



**TO:** MCC NEASC Standard Team Facilitators  
**FROM:** MCC NEASC Steering Committee  
**DATE:** December 6, 2010  
**SUBJECT:** December Goals/November Progress Report

The Standard Teams have moved on to appraisal. Thank you to those who were able to join us at the "Description to Appraisal" workshop.

### December Goals

#### Standard Team December Goals:

- During December the standard teams will be working on the appraisal portion of their standard. The appraisal focuses on the question **"how well does MCC meet the standard?"** The teams will be using the description that was drafted in November and assessing whether what was described meets the standard. The Steering Committee recommends that the teams use the appraisal template that has been prepared for each standard as a guide to this work.
- Team facilitators should be assessing and taking steps to assure the team's ability to meet the **January 5, 2011** deadline for completing a first draft of the appraisal portion of the team's standard. Teams should plan to submit either **a narrative or the appraisal template** to the wiki by the due date. Please notify the Steering Committee with any concerns about meeting this date.
- Team facilitators should be sure that the **Data First Forms** for their standard are complete and up-to-date, and that the most current versions are uploaded to the wiki by **January 5, 2011**.
- The NEASC Steering Committee has provided feedback about each of the standard description narratives to the Team Facilitators.
- Teams should continue to use the wiki to collaborate and store workroom documents.

#### Work Completed in November:

- ✓ Each of the Standard Teams has completed the first draft of the description for their standard and has posted it on the wiki.
- ✓ Over 50 standard team facilitators and team members attended a workshop entitled "Description to Appraisal" on November 19. The workshop stressed the importance of appraisal and outlined a process that will facilitate this work. The Description to Appraisal PowerPoint is located on the wiki in the folder labeled Appraisal Templates. This folder also contains an appraisal template for each of the standards.
- ✓ MCC NEASC Webpage is now live and can be found at <http://www.mcc.commnet.edu/neasc/>.
- ✓ The NEASC Series E forms have been completed and posted to the wiki. The forms can be found in a folder labeled Series E which is located in the Standard 4 Team folder.
- ✓ The Steering Committee has met to review the descriptions for many of the standards and has conducted several follow up meetings to discuss the first drafts.
- ✓ The Steering Committee has continued to review submitted interview questions and data requests in an effort to provide any assistance requested and to help coordinate the teams' efforts. Please continue to let us know how the Steering Committee can assist you by providing your information requests and questions to our email box at **MA-NEASC**.



Thank you for all your efforts. Please let us know how we can be assistance as you during the appraisal work.