

MESA COMMUNITY COLLEGE
eLearning Committee
Tuesday, November 29, 2011
2:00 p.m., CTL Workshop Room

MEETING MEMORY

Members Present: Daniel Adams, Beth Alsen, Bonnie Black, Mark Brenneman, Derek Borman, Steve Budge, Elliot Cherner, Joseph DePinto, Deb Fells, Megan Garvy, Sue Glascoe, Aimee Guerin, Christine Held, Greg Hocutt, Dennis Kibbe, Melanie Kroening, James Lembo, Nicki Maines, Juan Marquez, Kim Reely, Erin Saffell, Jennifer Strickland, Lo-An Tabar-Gaul, Melissa Turnbull, Shawn Wood, Roger Yohe

1. Welcome -- Steve Budge

2. Dean's Update

- New college-wide chat system
- Canvas Implementation Update
- MCC HLC Substantive Change Application: Distance Delivery
– The eLearning Committee unanimously approved the application to the Higher Learning Commission.
- eLearning Assessment Framework
- Sloan Quality Scorecard for the Administration of Online Education Programs

3. Action Group Reports

- Student and Faculty Satisfaction
- All Major Services Online
- Readiness and Online Orientation
- Quality Standards and Faculty Development
- Academic Integrity

4. Gold Star Pilot Proposal – 1st Reading

5. Open Discussion

Next Meeting: Wednesday, January 11, 2012, 11:30 a.m. in AS191 - Luncheon meeting with Dr. Pan as special guest.



President's Cabinet Meeting Minutes
Monday, December 5, 2011
Administrative Conference Room, LB315
8:30 – 10:30 a.m.

Members Present: *Matthew Ashcraft, Jeffrey Darbut, Janet Felton, Sonia Filan, Keith Heffner, James Mabry, Shouan Pan, Sonya Pearson, Sasan Poureetezadi, Naomi Story, Jo Wilson*

Members Absent:

Guest(s): *Roger Yohe, Bonnie Black, Steve Budge, Richard Fenagle, Andrew Green, Steve, Peter Kalapuziak & Jared Langkilde*

Standing Items:

Red Mountain/Downtown Center

- Extensive use of Tutoring
 - Investigating Electronic Means
 - Expand tutoring opportunities
- Saline will reside in space-DTC on 1st floor- Chair Academy moving in this month. Other section unused.
- Investigating the utilization of space collecting data on use.
- Jim will discuss with Deans.
- Technology upgrades

Mesa Counts On College/CLIP Initiative

- Board meeting Tuesday afternoon (Pipeline Group)

Strategic Priorities

- Question sending 6
- Title III Advertised for Interim, will close on Wednesday.

Budget Update

- Fund 1
- Enrollment 6/14/2011 16
- 5% carry forward
- 3.5% retain, transfer to capital
- Bond Update – District planning event at MCC in February
- 12/13 reduce college budget by \$2.5 million.
- Repairs & Maintenance-online work orders-funding sits in facility department
- Employee Resources
 - Capital appropriation request \$1,000 useful life of at least one year.
 - Attach 3 quotations
 - Requestor meets with Fiscal Office to obtain funding
 - Obtain Approvals

Changes:

- Minor changes- Criteria (use current form)
- Charging Academy for rent working with two boards to identify and recruit new executive board.
- Spring, awarded 13, 000
- Saved all of students 3,500

Enrollment Update

PAF's

- See handouts

Agenda

1. *Website Redesign Project*

- a. The guests (noted above) provided a status update.
- b. Fervor user exp.
- c. Access to multiple users
- d. Functional-Future/current students
- e. Highlight week of accountability
- f. 13 pages prototype
- g. Launches Phase 3
 - i. Transfer info to new web page.
- h. Copywriter-in same voice working with department chars on content.
- i. Jan-Communicate to everyone the format-Web Services, Manager/approval of website
- j. New look and consistency

2. *Employee Campaign Update (Jared Langkilde)*

- a. Concludes 12/16
- b. 85% payroll deduction with no end date.
- c. 12% check
- d. Credit card
- e. Faculty
- f. Heroes of Education event is coming up. \$3,000-\$25,000 sponsors

3. *HLC Distance Learning Proposal*

- a. Increase enrollment, this is the fastest growing part of the College
- b. E-Learning Committee recommends moving forward with the application.
- c. Presenting to the Department Chairs today and Faculty Senate on 12/13
- d. ASU online enrollment goals: 70-85,000
- e. Cabinet approved moving forward with the delivery of distance education.

Mesa Community College
COLLEGE LEADERSHIP TEAM
December 5, 2011

MEETING MINUTES

1. Legislative Tour in December
 - Five of the Arizona State Senators and Representatives elected in the Mesa area will be on campus Thursday, December 8th, 9:00 AM -11:00 AM, touring HW8 and PS15.
2. Joint United Way/Employee Campaign Update
 - Jared Langkilde provided an update on the campaign. It's running through 12/16/2011. We have raised about \$69,000.00 with 225 employees contributing. Of the \$69,000 approximately \$20,850.00 is being routed through Mesa United Way. Last year we raised approximately \$16,400.00 for Mesa United Way. The form is available to download on the Development website.
3. MCC HLC Substantive Change Application: Distance Delivery
 - Dr. Roger Yohe presented information related to MCC applying to the Higher Learning Commission to be able to deliver Distance Learning degrees and certificates. He is seeking the approval of CLT to proceed with submitting the application. Dr. Yohe invited everyone to view the application. He will present the application to the Department Chair Association and Faculty Senate later this week. Other colleges within the District are seeking formal approval of the HLC for online degrees. MCC has approximately 8,000 students taking online courses.
 - CLT is in support of moving forward with submitting the application to the HLC.
4. Student Portal Project Update (see PPT from Jeff Darbut)
 - We are going to remodel buildings 36, 37, 38, 38A & 39 and add additional 15-17,000 square foot facility east of 38A.
 - \$7.5 million budget coming from bond and District funds.
 - \$1.5 million will be used to remodel the Kirk Student Center.
 - ESL Center will be housed at DTC. These students will not be sent to the DTC, but most of the staff will be at the DTC.
5. Delegation of Authority (see PPT from Jeff Darbut)
 - Changing the process for some items to be approved.
 - i. Important for Chairs and Managers to understand.
6. Announcements and Updates

Department Chair Association (DCA)
Monday, December 5, 2011
2:00 PM
Center for Teaching and Learning

Higher Learning Commission Substantive Change Application: Distance Delivery – Steve Budge, eLearning Committee Chair

Steve distributed a summary of the application for HLC (see attachment) and copies of the full application.

Our eLearning Program is rapidly growing and it is now necessary that we submit the application to obtain approval from the Higher Learning Commission.

This is the process to be able to provide online education. This has been to the Cabinet, College Leadership Team, and will be going to Faculty Senate later this week.

The eLearning Committee will tackle evaluation forms next semester. An Action Group is also developing a student satisfaction survey (more as an online program, not course specific). Drafts will be brought to the DCA in the Spring. The Committee is also addressing academic integrity issues.

In Education Studies, a link has been provided to adjunct faculty to use to get access to student evaluations.

Currently we cannot market online programs. This is the next step toward doing such. Faculty leaders are in agreement that the College is in a much better position to be successful with our eLearning Program.

Motion: Endorse the HLC substantive Change Application: Distance Delivery form.
Moved/Seconded: Mike/Jeff (MUA)

The DCA approved the request to move forward with the request to the HLC.

Faculty Senate Meeting December 15th, 2011

Members Present:

Christine Beckman, Marie Brown, Delaine Gilcrease, Jim Giles, John Griffith, Keith Heffner, David John, Charles Lewis, Sally Kroelinger, Maria Martell, Jeff Messer, Paul Nunez, Janie Reilly, C.J. Robb, & Phil Waclawski

DCA Liaison:

Nora Reyes

GUESTS:

Steve Budge and Bonnie Black, e-Learning Update

Steve Budge introduced a summary of a Substantive Change Application: Distance Delivery document, a document that has been prepared for submission to the Higher Learning Commission in support of a request for accreditation specific to on-line course offerings and associated degree programs

Bonnie Black indicated that such accreditation will enhance learning opportunities for MCC students

Ms. Black noted that the Learning Center has continued to manifest improvements in support of online education

One senator asked if Senate can obtain a copy of the most recent draft of the full document and also asked if current data will be reflected in such a version

Jeff Darbut, MCC Budget Update

Mr. Darbut indicated an intent to address enrollment trends, an operating budget (Fund 1) outlook, course fees (Fund 2), capital budget, and FY 2013 preliminary funding

Mr. Darbut indicated that cost-efficiency is an MCC strategic priority

Mr. Darbut noted that a current enrollment projection indicates declining FTSE for FY 2011 / 2012 (225 relative to FY 2010 / 2011) and FY 2012 / 2013 (322 relative to FY 2011 / 2012)

One senator asked Mr. Darbut to share any existing hypotheses that might explain the apparent decline in FTSE

Mr. Darbut suggested that a declining “feeder” population in Mesa, AZ. provides one explanation for the projected declines

Mr. Darbut provided an overview of both funding and expenditures for the FY 2011 General Operating (Fund 1) Budget. The total fund for FY 2011 was \$103,766,266

Mr. Darbut suggested that the operating budget reflected a culture of low cost, a general economic / fiscal environment characterized by uncertainty, an absence of salary increases, and an increasing reliance on temporary employees

One senator noted that approximately 80% of the operating budget is directed toward personnel costs; Mr. Darbut concurred with that assessment

Mr. Darbut shared information addressing course fees and indicated to Senators that the District Governing Board prioritizes the expeditious and complete use of student course fees to improve instruction and learning

Mr. Darbut subsequently provided an overview of Fund 7, the Capital Appropriation Budget. The overview specified preliminary capital allocations to the Harkins Performing Arts Center, the Art Gallery, The Outback Theater Renovation, two Student Portals, a Kirk Center renovation, renovation of multiple academic buildings, and an allocation to information technology

Mr. Darbut summarized an evolving technology plan initiated by the VPIT that will involve the specific information technology capital allocation

Mr. Darbut explained that the student portal project will include a new building dedicated to supporting functions such as student enrollment. He noted that the distinct yet complementary Kirk Center Renovation will be designed to “refresh” that center

Mr. Darbut proceeded to discuss the FY 2012 / 2013 preliminary (Fund 1) budget. He emphasized that the magnitude of any enrollment decline will impact the budget. Mr. Darbut suggested that there could be a permanent funding reduction on the order of \$3.7-million

Eddie Genna, Faculty Association Update

Faculty Senate (FS) President Heffner indicated that his invitation to Faculty Association (FA) President Genna has been predicated on engendering discussion of a current residential faculty / adjunct faculty “White Paper”

FA President Genna reviewed the Chancellor’s desire to discuss budget optimization, enrollment management, and the improvement of faculty ratios

He noted that the issue of faculty ratios is being considered in the current IBN process

FA President Genna reminded Senate of the CEC membership

FS President Heffner noted a concern that a recent FA leadership presentation to CEC was offered in the absence of collective faculty input

FA President Genna noted that the final section of the aforementioned White Paper was designed to elucidate options in addressing faculty ratios, adjunct faculty hiring process, etc.

FA President Genna emphasized that the White Paper was not meant to impugn the excellent work and contributions of adjunct faculty but rather to propose potential mechanisms to improve residential faculty / adjunct faculty ratios

FS President Heffner encouraged senators to communicate further questions to FA leadership via electronic mail

I. General

A) Meeting called to order at 2:40 p.m.

B) Approval of the Agenda -

Unanimously Approved w/ Amendment under New Business, Item C, entitled "Student Financial Aid Issuing Grades" and w/ Amendment under New Business, Item D, entitled "Student Grievance Process"

C) Approval of Minutes -

December 1st, 2011 Faculty Senate Meeting Minutes Unanimously Approved

II. Old Business

A) Eddie Genna: Context and Explanation of Faculty Ratio Issue Question-&-Answer (Q-&-A) -

Previously discussed during FA President Genna's guest presentation and associated interaction

B) Late Enrollment Update: Feedback, Concerns, Suggestions -

President Heffner indicated an interest in securing feedback regarding the most recent draft of a revised Late Enrollment policy

C) Open Discussion Regarding Adjunct Overload Policy -

Deferred for future discussion

III. New Business

A) Distance Learning Application to the Higher Learning Commission -
Consensus for Support? -

President Heffner asked if Senators would support the eLearning proposal to the HLC

Motion was advanced, seconded, and supported unanimously by Senate

B) Request for Assistance w/ College Fiscal Planning -

President Heffner asked for assistance in enhancing his understanding of the college fiscal planning process

Two senators indicated a willingness to work with President Heffner in order to enhance his understanding of this process

C) Student Financial Aid Issuing Grades -

One senator noted a department chair's recent assertion that Student Financial Aid utilizes a system that can remove a student from a course as a consequence of a financial aid-related issue

The senator noted verification of the accuracy of the assertion through interaction with an appropriate administrator

One senator characterized the issue as an issue of a financial aid-related situation (such as non-payment of tuition) in which a course grade would be assigned through an entity / individual other than the instructor-of-record

Another senator expressed concern regarding the existence of a system under administrative control that enables assignment of a grade by an individual other than the faculty-of-record

D) Student Grievance Process -

One senator reviewed a recent experience with a student grievance regarding a grade

The senator noted a corresponding realization that the aforementioned student grievance process violates the RFP because the process allows a student to extend the grading process beyond the student-faculty relationship

The senator additionally noted that the existing grievance process does not involve any consequence for violation of the timelines associated with the process

Multiple senators agreed that students should have access to a process that allows formal grievance while simultaneously restricting such a grievance process to interactions involving strictly faculty and student

It was agreed that President Heffner would present this issue to FEC

IV. Information / Discussion

A) Scheduling a Retreat w/ DCA during Spring 2012 -

President Heffner indicated a desire to schedule a retreat with the DCA during the upcoming semester

V. Reports

A) Department Chair Association Liaison Report - Nora Reyes

DCA Liaison Reyes noted that DCA Chair Stine may periodically represent DCA at future Faculty Senate meetings

DCA Liaison Reyes indicated that DCA seeks Senate participation in both Late Registration and Department Business Plan committees in addition to seeking and valuing senate representation in future committee meetings

DCA Liaison Reyes noted DCA disappointment that DCA would not be represented on the President's Cabinet. In particular, DCA Liaison Reyes indicated DCA's belief that DCA could offer valuable perspectives that advance and support Cabinet discussions

President Heffner clarified that his previously-articulated concern is with respect to DCA voting privileges. DCA Liaison Reyes emphasized DCA's strong belief that their perspective should be represented on the President's Cabinet

B) President's Report - Keith Heffner

1) Meeting w/ Dr. Pan and Dr. Mabry

President Heffner noted that the most recent meeting involved discussion of issues including faculty evaluation and, more generally, an

opportunity to maintain consistent dialogue between faculty leadership and college administration

2) Informed Improvement Project

President Heffner noted that this project will be discussed in-detail at an upcoming Faculty Senate meeting

3) Guns on Campus Legislation

President Heffner indicated his belief that legislation allowing guns on campus will likely be passed in early-2012

President Heffner asked if faculty should consider a statement specifying a formal faculty position on this issue

4) Academic Misconduct Policy

Addressed earlier in the meeting

C) President-Elect's Report - Sally Kroelinger

President-Elect Kroelinger noted that the Distinguished Faculty Award (DFA) process is progressing

D) Recording Secretary's Report - Jeff Messer

Recording Secretary Messer expressed his thanks and appreciation to Senator Reilly for preparing December 1st, 2011 Faculty Senate Meeting Minutes and noted that the aforementioned, approved Minutes will be disseminated for posting to the MCC Faculty Senate Internet site prior to the next Faculty Senate Meeting

E) Business Secretary's Report - Marie Brown

No report

F) Treasurer's Report - Phil Waclawski

No report

G) Past-President's Report - John Griffith

No report

H) MCCFA Legislative Committee Report - Erin Rawson

No report

I) MCCFF Report - Janice Reilly

Senator Reilly noted that there will be a bowling event on April 27th, 2012

She noted that the Foundation has recently sold approximately \$700.00 in books and that the Foundation received approximately \$350.00 from a recent Rio Salado event

Senator Reilly emphasized that the Foundation funds are strictly and specifically to be allocated for emergency situations

J) Zone and At-Large Reports and Significant Happenings / Issues -

One senator expressed concern regarding membership on the Building Committee; in particular, the senator expressed concern that one member has a potential conflict-of-interest at least

A senator noted an increasing recognition that numerous students taking honors natural science classes are not very impressive students

Multiple senators shared a similar recognition and related similar, prior experiences

One senator noted that there is an opportunity to interact with honors program coordinators during January 2012

One senator noted that a faculty constituent not only supports guns-on-campus but also shared a study supporting guns-on-campus

K) Faculty Senate Committees: Faculty Staffing, Faculty Travel, Honors Program, Advisory Committee, Student Outcomes, CTL Advisory, Distance Education, Faculty Social,

It was noted that the faculty staffing process has been refined and a revised process will be initiated in January 2012

It was noted that there is a need to find a faculty member to lead and coordinate the Faculty Professional Growth (FPG) function

VI. Review of Items to Report-Out to Zones / Issues Bin -

President Heffner noted that the next Faculty Senate is scheduled for Thursday, January 19th, 2012

VII. Announcements / Good Of The Order / Adjournment -

Adjournment at 4:40 p.m.

Mesa Community College
Career and Technical Education (CTE) Council Meeting
January 27, 2012

Leah Palmer asked Sonia Jones to present her Completion Initiative Process, a program to help “graduate students.”

There has been an astounding jump in numbers in fire science since starting the program. In that program a lot of training ties to industry certification, and academic credentials were clearly secondary. The department needed to improve completion rates of CCLs and AAs. They did this in a series of steps

Building a culture in the department
Training Faculty
Setting up a system
Providing career AND academic advisement within the department
Following up with students

Two fulltime faculty in dept. were the first to be trained to advise in more than department specific courses such as English and math. They went through FACT training and volunteered to shadow in advisement.

For many fire science students, the S&D advisement center too busy or too far away, so the department set up an in-house system. Started with old paper records and updated them. Sent letters to all students with an update on their program status, and the importance of finishing CCLs and Degrees.

They then updated files, putting advisement notes in sis every time they did a course substitution or graduation form, and put a paper copy in student department folder.

Had to do Career advisement in addition to academic advisement, telling candidates that the wait time was 5 years before getting a job, jobs were not that plentiful, but there are other options than being on a fire truck—such as those in administration. They also emphasized how academics can enhance a portfolio.

The in-house advisors then followed up a month later with students, to ask how is it going?

Capturing an audience There are now several hundred graduates and graduates soared to 200 graduates. Now, with each new class advisors take graduation applications prefilled with generic applications and have students fill them out. Then collect them and hold on to them. Accountability over those.

Some faculty expressed problems with financial aid issues with this approach (completion of CCLs before AAs, course substitution issues, etc.) Preston will add financial aid discussion for a future meeting.

Department has not tracked students to see if students actually get more jobs with an AA or CCL, but an AA provides students with the opportunity to progress get promotion.

Some faculty expressed the need to get access in SIS to see if a student's degree has posted.

Carl Perkins Grants –Phoebe Blitz Expressed need to Align CCLs in alignment with industry certificates, as a side note.

Carl Perkins Grant: Federal grant for career and tech programs at the high school, community college and college level. Begin thinking and talking to faculty about equipment, projects, and other items that might be appropriate for career programs. Need two volunteers to sit with Phoebe when those applications. Volunteers: Peter Back Deb Bitter Bert Ouderkirk.

Informed Improvement—Brian Dille How Informed Improvement can fold into student success.

- Math and English department is piloting this program, and expanding this next year.

- Needs not to be just an academic program, should have universal application.
- Need to be sure the program review cycle and Informed Improvement programs are congruent.
- Asked for one of the programs that are due for review to step forward to be an informed improvement program.
- As an example of one program that in particular might be a good fit—Dille named 'automotive.' Phone number to call Brian Dille 461 7065 Reserved a spot for one of the CTE programs.

• HLC Substantive Change Application for Distance Delivery—Roger Yohe

- It is a requirement for MCC to seek approval from Higher Learning Commission to offer an online certificate or online degrees.
- Roger passed out a hard copy of that explains the process and a hard copy of the actual application.
- A lot of the CTE programs are offered online.
- All faculty were encouraged to look at the eLearning committee site where the application is posted, wiki.mesacc.edu.
- In response to the question, how do we offer programs and degrees in other states, Roger explained that but we have to go state---by---state. And some states have 'protectionist' policies and are too expensive to pursue.

- We now need a standardized process for developing eLearning classes and online degrees. Dr. Pan wants the directives to come from faculty, not administration. There is now a new Action Group forming, and anyone on campus is welcome to join the eLearning Committee.
- Faculty raised questions whether this was the same process as the Gold Star standard. Roger explained Gold Star is a standard for quality course design. It is not required, but is highly recommended. However, our goal is to enforce standards, not standardization.
- One challenge that needs to be addressed is how to observe an online course. Not as easy as face---to---face, so a different instrument will be developed.
- Roger expressed a need to be somewhere in between standardizing online courses and not restricting various pedagogical approaches. He wants system of shared governance, not an administrative force down. Wants a department chair to sit on the Action Group. Peter volunteered to sign up.
- Completion rate for online, significantly lower than face---to---face classes (20% lower). Roger asked "What needs to be improved?" to increase course completion.
- Action Group for student orientation and readiness will be recommending how we can 'ensure students are ready to learn when the course begins'.
- Angie and Linda Collins commented on the need for support services. Don't just focus on how faculty can improve retention.
- Jill Shrieveport " I think its great that we are looking at ways to improve those offerings, but online gets a much higher

proportion of students who are less committed.

- Roger commented that there might also be a correlation with students who register late and choose an online course that is the only available option.
- Roger asked that the following be included in the minutes. "We want to keep everyone informed. If you have questions or issues, come to the CTL."
- By show of hands, CTE voted unanimously in favor of the present application Roger proposed. There were no Nays.

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- Portfolio Visits—Leah Palmer Putting together packets about programs so she can promote your program out in the committee. Not ask you to create stuff, just needs to know what you have.