

Prioritized MJC Climate Survey Fall 2010 Focus Group Suggestions for Improvement

Focus Group Suggestion for Improvement (Arranged by Theme)	AIE Recommendation for Action	AIE Recommendation for Group and/or Individuals Responsible for Action	AIE Recommendation for Timeline to Complete Action
Theme: Lack of Communication			
<i>Managers need to encourage attendance/participation in forums and staff need to collaborate in order to facilitate attendance/participation.</i>	<ul style="list-style-type: none"> - Create a 1-2 hour monthly “College Hour” for staff to attend meetings. - Need discussions at CMC, IAC, Division/Dept. meetings. 	<ul style="list-style-type: none"> - CSEA, Student Services Council, YFA, President - corresponding groups 	Spring 2011
<i>Need forums and other venues for sharing processes, data, criteria for how and why decisions are made and how those decisions feed into the “big picture” of the college/district.</i>	<ul style="list-style-type: none"> - Create forums - Create specific emails (like “Just the Facts”) on decisions/big picture - Create “Meetings at a Glance” emails highlighting upcoming issues 	AIE Committee; Vice Presidents’ Offices	Spring 2011
<i>Need clearer communication of what successes there are and who is doing what.[to feel heard/valued]</i>	<ul style="list-style-type: none"> - Create weekly highlights of meeting activities with link to minutes - Create column in Pirates Log, CSEA Newsletter, dis’course 	<ul style="list-style-type: none"> - Chair position of each committee, taskforce, and perhaps workgroup; post in SharePoint 	Spring 2011 At least monthly
<i>Need better communication about <u>types</u> of services offered.[Library, tutoring]</i>	<ul style="list-style-type: none"> - Need new distribution of Student Services list of services and prominent posting. - Create special email highlighting each service with link to web page. 	<ul style="list-style-type: none"> - VPSS – send to all staff and faculty (perhaps students) electronically - VPSS 	Spring 2011
<i>Need to have professional development to train “tutoring center” like writing center/math center staff are trained – need for CTE faculty to incorporate process to introduce CTE subjects in tutoring, writing centers/math centers [for contextual learning].</i>	<ul style="list-style-type: none"> - Use CTE training funds to train tutoring staff. - Create competencies for positions (a way to assess minimal knowledge/skills for functions of job); standardize 	<ul style="list-style-type: none"> - Human Resources - VPs 	Spring 2011
<i>Need to explore the consolidation of services.[tutoring, centers]</i>	<ul style="list-style-type: none"> - Make consolidation a priority to benefit students. (Currently taking place?) 	President, VPI, VPSS, Deans	Spring 2011
<i>Should set standards in classrooms and evaluate how and what kinds of technology are needed.</i>	<ul style="list-style-type: none"> - New technology plan needs to include user input before implementing. - Present plan in email with link to plan. 	Technology Committee; Manager of IT	Spring 2011

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Theme: Disconnect in Committee Functions/Processes/Structure/Shared Governance			
<i>Need to have agendas that have specific purpose with action points.</i>	<ul style="list-style-type: none"> - Develop Standardized Minutes templates - Trainings that include Professional Development (Title V funding?). <ul style="list-style-type: none"> a. 1-hour meetings. b. Reporting groups = standing agenda items from other groups. 	Chairs of each committee showing results on web page	Spring 2011
<i>Need a better way to spread (communicate/educate) what committee work is done.</i>	<ul style="list-style-type: none"> - A publication via President's Office's or Academic Senate's lists of Committees, Workgroups, and Taskforces. Each group will have a few bullets of action items, timeline for action (where applicable) and link(s) to minutes and rationale(s) for decisions/actions. 	President's Office and/or Academic Senate President and committee chairs	Spring 2011
<i>Need communication/information avenues (list of who's on which committees, what the lines of communication are, sources of information).</i>	<ul style="list-style-type: none"> - Include list in "Decision Making at MJC" document. - Post list on committee websites. 	AIE Committee and committee chairs	Spring 2011
<i>Need to be proactive with strategic planning.</i>	<ul style="list-style-type: none"> - Already happening - Share progress updates on President's website (link on updates) 	President; PBC	
<i>Need to review definition of "shared governance" to clarify how committees function – disseminated and discussed with college community.</i>	<ul style="list-style-type: none"> - Academic Senate study session/forum on the topic/create process flowchart - Have PBC discuss at their Spring assessment retreat 	<ul style="list-style-type: none"> - Academic Senate and Planning and Budget Committee (PBC) - AIE/College Council? 	Spring 2011

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Theme: Lack of Inclusion			
<i>More participation (involvement) by more classified (more and different staff members). [more exposure to program review and processes]</i>	<ul style="list-style-type: none"> - Establish discussions to identify root causes of non-involvement and then solutions. - SSC is creating a SS Assessment Workgroup/Assessment workshops for classified done. 	- Deans of Instructional and Student Services Divisions/Departments and Administrative Units to VPs	Spring 2011
<i>Person updating course outlines should be involved in review.</i>	- Should already be happening	Deans of Instructional Divisions to IAC	Spring 2011
<i>Classified staff members need to be included in "conversations." [planning, program review]</i>	- Include Non Faculty in Program Review process (persons who are actively involved and can contribute).	- Deans of Instructional and Student Services Divisions/Departments and Administrative Units to VPs	Spring 2011
Theme: Lack of Plans/Process Regarding Custodial/Maintenance Staffing, Coordination of Responsibilities, and Supervision			
<i>Need to communicate responsibility of work (for example, cleaning parts of classrooms (lecterns, tables, etc.) – why work orders to do certain work?</i>	-Define job assignments and limits of responsibilities of custodial and facilities maintenance staff with faculty & administrators at Division meetings.	District Management, Instructional Division Deans and Faculty	Spring 2011
<i>Need to closely monitor space utilization.</i>	- Include in Strategic Planning discussions.	President, PBC, Facilities Dept.	Spring 2011
<i>New buildings coming on line need custodial/maintenance staff.</i>	- Total Cost of Ownership needs to be considered during budgeting.	President, PBC, Facilities Dept.	Spring 2011

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Theme: Lack of Value and Adequacy in Instructional Programs and Support Services, Program Review			
<i>Program Review is being done systematically but not “across the board” – should ask if programs are still relevant – Curriculum Committee should ask programs, “Show me the evidence.”</i>	<ul style="list-style-type: none"> - Program Review training – perhaps consideration of CurricU.net training incorporation. - Capacity (Fill Rate) issues. - Room Use issues and impact to DE courses that meet only once per term and/or have no regular on-site meeting pattern. 	Academic Senate/ Curriculum Committee and Instructional Divisions and Deans	Spring 2011
<i>Example of “Best Practices”: Faculty in Career Technical Education are doing “due diligence” (meeting 4+ times a year with Advisory Groups to ask for evidence (course evaluation/program evaluation).</i>	<ul style="list-style-type: none"> - Share “Best Practices” and professional standards among all divisions/depts. - Include in PR 	<ul style="list-style-type: none"> - Instructional Divisions and Deans - AIE 	Spring 2011
<i>Perhaps curriculum at MJC needs to be articulated as to use – faculty needs to understand relevance of lower division. [i.e., courses’ value to students’ transfer goals]</i>	<ul style="list-style-type: none"> - Program Mapping and Program Learning Outcomes may address this. - Educate all faculty and counselors with same information. - Include in new faculty orientation. 	<ul style="list-style-type: none"> - Instructional Divisions and Deans - Dean of Counseling, VPI, Deans/Directors, Curriculum Committee 	Spring 2011
<i>There must be results tied to Program Review. Outcomes tied to it even if it is delayed due to no money.</i>	<ul style="list-style-type: none"> - Already happening - Have PR do an AUO and Program Review, like the other units do. - Add to assessment template/PRNet - Communicate results of resource allocation/prioritization (in addition to email) - Include in division/dept. meetings 	AIE/Assessment & Program Review WG, VPs, and Division/Dept. Deans/Directors, Assessment/PR Workgroup	Spring 2011