

**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
<b>Theme: Lack of Communication</b>			
<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"> <li>- Create a 1-2 hour monthly "College Hour" for staff to attend meetings.</li> <li>- Need discussions at CMC, IAC, Division/Dept. meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- CSEA, Student Services Council, YFA, President</li> <li>- corresponding groups</li> </ul>	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"> <li>- Create forums</li> <li>- Create specific emails (like "Just the Facts") on decisions/big picture</li> <li>- Create "Meetings at a Glance" emails highlighting upcoming issues</li> </ul>	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"> <li>- Create weekly highlights of meeting activities with link to minutes</li> <li>- Create column in Pirates Log, CSEA Newsletter, dis'course</li> </ul>	<ul style="list-style-type: none"> <li>- Chair position of each committee, taskforce, and perhaps workgroup; post in SharePoint</li> </ul>	Spring 2011 At least monthly
<i>Need better communication about types of services offered. [Library, tutoring]</i>	<ul style="list-style-type: none"> <li>- Need new distribution of Student Services list of services and prominent posting.</li> <li>- Create special email highlighting each service with link to web page.</li> </ul>	<ul style="list-style-type: none"> <li>- VPSS – send to all staff and faculty (perhaps students) electronically</li> <li>- VPSS</li> </ul>	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"> <li>- Use CTE training funds to train tutoring staff.</li> <li>- Create competencies for positions (a way to assess minimal knowledge/skills for functions of job); standardize</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resources</li> <li>- VPs</li> </ul>	Spring 2011
<i>Need to explore the consolidation of services. [tutoring, centers]</i>	<ul style="list-style-type: none"> <li>- Make consolidation a priority to benefit students. (<del>Currently taking place?</del>)</li> </ul>	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"> <li>- New technology plan needs to include user input before implementing.</li> <li>- Present plan in email with link to plan.</li> </ul>	Technology Committee; Manager of IT IAC	Spring 2011

added by  
KWD

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<b>Theme: Disconnect in Committee Functions/Processes/Structure/Shared Governance</b>			
<i>Need to have agendas that have specific purpose with action points.</i>	<ul style="list-style-type: none"> <li>- Develop Standardized Minutes templates</li> <li>- Trainings that include Professional Development (Title V funding?).                             <ul style="list-style-type: none"> <li>a. 1-hour meetings.</li> <li>b. Reporting groups = standing agenda items from other groups.</li> </ul> </li> </ul>	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"> <li>- 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.</li> </ul>	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"> <li>- Include list in "Decision Making at MJC" document.</li> <li>- Post list on committee websites.</li> </ul>	AIE Committee and committee chairs	Spring 2011
<i>Need to be proactive with strategic planning.</i>	<ul style="list-style-type: none"> <li>- Already happening</li> <li>- Share progress updates on President's website (link on updates)</li> </ul>	President; PBC	Spring 2011
<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"> <li>- Academic Senate study session/forum on the topic/create process flowchart</li> <li>- Have PBC discuss at their Spring assessment retreat</li> </ul>	<ul style="list-style-type: none"> <li>- Academic Senate and Planning and Budget Committee (PBC)</li> <li>- AIE/College Council?</li> </ul>	Spring 2011

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<b>Theme: Lack of Value and Adequacy in Instructional Programs and Support Services, Program Review</b>			
<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"> <li>- Program Review training – perhaps consideration of CurricUnet training incorporation.</li> <li>- Capacity (Fill Rate) issues.</li> <li>- Room Use issues and impact to DE courses that meet only once per term and/or have no regular on-site meeting pattern.</li> </ul>	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"> <li>- Share "Best Practices" and professional standards among all divisions/depts.</li> <li>- Include in PR</li> </ul>	<ul style="list-style-type: none"> <li>- Instructional Divisions and Deans</li> <li>- AIE</li> </ul>	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"> <li>- Program Mapping and Program Learning Outcomes may address this.</li> <li>- Educate all faculty and counselors with same information.</li> <li>- Include in new faculty orientation.</li> </ul>	<ul style="list-style-type: none"> <li>- Instructional Divisions and Deans</li> <li>- Dean of Counseling, VPI, Deans/Directors, Curriculum Committee</li> </ul>	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"> <li>- Already happening</li> <li>- Have PR do an AUO and Program Review, like the other units do.</li> <li>- Add to assessment template/PRNet</li> <li>- Communicate results of resource allocation/prioritization (in addition to email)</li> <li>-Include in division/dept. meetings</li> </ul>	AIE/Assessment & Program Review WG, VPs, and Division/Dept. Deans/Directors, Assessment/PR Workgroup	Spring 2011