MCCDEC
Michigan Community College Data and Evaluation Committee

Minutes
Friday, September 17, 2010
Kellogg Center, East Lansing, MI

Attendees: Beverly Andrews, Nick Baker, Stephen Cannell, Angela Carrico, Becky Chadwick, Stephen Eaton, Steven Fosgrard, Darby Hiller, Gail Ives, Leslie Kellogg, Doris Lewis, Robert Marsh, Linda Minter, Jim Ross, Kenneth Tzraska, Randall Ward

Ex-officio: Rhonda Burke, Jim Folkening, Sheree Price, Mallory King

Guests: Eileen Brennan, Mark Champion, Tim Dykstra, Jill Sweet

Meeting called to order at 9:05 a.m. by Chairperson, Leslie Kellogg.

Approval of Agenda
The agenda was approved with the following additions:

Item 9a. Program Inventory on Website
Item 10a. Tech Prep Data Indicators

Approvals of Minutes
Committee reviewed the minutes of the June 10, 2010, meeting. Motion by Steve Cannell to accept; seconded by Nick Baker. Motion passed.

Membership Listing
Membership list was reviewed; changes should be sent to Rhonda Burke.

MCCDEC/MCCCARE Data Workshop Review
Gail Ives reported that 38 survey responses have been received to date. Online access to the survey is available through Wednesday, September 22. Gail Ives will send a second follow-up email requesting participation with a link to the survey site. Darby Hiller suggested customizing breakout sessions to accommodate varying levels of experience. Nick Baker suggested alignment of CIP and SOC codes as a future topic.

Update on Michigan Community College Collaborative for Accountability, Research, and Effectiveness (MCCCARE)
Gail Ives provided a report on the MCCCARE meeting September 16, 2010. Highlights included:

- Mike Hansen presented data requirements for reporting obligations for 4-year schools; discussion is needed regarding changes.
- The proposed fee structure has been revised and a "participation fee" for members has been instituted.

- The deadline for data uploads from Achieving the Dream schools is Wednesday, September 22, 2010.
- Awaiting details on the government council's report on the Student Longitudinal Data System
- Meeting materials have been posted to the website
- Future meetings dates (2011): January 20, March 17, and June 15

Michigan Student Longitudinal Data System (SLDS)
Nick Baker distributed and reviewed Executive Order 2010-15 calling for the formation of the P-20 Longitudinal Data System Advisory Council. The order addresses the formation, charge, and operation of the council, as well as reporting requirements. Significant changes were made in the repository

Jim Folkening informed MCCDEC that workgroups will be convened to research and form questions prior to collecting data. A grant to form a parallel database for Department of Labor data has been submitted by the State. Michigan Works! has committed to designating unique identification codes for all clients by June 2011.

AQIP/Higher Learning Commission Statement
Jim Folkening distributed the Minimum Expectations within the Criteria for Accreditation from the Higher Learning Commission. Discussion ensued regarding the policies for academic level and program requirements, specifically that credit earned in remedial courses do not receive degree credit. Institutions need to connect developmental education to program requirements.

Updates
Changes have been made to the boilerplate language on the Community Colleges: FY 2010-11 Budget that may be confusing as regards reporting requirements. MCCDEC members were reminded that reporting requirements come through MDELEG, not through the appropriation body. A memo sent to Michigan Community College Presidents explained that reports listed as "deleted" are still a required reporting component.

<u>Reports Taxonomy</u>
No report.

<u>Certifications and Assessments</u>
Jim Folkening provided an update of 1P1 third-party assessments. Assessments for IC3 – Basic Computer Literacy and Surgical Technologist programs have been identified.

<u>Programs of Study (POS)</u>
Jim Folkening distributed the list of colleges receiving POS grants. Leslie Kellogg stated that the Physical Therapy Assistant program at HFCC was not listed; application will be resubmitted. Application deadline is September 30, 2010.

Federal Performance Audit July 2010
Jim Folkening gave a brief report on the Federal Performance Audit. Auditors visited Kellogg Community College. No significant findings were issued. Jim Folkening will forward the audit report to MCCDEC membership.

Michigan Developmental Education Study Reports
Analysis of Academic Policies and Practices in Developmental Education at Michigan's Associate Degree-Granting Institutions, August 2010 (Fifth Study) is posted on the michigancc.net website under Resources/Developmental Education. Letters were sent to community college presidents informing them of the reports availability. Jim Folkening thanked Gail Ives for her work in compiling survey data.

Review Plan to Identify Board Certificate and Degree Programs, and Industry Credentials
Tim Dykstra presented a status report; project goals and processes were reviewed. Pilot schools reported the work to identify credentials was completed mainly by telephone and went smoothly. Discussion ensued regarding what source should be used for the initial list of programs included in the database. MCCDEC advised using the Program Inventory rather than the enrollments and awards listing as previously done. Suggestions were solicited for scale up the project by December 2010; suggestions included using existing tools, such as the Program Inventory and CECR website, to enrich the database.

Program Inventory on Website
Discussion ensued regarding the need for Program Inventories to be dynamic so that changes can be made throughout the reporting year. The question was raised as to whether a rolling inventory can be developed. Rhonda Burke responded that currently, the state does not save previous year's data. Gail Ives suggested informing college data coordinators with a "last call" before uploading data to the program inventory to avoid confusion at the institution level. Rhonda Burke informed the committee that the state is seeking an extension for state approval of certificate programs.

Michigan College Access Network (MCAN)
Sheree Price distributed information on MCAN and their efforts to increase college participation and completion rates. Strategies include the development of a web-based information portal to serve as a one-stop to review, prepare, and submit college applications; training for high school counselors; and a public awareness campaign, "KnowHow2GOMichigan." Jim Folkening inquired as to whether an adult education component will be included in the scope of the project. Questions regarding the program can be directed to Sheree Price or Ms. Brandy Johnson, Director of MCAN.

Tech Prep Indicators
Jim Folkening informed the committee of issues surrounding Tech Prep. Title II funds are separate and distinct from Title I and are to be used exclusively for Tech Prep endeavors. Clarification on reporting requirements will be sent to college data contacts. Jim also informed the committee that a crosswalk linking P-12 and community college Tech Prep programs has been posted to the MCCNET website.

PROE, Options Colleges Use
Discussion began on determining the core data elements needed for evaluation of occupational programs. The State requires local evaluations to survey faculty/staff, students and advisory committees and to address core indicator levels, enrollment, and graduation rates. Community colleges are encouraged to move to new evaluations that focus on student success.

Darby Hiller presented an alternate evaluation plan developed at Northwestern Michigan College (NMC) that ties in with their college-wide planning process. Four levels of evaluation are employed: learner perceptions, learning at the course and program levels, skill attainment and transfer, and Both quantitative and qualitative data is collected and used inform future planning.

Leslie Kellogg reported that the PROE In-service for faculty, instituted at Henry Ford Community College, greatly improved the quality and timeliness of evaluations. It was mentioned that Jackson Community College held a similar in-service for faculty and invited Advisory Board members to participate.

Review Programs of Study Template & Instructions
Gail Ives presented a Data Method Framework that outlines how to approach data-related work for the POS projects. The handout included information on potential data elements, methodology, and data analysis. Gail Ives asked the committee to review the document and provide feedback over the next couple of weeks in preparation for the TRENDS in Occupational Education Conference.

MCCDEC Projected Activities for 2010-11
Jim Folkening presented a report on the MCCDEC activities planned for the current fiscal year. It was noted that funds have been allocated to support Perkins Core Performance Indicator Subcommittee activities.

Expenditure/Budget Report
No report.

Meeting schedule for 2010-2011
January 21, 2011
March 18, 2011
June 16, 2011

Send agenda items for future meetings to Darby Hiller.

Meeting adjourned at 2:55 p.m.

Recorded by:
Amy Ducher, Administrative Assistant
Henry Ford Community College