded to Rhonda Burke and Jim Folkening for appointment.

NACTEI Conference Attendance
Linda Minter made a motion to fund travel and conference expenses for Leslie Kellogg and Doris Lewis to attend the upcoming NACTEI Annual Conference, "Forecasting Perkins IV," May 20-22, 2008, with the understanding that they will report to MCCDEC and share materials and information from the conference. Motion seconded by Roger Palay; motion passed.

Core Indicator Instructions/Baseline Data Q&A
Rhonda Burke informed the committee that the majority of schools have submitted their baseline data.

Doris Lewis questioned whether to count LPN graduates as "leavers" if they immediately enter an RN program. Discussion followed. In the case presented, the LPN graduates are not leavers. For 2P1, they would be counted in the numerator, but not the denominator.

Discussion ensued regarding the definition of a CTE concentrator. Roger Palay suggested a pilot study prior to the next fall reporting cycle. All Core Indicators will be calculated using both definitions of CTE concentrator:

1. A student who has earned 12 credits in non-developmental courses that apply to a program area as of the *beginning* of the reporting year
2. A student who has earned 12 credits in non-developmental courses that apply to a program area as of the *end* of the reporting year

The following committee members volunteered to pilot test the two CTE Concentrator definitions:

- Bernadette Spencer, Wayne County Community College
- Linda Blakey, Washtenaw Community College
- Gail Ives, Mott Community College
- Doris Lewis, Kellogg Community College

Core Indicator Instructions Updates
Volunteers pilot testing the CTE Concentrator definition will report their findings to MCCDEC members via e-mail. The CTE Concentrator definition will be discussed and finalized at the MCCDEC meeting in June.

Steve Cannell shared a draft copy of the revised 4P1 instructions; discussion followed. Steve Cannell will revise the 4P1 instructions and include survey dates in the examples. Steve will e-mail the updated 4P1 instructions to MCCDEC. 4P1 instructions will be discussed and finalized at the MCCDEC meeting in June.

Discussion ensued regarding the previously discussed CTE Concentrator definition options and their effect on 3P1 reporting. Darby Hiller, Bernadette Spencer, and Linda Blakey volunteered to identify a CTE Concentrator cohort (using both CTE Concentrator definitions) from the 2005/2006 reporting year and calculate 3P1 by comparing the cohorts with fall 2006 enrollment to annual enrollment for 2006/2007. Findings will be presented at the MCCDEC meeting in June for review, discussion, and finalization.

All Core Indicator methodologies will be finalized to the greatest degree possible at the June MCCDEC meeting so that instructions can be finalized and ready for distribution at the Data Workshop scheduled for August 1, 2008.

Steve Cannell suggested the creation of a running list of FAQ's regarding Core Indicator instructions. CCSU will post the list on the website.

1P1 Data Implementation Work Group Update
Doris Lewis reported that the 1P1 Data Implementation Workgroup is struggling to locate and compile information. The committee decided that the project was too big to be completed by an ad-hoc workgroup. Jim Folkening suggested hiring a consultant to work on the project. Gail Ives made a motion to authorize expenditure of MCCDEC funds to contract with one or two individuals to create a web-compatible database listing external, third-party assessments (1P1 Gold standard) and develop processes and/or methodologies for acquiring data, including individual student record data for the purposes of capturing special populations data. Roger Palay indicated that he had a person in mind and would get in touch with Jim Folkening if that person is interested. Motion seconded by Linda Minter; motion passed. The individual(s) will be contracted through MCCDEC's fiscal agency with input from MCCDEC Chair, Leslie Kellogg, Rhonda Burke, Ron Harkness, and Jim Folkening. Doris Lewis will serve as the contact person for the 1P1 Data Implementation Workgroup as necessary.

CECR Task Force Update/CECR Issues/Brainstorming
Leslie Kellogg reported that work continues to update and improve the CECR website.
A document listing CECR issues from the Community College perspective, which was presented at a meeting with Andy Levin and others on December 20, 2007, was distributed. Leslie Kellogg asked committee members to review the document and respond to her via e-mail as soon as possible. In response to the CECR meeting on 12/20, Andy Levin's office has formed a CECR Workgroup, which is primarily composed of MCCDEC, MODAC, MWA, and PPA representatives. The task force (MCCDEC and MODAC members) wants to present a comprehensive a list of issues at the first meeting of CECR Workgroup on March 28, 2008. At that meeting, sub-groups will be formed to work toward solutions and improvements.

Jim Folkening suggested Community College representatives on the CECR Task Force meet with Adriana Nichols prior to the CECR Task Force meeting; CCSU will facilitate the meeting.

Data Workshop Topic Suggestions
The following topics were suggested for the Data Workshop to be held on August 1, 2008:

- ACS modifications with instructions
- Changes in IPEDS
- CECR website
- Core Indicator definitions and instructions
- Datatel/Banner user group breakout sessions
- Definition and clarification of BIA counts
- "Newbie" exchange; breakout session geared toward orienting newcomers to Perkins/state reporting processes
- Special populations

Committee members should email additional suggestions to Rhonda Burke.

Increasing Community College Participation in NWLB
Leslie Kellogg updated the committee on the NWLB Workgroup. This workgroup is composed primarily of Community College and MWA representatives. At the last meeting, the group

brainstormed potential barriers to Community College participation in NWLB; document was distributed to committee. Leslie Kellogg requested committee members review the document as soon as possible and send ideas on possible solutions via email. The next meeting of the NWLB Workgroup is scheduled for Tuesday, March 18, 2008; the objective of the meeting will be to brainstorm possible solutions.

Budget
Linda Blakey provided budget update. $51,277.16 remains in the budget; figure does not include today's activities.

2007-08 Meeting Dates
Friday, June 13, 2008

Agenda items for future meetings should be e-mailed to Leslie Kellogg.

Adjournment
Meeting adjourned at 2:00 pm.

Respectfully submitted,

Amy Ducher, Administrative Assistant
Henry Ford Community College