MCCDEC
Michigan Community College Data and Evaluation Committee

Minutes
Friday, September 18, 2009
Kellogg Center, East Lansing, MI

Attendees: Beverly Andrews, Nick Baker, Stephen Cannell, Angela Carrico, Stephen Eaton, Gail Ives, Leslie Kellogg, Doris Lewis, Linda Minter, Jim Ross, Nancy Showers, Randall Ward

Ex-officio: Rhonda Burke, Jim Folkening, Dan Woodward

Guests: Mallory King, Allison Thornton (for Darby Hiller)

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

Approval of Agenda
The agenda was approved as submitted.

Recognize New Members/Membership Listing
L. Kellogg welcomed the following new members:

- Stephen Eaton, Dean of Occupational Studies, Mid Michigan Community College
- Nancy Showers, Director of Institutional Research, Oakland Community College
- Randall Ward, Director of Special Populations, Lake Michigan College

New members received a copy of the MCCDEC Bylaws. Membership list was reviewed; changes should be sent to R. Burke.

Approvals of Minutes
Committee reviewed the minutes of the June 18, 2009 meeting. Motion by Nick Baker to accept; seconded by Doris Lewis. Motion passed.

Update on Programs of Study
J. Folkening discussed the mini-grants for the development of Programs of Study. These projects will involve the community college faculty and staff working with K-12, adult education and universities partners to plan out the courses and competencies necessary for successful completion of a specified career pathway. There will be training and more information available in late fall/early winter.

Update on Reports Taxonomy
J. Folkening provided an update on Phase III of the Reports Taxonomy. Of the 95 active reports included in the database, 14 collect enrollment data. For the most part, there is no exact duplication of effort for the reporting requirements; most reports have a unique definition (e.g. Fall unduplicated as of Oct. 15th vs First day of Fall). The taxonomy project has helped to identify these definitions but there don't seem to be easy ways to

eliminate or streamline reports. Discussion ensued regarding additional data sets that may be included such as finance, Full-time Equivalent/Fiscal Year Equated students (FTE/FYES). Committee discussed developing recommendations for a report to MCCA. Mary Frega will continue to work on this phase under direction from J. Folkening.

Update on New Statewide Data Committee: Michigan Community College Collaborative for Accountability, Research, and Effectiveness (MCCCARE)
The MCCCARE group will continue to meet quarterly on the day before the MCCDEC meetings, at the MCCA building. The agenda yesterday included an update from Mike Hansen on the P-20 discussions, the SAFRA federal legislation, the upcoming Trends and MI/Air conferences, NCCBP, the Graduate Follow-up best practices study and the Midwestern Higher Ed Compact re. CSRDE. The next meeting will be January 28th, 2010.

Fall Data Collection/MCNET Website (www.michigancc.net)
R. Burke reviewed updates to the Michigan Community College NETwork. The focus has been on major issues related to the data needed immediately. MCCDEC members are encouraged to review the website for usability; send bug reports to R. Burke as soon as possible. Colleges were requested to review and update Data and Occupational Contacts; send changes to R. Burke.

- All functions remain, look may have changed
- After login, all public data and areas to which an individual has access will be displayed. Contact your college's data coordinator to update permissions.
- CIP Code search should be using the new 2010 CIP Codes; contact R. Burke if you find outdated codes. CIP Wizard function works well.
- Non-Traditional field has been added
- Import specs have been updated; export function is not yet available.
- Added link to complete set of Core Indicator Instructions

R. Burke requested the committee to ensure that after submitting data that they do not receive a lockout. Changes to previously submitted data should be allowed; contact R. Burke if you receive a lockout. On behalf of the committee, L. Kellogg thanked R. Burke for her work on the website.

CEPI/Docufide – Michigan e-Transcript Initiative
N. Baker updated the group on the need to register with CEPI to receive e-transcripts. The next phase will be to send e-transcripts and all colleges will need to identify a way to store and report the K-12 Unique Identifier Code (UIC) since this is the field that will be used to tie student records together in the P-20 student database.

PROE Update
J. Folkening gave a history of the development of PROE and reviewed the current process for the new MCCDEC members. The state plans a review of alternate program evaluation methods employed at individual institutions. The goal is to offer more flexibility in the tools available for evaluation. However, there is no plan discontinue the use of the student, faculty, and advisory committee surveys. Committee members are

encouraged to forward a description of program assessment models, detailing the covered components and plan. Discussion ensued regarding the development of a workshop for program assessment chairs. Committee will continue the PROE discussion at the January MCCDEC meeting.

MCCDEC Projected Activities for 2009-10
The committee engaged in a brainstorming session to come up with ideas for MCCDEC to focus on for the 2009-10 year. Ideas included:

- PROE improvement
- Programs of Study – identify data needs
- Identify additional data elements in the Reports Taxonomy: awards, FTE/FYES, tuition and fees, finance
- Write-up on CEPI/UIC best practices/recommendations
- Core Indicators – bring in a new set of data to analyze at each MCCDEC meeting
- Continue to update website
- Improve reporting of credit/non-credit enrollment
- Collect and analyze Dual Enrollment data
- Identify best practices in the collection and analysis of data, specifically graduation rates and retention
- Survey methods employed by community colleges to collect Special Populations data
- Re-introduce the State-wide survey of MI Community College Non-Returning Students

Expenditure/Budget Report
2009-2010 budget $54,289, expenditures $2,825. Current balance $51,394.71. The committee will review projects needing expenditure at the January meeting.

Next Meeting & Adjourn:

Meeting schedule for 2009-2010:
January 29, 2010
March 12, 2010
June 10, 2010

Agenda items for future meetings should be e-mailed to Leslie Kellogg. Meeting adjourned at 2:10 p.m.

Recorded by:
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