

STANDING COMMITTEES' PURPOSE AND GOALS FY 2009

| STANDING COMMITTEE | ACCOMPLISHMENTS | NEXT YEAR'S GOALS | NOTES/MISC. |
|--------------------|--|---|-------------|
| CD&R | <ul style="list-style-type: none"> • Approved 116 Notifications of Change in Course Information • Approved 19 Notifications of Change in Curriculum Information • Accepted and sent to CAPC 23 new course proposals • Accepted and sent to CAPC 6 new curriculum proposals • Revised the new course proposal form • Developed and sent to CAPC a new curriculum proposal process an checklist • For Notifications of Change – had department chairs attend meetings where their proposed NOC was on the agenda. This provided an opportunity for questions and answers for the committee and submitter. | <ul style="list-style-type: none"> • Continue to revise the new course proposal form, as needed • Revisit offering Professional Development workshops on – “How to Write a New Course Proposal” that would be offered later in the day so adjuncts can attend • Recruit faculty representation from all divisions | |
| CP&R | <ul style="list-style-type: none"> • Approval of General Education Outcomes • Presented at the Waubensee Assessment Fair on the General Education Outcomes process (Julie Freelove, Sarah Ruthven, and Kathy Chamberlain) • Re-established working relationship with Learning Communities Committee | <ul style="list-style-type: none"> • Revise the General Education Philosophy Catalog Statement for the 2009-2010 MCC Catalog • Complete the Short Study Trips Abroad policies and procedures documentation (in cooperation with Gabriel Decio) • Cooperate with the Assessment Team on general education outcomes and curriculum mapping • Approve submitted curriculum for Intercultural Studies designation | |

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| PR | <ul style="list-style-type: none"> • Set-up meeting with accounting to go over problems with cost effectiveness issues • Increased communication with OIRP and Accounting • Resolved the cost effectiveness issue by having the chairs contact Accounting for clarification of statistics • Program reviews successfully shepherded through the committee process- Engineering, Mathematics, Emergency Medical Services, Construction Applications Management, Fire Science, CAD/Drafting, and Manufacturing Management • Developed a hand-out on the different stages of program review • Developed new timeline for FY 2009 reviewees • Planned orientation meeting for FY 2009 program reviewees; this successful meeting helped to defray anxiety over the process • Analyzed committee goals and responsibilities • Began booklet revision • OIRP made links for program review manual and for other program review statistical information | <ul style="list-style-type: none"> • Revision of program review booklet • Use of wiki for electronic discussions • Orientation of new OIRP representative • Recruit new members, including someone from finance to serve as liaison • Have a separate link under CAPC for program review information that links to OIRP site • Hold workshops (mandatory) • Reviewees will fill out feedback form so the committee can evaluate and use suggestions and/or comments accordingly • Present the Program Review "Stages in the Process" to CAPC • Streamline responsibilities of the committee toward support • Revise rubric including adding a narrative to guide its completion • May want to look at intro courses to see if can be offered as distance ed • Booklet section on cost effectiveness: include improving cost effectiveness as this is on the rubric but not on the booklet | <ul style="list-style-type: none"> • Carry-on working with OIRP about the FY 2009 reviewees • In the fall, the chair and the mentor will meet with OIRP • Revise timeline for FY 2010 reviewees • Become familiar with using a wiki, suggest GoogleSites • Make sure to report back to committee about the CAPC meetings • Use SMART classrooms during the reviews so that the department chairpeople can make immediate changes to their review • Because of the large number of program reviews scheduled for FY 09, try to schedule some of the presentations in the end of the fall semester • Email reviewees after presentation to CAPC |

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| SPAS | <ul style="list-style-type: none"> • Grade Forgiveness Policy revisions and CAPC Committee passing vote • Recommendation to Counseling for student intervention at 12 credits instead of 24 (See MAPP) • Reviewed guidelines for ENG placement test • Study skills were incorporated into MCC 101 course curriculum • Reviewed the current graduation requirements and made a recommendation to the AQIP committee | <ul style="list-style-type: none"> • Review the existing MCC 101 curriculum • Determine what happens to students who are on academic restriction, but never meet with a counselor • Review the Withdrawal Policy • Examine the effectiveness of some of the existing policies (E.g. face2face, Grade Forgiveness Policy) • Review the student orientation format | |
| TECH | <ul style="list-style-type: none"> • We have a better interface with IT • We have discussed problems with Office 07 • We approved discontinuing the 3.5 inch drives and discussed changing the monitors to a more modern version • We discussed the upcoming ERP system • We approved changing the implementation date of Vista on a college wide basis while accommodating AOM and CIS in their teaching of Vista • We have discussed having an operating system other than Windows • We were nearly ready to release a survey about Angel usage and proposed changes to Angel when Angel ran into a bug that caused loss of data. At that time, we felt that the bug would skew the results of the survey and we dropped the idea of the survey. Informal discussions with faculty showed that people who used Angel were happier with it than with Blackboard | <ul style="list-style-type: none"> • Make a presentation on workshop day over good computer usage and email usage • Systematically look into other OS systems • Setup better communication with IT concerning everyday computer usage • Look into offering .edu email accounts for students • Continue to work on better communication within the community • Deal with any other hardware/software questions that affect the campus • Optimize use of grant opportunities • Assess emerging technologies | |