

IMPROVING LIVES. IMPROVING COMMUNITIES.

MCC serves our communities, empowering students to succeed through innovative pathways and quality education.

Date: Tuesday January 5, 2021

Time: 2:00 p.m.

Location: <https://mohave.zoom.us/j/>

1. Announcements

- Executive Vice President Dr. Tim Culver announced he would be chairing the meeting.
- Chief Information Officer Mark VanPelt announced that the Learning Management System (LMS) RFP review team had met and narrowed the proposals to two potential vendors – Canvass, D2L (Desire 2 Learn). The selected vendors will be asked to create testing platforms for the team and make presentations.
- Dr. Culver stated that there would be a retirement Zoom party for IR Director Bob Faubert on Friday January 8. The Employee Engagement team will be reviewing how to make these types of events sustainable and equitable.

2. President's Report (Klippenstein)

A. Pandemic Team Report (Co-Chairs)

Danette Bristle reported the Pandemic Response Team (PRT) met Monday January 4 to review COVID-19 data and trend, discuss preparedness for the new semester, and share information about vaccine distribution. There was a discussion regarding delaying the on-campus lab activities due to the case numbers and projections. A group poll indicated that just over half of the team was in favor of maintaining the plan to start labs on Jan. 19, 2021. The PRT will meeting on Monday, Jan. 11 to review lab safety plans for on-campus lab sections.

After the meeting Ms. Bristle was able to confirm with the Mohave County health department that MCC employees will be included in the educator group and will be able to receive vaccines during phase 1B. The PRT will share information about vaccine protocols as soon as they become available. Mohave County is currently in Phase 1A of the vaccine distribution. Dr. Culver asked if there was a communication plan in place to notify employees? Ms. Bristle responded that a preliminary plan is still in development as it the earlier designation was not anticipated and the rapid deployment of the vaccine in Arizona is proving not so rapid. Many higher education institutions are waiting for guidance from the Federal government, which is not anticipated until the presidential transition.

3. Council Updates and Recommendations (Trybus, Jackson, Johnson)

Executive Advisory: Kay Lynn Trybus reported that the next meeting of the EAC will be February.

Faculty: Tonya Jackson reported that the next meeting of Faculty Council will be February 26.

Staff: Amber Johnson reported that the next meeting of Staff Council will be January 7.

Student: A new student representative to President's Cabinet will be selected in the Spring semester.

4. SP: Institutional Effectiveness and Alignment Report and Recommendations (S. Bristle/S. Eaton)

Shawn Bristle thanked Stephen Eaton for his leadership. As EVP, Dr. Culver will henceforth assume role as co-chair. The Board of Governors update will focus on a recap of the Data Day event and an update of Data Subcommittee progress. Spring Term IEAC reports to BOG are scheduled as follows:

- January, 2021: Data Day Recap & Data Subcommittee Report
- February: Strategy 2
- March: Preview of 2021-22 Prioritized Action Plans
- April: Strategies 3 (if not included in February update) & 4
- May: Summary of Year Zero Actions, Progress, Baseline Data, Finalized Strategic Measures

Mr. Bristle reported on the Data Day Event, 12/16/20, the goal of which was to enable achievement of strategic goals by acquainting participants with the vital, changing role of data in organizational transformation. Feedback included:

Pros

- 200+ participants
- Keynote Speaker: James McCoy, CSN
- Broad cross-functional engagement

Some limitations/weaknesses

- Lengthy (suggestions included breaking the event into an afternoon and following morning sections)
- Envisioned as a face-to-face, interactive event, the virtual modality impacted opportunities for interaction.
- MCC is still working to establish baseline data for some area

Strategic Plan Consultant Justin Norris met with Strategy 1 co-chairs Michelle Brehmeyer, June Weiss and Dean of Enrollment Ana Masterson on 12/10/20. Mr. Bristle shared the discussion as follows, feeling it is valuable to all participants:

A sense of confusion, frustration, impatience, or being overwhelmed is 100% normal. MCC took the whole organization and shook it like an Etch-a-Sketch, so the whole college is simultaneously figuring out the plan itself and how to manage the plan. It takes time and patience. Strategic teams should fight the common assumption that it should be easier to accomplish the plan than it actually is.

Strategic Teams won't get to all of the objectives immediately; teams don't have to do all of the objectives every year and all the time.

Kudos to the College work on clarifying understanding through data. This is building a culture of inquiry and evidence. Looking at the data and questioning its meaning is living the values.

Strategic planning is a process of constant revision. Strategic teams will realize midway that some activities aren't really impacting strategic outcomes. Using outcomes to guide action is a historically recent event in higher ed. The more the College can link to the outcomes and use them as a filter, then the more positive the results will be. Apply the 80/20 principle by focusing on the 20% that will get results.

MCC is still developing trust and the ability to be vulnerable. Take little actions to demonstrate that people will be ok. Invite everyone to shared dialogue as much as possible, demonstrating that feedback is valued and considered. Vulnerability takes practice. It takes repeated, consistent behavior. The plan causes the college to build discipline, and it is hard.

Mr. Bristle also provide a table outlining the Strategic Key Success Measures approved by BOG in June 2020.

5. Other Standing Committee Reports and Recommendations (if applicable)

A. Curriculum, Academic Standards, Articulation and Assessment (Eaton)

CASAA continued discussions regarding changing the gen ed philosophy resulting in a recommendation to create a taskforce. The taskforce would be collecting data and assessing the philosophy over the next couple of years, without necessarily recommending changes, prior to the 2023 HLC visit.

Reevaluating the College's Continuous Enrollment procedures was tabled until February 2021 meeting. The current method has been questioned as being too restrictive, as well as impacting accurate data collection (continuing vs. returning).

B. Policy & Procedures (Klippenstein)

CASAA and P&P submitted revisions to 4.065-E, Enrollment Services-Non-Participation Drop. The language, developed jointly by Instruction, Student Services and Faculty Council, attempts to make clearer the process, especially regarding registrations that occur during add/drop week. There were no objections voiced to the revisions as outline below:

4.065-E Non-Participation Drop

~~Students who fail to attend the first week of an on-ground course or participate within the first week of an online course and fails to contact the instructor within that first week regarding the absence, will be dropped from the class.~~

Students registered for on-ground courses must attend, or contact the instructor, during the first calendar week after the official start date, or within seven days of their registration if they register after the official start date. Students registered for online courses must participate, or contact the instructor, during the first week after the official start date, or within seven days of their registration if they register after the official start date.

Absence, non-participation, or lack of contact with the instructor about the absence or non-participation within the defined time frames will result in being dropped from the course. A student may appeal this action within a week of being dropped for non-attendance (On-ground) or non-participation (online) by contacting an Associate Dean of Instruction at the respective campus, the Associate Dean for Distance Education or the Program Director. In the event the course instructor is a program director or an associate dean, the appeal will be facilitated by the Chief Academic Officer. Faculty will verify their final student rosters by the fourteenth (14) day of the term to the Registrar's Office.

C. Finance/Audit/Budget (Marbury)

Chief Financial Officer Sonni Marbury reported that the Experiential Learning Symposium, Percentage of Need Student Aid, Employee Learning Management System (LMS) and Libraries, and a new LMS manager request were discussed. No recommendations were made at this meeting as the amount of money available for the committee's recommendations was not known at the time. It is desirable to have a fair and consistent way to allocate professional development monies. An additional meeting will be scheduled before the January 19, 2021 meeting to finish discussions.

Ms. Marbury also reported that her office had submitted the College's 21/22 FTSE declaration for ELR. The methods for estimating FTSE are mandated by the AZ Legislature. MCC chose to submit 2,638 in order to allow for the optimum excess budget capacity for next year.

6. Dean of Enrollment Monthly Update (Masterson)

Ana Masterson reviewed the Spring dashboard stating that 32% - 33% of Spring credits remain unpaid. The goal is to lower that percentage to between 5 and 8%.

IMPORTANT: Mass drop date moved to Sunday, January 24th. Should be well communicated to the instructors and academic admin team since it adds a potential strange wrinkle in the add/drop/Z grade and potential "do we cancel this class or not" procedures. Instruction is communicating. Students who have paid for their credits are held harmless at that late date since they will have already been attending for a week (course drops, etc.)

Student Services continues to research additional funding to support enrollment including: Stimulus, unused work-study funds, etc. Targeted markets and plans include:

High School/Early Start

- 2020/2021 high school graduates to use the early start funds for this summer AND fall 2021
- 2019/2020 high school last academic year to utilize Early Start funds for Spring 2021

Adult Learners

- Fast track programs or classes (maybe hard to do at this time)
- "Credits free" option operational-wise?
- Create something like Early Start for adults - "Bighorn Bounce Back" Program

Reevaluate Summer Bridge (currently modeled for college ready students)

7. Items for Dialogue

Mr. VanPelt requested clarification from the Deans of Student and Community Engagement as to what method of tracking – spreadsheet or calendaring – is being used to track employees scheduled on campus? Based on the PRT discussion of January 4, the spreadsheet is the current method, although it is pulled from the calendars.

Mr. Eaton reminded Cabinet members that presentations will be made by the Dean of Workforce and Regional Partnership Development candidates on Thursday January 7 and invitees are encouraged to attend.

Ms. Marbury announced that a BOG budget workshop will immediately follow the BOG regular meeting this Friday January 8. The workshop is open to the public for those interested in attending.

Ms. Jackson requested the Office of Instruction send a calendar appointment and provide faculty the agenda for the upcoming Magnifying Excellence in Teaching (META) event on January 12, 2021. Mr. Eaton will contact Associate Deans Dieringer and Leugers.

Ms. Dixon reminded managers and supervisors that W2 distribution will be, as always, the last week of January.