

President's Council

Date: July 25, 2016

Time: 8:00 a.m.

Location: Neal Campus Kingman, Room 2004, Meet Me x8801

1. Announcements

Dr. Kearns inquired about the arrangements for faculty return/orientation. Stephanie Dieringer reported that the Office of Instruction was working on both the new faculty orientation (Wednesday August 3) and the All-Faculty (including Associate) Orientation (Wednesday August 8). Jennifer Woolston stated that the agendas were in progress. The ITV portion of the event is a common agenda. After the common agenda (including break out sessions), individual campuses may vary slightly. Dr. Kearns confirmed that there was going to be an "update" meeting on first day of return and asked if there was a common agenda. Dr. Kearns stated there should be a college wide updates and campus based updates. Stephanie Dieringer volunteered to facilitate college wide items to be added to that agenda with President Council members. Campus Deans will work directly with the Associate Dean assigned to their campus for campus based items.

2. Important Dates

- Monday July 25, 2016: President's Council, NCK
- Monday August 1, 2016: Return to 5-day work week
- Monday August 8, 2016: Faculty Return
- Wednesday August 10, 2016: Faculty Orientation
- Friday August 12, 2016: Governing Board Meeting, NMC
- Monday August 22, 2016: First Day of Fall Classes
- Monday August 22, 2016: President's Council, BHC
- Monday September 5, 2016: College Closed, Labor Day
- Tuesday September 6, 2016: College Closed, All-Staff Day
- Friday September 16, 2016: Governing Board Meeting, NCK
- Friday September 16, 2016: Ribbon Cutting/Open House, NCK Construction Projects

4. Strategic Plan Updates

Dean of Student Services Ana Masterson reported that staff and departments have been designated (and notified) as starting points for 30 of the 44 strategies. The starting points are: *Campus Deans, Instruction, SEAL Committee, Data Workgroup, Corporate Outreach, CTE, Human Resources & Compliance/HLC and Foundation*

The groups will start making progress report/updates the first week of September for review and action as needed to the Continuous Strategic Improvement Committee. In addition, the chairs of the CSI committee (A. Masterson & S. Bristle) will be following up with them in between reporting times as well.

MCC is currently working with the City of Bullhead to bring Dot Foods, the nation's largest food distributor, to Bullhead City; the Prison for select programs; and developing a "Grow your own" program to develop K12 teachers for local schools – all initiatives fall strongly within the strategic plan.

Dr. Kearns stated that he had received feedback that some committees cancelled their July meetings. Ms. Masterson responded that August was designated as the official implementation for the new communication/committee structure. Strategic planning groups, however, should not wait for committee meetings to start working on items. Dr. Kearns stated for the record that cancelled meetings in August were not acceptable. Also, the meetings need to be functional, not just "planning".

Rosie LeFebvre asked if the committee charges were to be approved in the committee meeting by the membership. Executive Vice President Diana Stithem responded that the charges were developed by the taskforce assigned to review the process and any recommendations or changes to the charges could be submitted, via her office, for quarterly review. Dr. Kearns reiterated that committee chairs were to execute the charge of the committee as it was developed by the taskforce.

In regards to the growing MCC's EDU program, Dr. Kearns asked if the BHC EDU resident faculty position had been filled. Jennifer Woolston reported that the hiring committee was in the process of checking the recommendations of the selected applicant. Dr. Kearns stated that campus deans and associate deans needed to work with the Office of the President to develop a plan for EDU resident faculty to reach out to the K12 districts, with the understanding of what the College wants to achieve. Associate deans will have to be the drivers of the initiative. Dr. Kearns asked if EDU classes had been scheduled for Fall. AD Dieringer responded that the NCK classes had been scheduled and a BHC schedule is ready to be put in place. Dr. Kearns directed that Campus Deans, Associate Deans and the EDU faculty meet with Dean Ana Masterson to put together a timeline with measurable goals, expectations and outcomes.

Dr. Kearns stated that an Education Summit should be established for September 2016 by the personnel already in discussions (Campus deans, AD's, EDU faculty)

5. Standing Reports (if applicable)

Risk, Policy and Procedure (Stithem or D. Bristle)

Compliance Officer and Accreditation Liaison Danette Bristle reported that the Risk, Policy and Procedure Committee met on July 21, 2016. Ms. Bristle informed RPP members the

committee will meet once a month and it was scheduled to allow recommendations to flow upward through the process in a timely manner. The deadline for submitting items for review to RPP was one week. Members are expected to review the materials prior to the meeting to expedite the agenda.

Items submitted to this committee will be expected to follow the "100% Rule". Submitters should be prepared to discuss in detail the process by which a recommendation was formulated and submitted (which committees/departments have reviewed, what resources were used, etc.) Submitted items that are not 100% complete will be returned to the originators and not placed on the agenda. To that end, 4 out of the 5 items on the July agenda were returned to their originators. (Proceedings can be found in the Mohave Communications OneNote). EVP Stithem asked if the "recommendation form" had been finalized and where it was located. The form for submission is located in the "Important Information" section of the OneNote although adjustments may be necessary as committees work through the new process. EVP Stithem suggested that the form be finalized by August. The primary goal of RPP is to ensure changes are being vetted properly.

Continuous Strategic Improvement (Masterson and/or S. Bristle)

CSI had nothing in addition to the topics previously discussed under the Strategic Plan Updates item.

6. Items for Attention

A. Catalog Process Resolution (Masterson)

- i. Discussion: Dean Masterson reported that the process was finalized under the former committee structure but now has to be reviewed under the new structure. Michelle Brehmeyer would conduct that review. Ms. LeFebvre stated the Catalog Change Request Form is still available and is being used to document changes. Once revised, the process would be reviewed by RPP prior to Presidents Council.
- ii. Action: Catalog change management process to be revised to conform to the new committee structure and submitted to the appropriate committees (minimally RPP) in time to be placed on the August President's Council Agenda for final approval.
- iii. Personnel Responsible: Michelle Brehmeyer via Ana Masterson

B. Student Success Center Year End (LeFebvre)

- i. Discussion: Ms. LeFebvre compared the Fall 2015 and Spring 2016 End-of-Semester Survey as included with her materials. The primary discussion focused on faculty presence, or lack thereof, in the SSC providing supplemental instruction. It was determined that faculty that are providing supplemental instruction in their offices or labs (CTE) may not reporting the hours to the SSC staff, thereby skewing the data. Dr. Kearns suggested that tutors visit every class section at the beginning of the semester to start building

a personal relationship with students who may be tentative about utilizing their services. Visits could also be made by advisors and SSC Coordinators. The discussion then transitioned into the Grievance Process.

ii. Action:

- LeFebvre and Masterson to schedule a meeting with the President to review/reassess SSC operating procedures utilizing data collected since its implementation.
- LeFebvre to develop a procedure for formally transferring data collected, specifically regarding faculty issues, to the Office of Instruction so that actions can be taken and documented. This will be placed on SEAL agenda for development.
- Dean Masterson to submit revised version of MCC Grievance Process.

1. iii. Personnel Responsible: Rosemarie LeFebvre, Ana Masterson

7. Member Reports

Members briefly reported on items of interest in their unit reports submitted via OneNote.

8. Professional Development: Reflection in the Midst of Problem Solving (S. Bristle)

Continuing the theme established in Danette Bristle's presentation about resilience in June, Dean Bristle addresses another habit of mind, another pattern of intellectual behavior that leads to productive action, specifically, reflection. Reflection is accompanied by two other elements associated with extraordinary accomplishment, leveraging and framing (Gardner, 1998). Brain science shows that reflection enables a deep form of learning that enhances skill development, advanced ideation, and generally fuels personal growth (Browning, 2014). The goal of the habit is to increase personal effectiveness by examining aspects of metacognition, thinking about thinking. Leaders must realize continuous individual development, acknowledging the link between our personal development and the continuous strategic improvement of the college. The entire presentation can be found on the President's Council SharePoint:

<https://mohavecc.sharepoint.com/sites/presidentscouncil/Shared%20Documents/Forms/AllItems.aspx>

9. Adjournment