The mission of Mohave Community College is to be a learning-centered institution, serving all constituencies, inspiring excellence through innovation and empowering students to succeed.

Date: August 14, 2018  
Time: 2:00 – 3:00 p.m.  
Location: All Campuses (NCK 504, BHC 201, LHC 303, NMC 301)


Absent: Bob Faubert, Bree Karlin

1. Ana Masterson called the meeting to order at 2:05 p.m.

2. Announcements (Ana Masterson)

   a. Please send attendance to Melissa Wadley (mwadley@mohave.edu)
   b. MPIO (Jarman) – A number of events are coming, which will require volunteer participation by staff and faculty:
      i. 9/13/18 thru 9/16/18 – Mohave County Fair
      ii. 9/29 – Parade
      iii. 10/5/18 – CRUHSD College and Career Event
      iv. 11/1/18 – KUSD College & Career Fair
   c. Spring departmental strategic goals (Masterson) – Spring data was provided by Institutional Research which will be formatted and posted online. The new co-curricular review will take the place of prior reporting structure. Stephen Eaton indicated that preformatted template reporting will be included in spring annual reports.
   d. 2018-19 Committee Meeting dates are posted in the July President’s Council proceedings.

3. Important Dates (Ana Masterson)

   a. Academic Calendar
   b. 08/27/18 – Start of First 8 & 15 Week Classes
   c. 09/03/18 – Labor Day / College Closed
   d. 09/04/18 – All Staff Day
   e. 09/24/18 – Start of 12 Week Classes
   f. 10/22/18 – Start of Second 8 Week Classes

Action Items in **Bold**
4. Review and approve May 22, 2018 minutes (Ana Masterson) - **Accepted as presented.**

5. **Group Work**
   a. Group 1 (VanPelt) – Assigned with finding inexpensive computer/tablet solutions for students. PowerPoint presented on “Everyone On.” Many classes require a computer, but may be out of range for students. “Everyone On” offers guidance and assistance directly to the student (purchases, refurbished hardware, warranty, etc). College could provide a link as a resource to the student, but is not involved in the support or purchase of any student computer. Marketing would be provided through appropriate Student Services avenues. **This item is moving forward to President’s Council for further consideration.**
   
   b. Group 1 (Masterson) - T-shirt Fundraising for Scholarships (PowerPoint presented). Once a year the MCC Foundation/College Advancement Department will partner with MPIO to create a high-quality, limited edition design which would sell through the Foundation office, returning the profit for use in scholarships. T-shirts would be available to MCC employees first. Suggestions included: opening up ordering during all-staff day, no Polo shirts, and using a similar model as ASU Lake Havasu (degree program shirt with community donations). Pricing has yet to be determined. **This item is moving forward to President’s Council for further consideration.**
   
   c. Group 4 (LeFebvre/Noble) – CELT project “Screencast-o-matic” has been the focus of this groups’ work. Trainings occurred on each campus this week in the TRM classrooms.
   
   d. Group 5 (Patenaude/Mendoza) – Work Study Performance Assessments. Financial aid personnel developed a training video for supervisors which highlights assessment, ACT WorkKeys, processes, and results. The new assessment ties directly to the Strategic Plan. ACT WorkKeys are already a recognized measure of workplace skills needed, and were modified for the MCC environment and implementation. The assessment is emailed from Financial Aid to the student and employer for evaluation; the assessment continues through process provided in the PowerPoint presentation. Results show measurements from the first year on a scale of zero to four. 2.96 was the average ranking that students received (October); overall rankings increased at the end of the year. Gratitude was expressed for the good work done, videos and approachability of financial aid staff (Mendoza).
   
   e. **Group Check-in (Group Data)**
      i. Group 2 (Dieringer, Faubert, J. Cawley, Esgro, J. Hammon, Gilbert) – Meetings are set for planning sessions.
      
      ii. Group 3 (Woods, Woolston, Eaton, Gee) – The group met last week and decided to enhance/expand current offerings to include community with the library’s speaker series.

6. **Non-Group Work**
   a. Policy & Procedure
i. P&P 2.030.25: Graduation Requirements (Goldberg) – During the April President’s Council meeting, Dr. Kearns asked for ideas to improve student completion. In reviewing other college catalogs, Andra found possible exception ideas that MCC may consider for students to remain in the same catalog year. **Stephanie Dieringer is investigating further and will have a report in September.**

ii. P&P 4.090 & Student Handbook: Student Code of Conduct (Masterson) – Behaviors of concern have been updated; Incident and Behavior Reports were combined in tools.mohave.edu, which are routed to appropriate MCC personnel.

iii. Student Handbook: Healthcare Programs Addendum (D. Bristle) – All Allied Health programs have merged department specific guidelines within an addendum of the Student Handbook. Individual department handbooks no longer exist.

iv. Student Handbook: Grade Grievance (Masterson) – The grievance process has been addressed for consistency and includes all allied health programs. (Most current iteration at President’s Council.)

v. Form: Veteran – Dual Program/Objective Approval Request (J. Hammond) – Prior process history provided. With the implementation of OnBase, a student’s statement will be submitted, then be approved by academic advisor, and will be attached to the student file. **This item is moving forward to RPP Committee for further consideration.**

b. Professional Development (Dixon) – Resources are posted, but not yet live. Live links will be available to MCC personnel at the end of the week. **Anyone receiving a paycheck from MCC is required to complete all mandatory annual training.**

c. Perspectives and Experiences of First Generation Students panel discussion (Woolston) – Previous work completed by former resident faculty members. Jennifer will look into a reported data. Jann Woods indicated that the data was previously submitted within group three report. **Ana will pass information on to First-Gen group for final report inclusion.**

d. Expectations of Form Creation (Brehmeyer) – **Any new forms/form changes need to go through the communication structure** for feedback, comprehensive review, robust design/process and consolidation of workflow.

e. Advisor Course Shell (LeFebvre) – Advisors are working with course shells to reach out to first-generation students, utilizing the LMS for easy access by students. The group is anticipating a spring launch for the portal in order to build community with similar students. Course shells are used for group activities.

f. Technology Assessment (J. Noble) – sso.mohave.edu/teaching/tech-assessment/ provides an interpretive assessment for first-time students to evaluate whether a student should take an online vs. on-ground course. Submissions are sent directly to student and advisor. The submission also initiates additional technical training and provides resources to students for additional growth and learning. Online tutorials have been added to student services
7. Additional Information

a. Next meeting is October 9, 2018 (second Tuesday of every other even month at 2 p.m.).

b. See “CSI groups” attachment for group assignments, strategies.
   i. Creation of new group or inclusion within existing group is welcome.
   ii. Groups will continue to meet through August.

iii. The current strategic plan has about two years left. Ana will be emailing groups for any additional information or missing data as a mid-point check in.

iv. New online orientation is in the works.

v. Textbook exchange to return to CSI in October.

vi. https://www.mohave.edu/life-at-mcc/mccrestgen/ is up and running. MCC personnel are encouraged to share their story.

8. The meeting adjourned at 3:12 p.m.
The following table represents assignments moving forward – as of July 2018:

<table>
<thead>
<tr>
<th>CSI Groups</th>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
<th>Group 4</th>
<th>Group 5</th>
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</thead>
<tbody>
<tr>
<td><strong>Sonni Marbury</strong></td>
<td>Stephanie Dieringer</td>
<td>Jann Woods</td>
<td>Rose LeFebvre</td>
<td>Michelle Brehmeyer</td>
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<td><strong>Jennie Dixon</strong></td>
<td>Bob Faubert</td>
<td>Jennifer Woolston</td>
<td>Carolyn Hamblin</td>
<td>Heather Patenaude</td>
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<tr>
<td><strong>Ana Masterson</strong></td>
<td>John Cawley</td>
<td>Stephen Eaton</td>
<td>Don Weide</td>
<td>Bree Karlin</td>
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<td><strong>Mark VanPelt</strong></td>
<td>Mitzi Esgro</td>
<td>Jason Gee</td>
<td>James Jarman</td>
<td>Tricia Hanks</td>
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<tr>
<td><strong>Tonya Baxley</strong></td>
<td>Jonathan Hammon</td>
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<td>Danette Bristle</td>
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<td><strong>Mindy Silva</strong></td>
<td>Fred Gilbert</td>
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<td>Lucinda Leugers</td>
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<tr>
<th>Assigned Objectives</th>
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<tr>
<td><strong>Strengthen the College’s policies, processes, and business practices to facilitate student access (G1)</strong></td>
<td>Strengthen student support services to facilitate student completion (G1)</td>
<td>Offer competitive academic programs that meet student and community needs and opportunities (G1)</td>
<td>Cultivate a campus environment that encourages student success and engagement (G1)</td>
<td>Develop and Implement an Integrated Enrollment Management Plan (G3)</td>
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<td><strong>Strengthen relationships with business, educational, governmental and non-profit organizations in support of regional workforce and economic development (G2)</strong></td>
<td>Provide teaching and learning environments that foster excellence and encourage inquiry/creativity (G1)</td>
<td>Institutionalize a philosophy of student success (G1)</td>
<td>Support initiatives that close the achievement gap for underserved populations in our communities (G1)</td>
<td>Raise external funds to augment College Affordability (G3)</td>
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<td><strong>Align financial and human resources to the changing needs of the external environment (G3)</strong></td>
<td>Promote a positive image of the College and raise awareness of its strengths (G2)</td>
<td>Provide opportunities for greater engagement between the College and the community (G2)</td>
<td>Expand current and create new partnerships to engage multiple sectors of the community in civic engagement activities, with particular focus on underserved communities (G2)</td>
<td>Create a climate that is willing to challenge existing structures and practices to improve outcomes (G3)</td>
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<th>Reporting Information</th>
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<td><strong>Report form due the 3rd Thursday of every other month in July, September, November, January, March, May. Scheduled to present ideas, proposals &amp; action items during CSI in August, December, April.</strong></td>
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**NOTE:** Group can be added to agenda ANY month for items ready before designated month.

*A report will be created monthly from the forms submitted for committee review, discussion, questions and additions - Melissa will pester, harass if needed*