

MJC 2017: Celebrate! Evaluate

April 30, 2018

Summary

Participants:

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Agenda:

9:00	Welcome and Outcomes
9:05	Celebration! Institutional Accomplishments
9:45	Integrated Planning
10:00	Break
10:15	Educational Master Plan
11:45	Lunch
12:30	Looking Ahead
2:25	Evaluation
2:30	End

Celebration! Institutional Accomplishments:

Academic Senate President Curtis Martin and President Stearns presented highlights of 2017/18.

- Women's Golf Team becomes first ever State Championship team for any women's MJC sport
- Football team wins Valley League Championship, and 6 transfer students receive scholarships to Division 1 schools totaling \$500K
- Women's Tennis BIG 8 Champions and win first round playoff match
- Men's Tennis BIG 8 Champions
- Celebration of the Humanities awards in all art and humanities areas
- Dance Instructor Kim Davis recognized by the Celebration of the Humanities Committee
- *Hairspray*, the musical breaks box office records
- *Church and State* engages audience
- Art Gallery shows feature Professor Haleh Niazmand and Professor Jim Curl
- AHC student success team hosted root beer float event for program students
- Deans' Strategic Scheduling Workshop focused on broad institutional overview and new strategies

- Honors Program has 100% of student applicants selected to present at the Bay Area Honors Symposium at UC Berkeley
- Distance Education moves to Online Education and hosts a series of workshops on REC
- English department reconfigures the course sequence to support student completion of freshman composition in their first year – eliminate ENGL 49
- Literature and Language Arts convene at Columbia College for deep dive on equity and classroom strategies in addition to the Division Reads projects
- Literature and Language Arts CUE cohort faculty create video to guide adjuncts through the syllabus review protocol to strengthen equity
- English Language faculty host CATESOL for area teachers representing 18 districts
- English for Life and Work Community Resource Fair brings 35 organizations to MJC to connect English Language Learners with education, health, banking, and legal resources
- Summer 2018 launch of non-credit citizenship classes and grammar modules
- First ever English Majors Night held in Founders Hall
- Library and Learning Center provided online tutoring through Zoom for students in English
- Library and Learning Centers hosted comfort dogs during fall and spring finals week
- MAPS
- Science Night at the Great Valley Museum
- Math and Science Awards
- Solar Eclipse, Pi Day, Mole Day, and Telescope Nights
- FFA Field Day 2018 largest ever with more than 2,200 participants
- Last Breakfast Scholarship event awards more than \$85,000 to agriculture and environmental science students
- Respiratory Care Sputum Bowl success leads to state competition
- Recitals, Concerts, Performances, and Special Events
- Nurse Assistants students participate in “Walk to End Alzheimer’s”
- Child development program license approved
- 14 faculty awarded tenure
- Cyber Patriot program for high schools students launches summer 2018
- Administration of Justice program piloted a Law Enforcement Assistance Program (LEAP) to prepare students for the rigors of law enforcement hiring
- Business, Behavioral, and Social Sciences Division sponsored a “Meet the Faculty Night”
- MJC Agriculture and Environmental Sciences Division inducted into National Ag Science Center Hall of Fame
- Intentional Advising designed and launched
- Success teams formed with new approaches to providing cores serves
- 800 food boxes provided to MJC students
- Hot breakfast provided to students by local church
- CSEA Chapter 420 provides personal items and toiletries for students
- First Time in College course expansion
- 10 MJC programs awarded the Bronze Star from the Strong Workforce Program
- 8 MJC programs awarded the Silver Star from the Strong Workforce Program

- 1 MJC program – AD Nursing awarded the Gold Star from the Strong Workforce Program, 7 Silver Star Programs, and 10 Bronze Star Programs
- Graduation of 601 student participants, with 118 faculty, 15 administrators, and 3 Trustees present in front of a crowd inside the gates of 6,882 with hundreds watching through the fence!
- Reaffirmation of Accreditation with follow-up report and visit

Integrated Planning

President Stearns briefly walked the group through the presentation requested by the ACCJC external evaluation team during the October 2017 comprehensive accreditation visit. The presentation includes a visual timeline of the annual cycle of integrated planning as framed by MJC's guiding documents. Developing a shared understanding of the integrated planning cycle set a foundation for the annual planning activity in the afternoon.

Educational Master Plan

Vice President of Instruction, Dr. Jennifer Zellet, provided an introduction to the EMP table activities. First, groups reviewed the Workgroup accomplishments for 2017/18 in comparison to the work laid out in the Educational Master Plan. Three questions were posed to glean input for improvement. Next Dean Jenni Abbott shared the results of a previously administered evaluation survey, with an emphasis on structure and effectiveness, and the table groups were asked to provide recommendations for improvement.

Review of council and workgroup accomplishments identified these highlights:

- Engagement and ownership of EMP
- Collaboration within workgroups
- Frequent meetings = work moving forward
- Cross collaboration – groups working together
- Workgroups bring important topics to MJC surface
- \$ allotted for Guided Pathways implementation
- Selection as OEI college
- Well-planned, engaging, positive, and fruitful meetings
- Commitment of workgroup members to tasks
- Marketing efforts are visible
- Student input in PIT Crew
- PIT Crew replaced three workgroups launched last summer – flexible

Review of accomplishments led to the following identified as needing work to be more effective:

- Communication of progress and meeting schedules
- # of workgroups – in practice are they working as thought out in the design (who is leading what?)
- Interrelated nature of workgroups

- Clearly defined agendas
- Student voices
- Let councils determine the workgroup charges
- Report out to Councils
- Research versus work? (return to the purpose of the workgroups)
- Line between workgroup and college department blurs
- Some assigned tasks cannot be achieved by a workgroup (non-credit program)
- Effectiveness of meetings and email communication
- Renaming CTE division to reflect many divisions have CTE programs
- Metamajor discussions need more focus, maybe a committee discussion first?
- FTIC
- IC what are the goals? Clarify!
- Combine workgroups
- Only 1 of 8 workgroups reported out to Instruction Council

Recommendations for improving the function of councils:

- Fill open seats (who is responsible?) or assess the needed number of participants
- Formalize communication between councils
- Focus attention on keeping up with member duties (attendance)
- Project oriented, not topic oriented
- Shorter meetings
- Check-out at end so people understand the message to take back to constituents
- Incentives to improve attendance
- Coordination of meetings to reduce overlap
- Meeting fatigue
- Passing a talking stick
- Clear reporting lines in committees and councils (Senate and Instruction Council)
- Consolidate
- Training on participation strategies/best practices/orientation
- Ensure councils know what to do with EMP group input
- Student engagement in councils
- Annual planning agenda
- Establish theme of year
- Videos of governance structure
- Clarify where an idea should go to get vetted

At the 2016-2017 MJC Retreat: Assessment – Reflection – Celebration!, the council and committee groups were asked to identify challenges that may emerge as the transformational work established in Educational Master Plan began. Identification of anticipated challenges afforded the opportunity for work groups to be proactive in avoiding and addressing the impediments. The anticipated challenges listed below helped to frame the 2017/18 work of the governance councils and workgroups. The

comments in italics serve to identify the challenge as addressed, continuing, or did not emerge in 2017/18.

- Awareness is not the same as taking action.
This observation continues forward as a number of new external influences impact our work in significant, but yet to be fully determined ways. Funding formula, AB 705, AB 19
- Maintaining environment of mutual respect and trust.
- Trust.
- Cultural sensitivity and authentic engagement.
Evident across the EMP workgroups, PIT Crew, Councils, Committees, and the campus and continues forward as a fundamental tenant of a strong community of practice.
- Building engagement with this community.
Engagement was enhanced by the all-encompassing redesign of the student experience through the framework of Guided Pathways.
- Faculty and staff buy-in.
- Engage the critical mass.
Transformational and meaningful change requires the support of constituencies with a shared vision of the future.
- Educating others to follow through with the plan.
- Constant need to clarify to those who are not participating.
Ongoing and demonstrated with excellence by the PIT Crew and EMP workgroups.
- Running a college on an 8 month schedule.
Persistent challenge as the compressed calendar shrinks the window of work of the institution. Being addressed in part with an institutional calendar/timeline.
- Understanding that student education and support is **all** personnel's responsibility.
Continuing challenge as MJC re-envision the student experience.
- Individualized educational services for student.
Addressed through redesign of student advising.
- Timely and better (communication?) with community stakeholders.
Increased engagement with Stanislaus Community Foundation, SCOE, CSUS, community non-profit organizations and ongoing effort.
- Accountability.
- Milestones.
The design of the EMP includes milestones and reporting structure, ongoing opportunity to align with the EMP model.
- Resistance to change.
Remains a challenge moving forward as human nature rejects change.

- Number of bodies to fill these seats. (work groups)
- Releasing classified staff to be involved.
Clarity regarding responsibility to fill council seats and process rose to the top as an identified need in 2017 and 2018.
- Belief that we'll follow through.
- Staying focused through completion.
- Finishing the work before any new initiatives or programs being introduced.
Addressed in 2017/18 through unified message and focus on Guided Pathways.
- Turn around time for curriculum approval.
- Innovation.
Closely related to completion, the challenge of time required for curriculum approval negatively impacts opportunity for the college to be innovative.
- Role or task ambiguity.
Requires ongoing effort as workgroups and councils are reconfigured to meet the needs of the institution and charges change to move the college forward.
- Communication between council and committee representatives and their groups.
Identified as challenge moving forward and opportunity for improvement.

Looking Ahead

Participants worked in council and committee groups to create a timeline for projects in process and/or due next academic year. These timelines will form the basis for the annual calendar of each council and committee to support timely completion of each of the EMP activities.

The council and committee groups next identified communication strategies for building awareness of, participation in, and enthusiasm for the Educational Master Plan. The communication strategies identified included:

Institute Day	College hour 2x/semester	Face to face meetings
Web page	Screen savers	Student Senate meetings
Broadcast voicemail	Monitors on campus	Department meetings
Workgroup reports in councils	Text links	Division meetings
Print newspaper	Campus Life Town Halls	Incentivize web visits
	Video updates	Social media

Throughout the day some “great ideas” were captured. Each of these great ideas was directly tied to communication strategies and links directly to addressing one or more of the anticipated challenges noted above. At the conclusion of the day, the charge was given to the EMP Workgroup to address the concerns and challenges, and propose draft revisions/updates of the EMP to pass through the governance structure. The EAV Workgroup was also charged with consideration of council sizes and composition to determine if the current structure reflects the needs of our campus today.