



**TO:** MCC NEASC Standard Team Facilitators  
**FROM:** MCC NEASC Steering Committee  
**DATE:** March 11, 2011  
**SUBJECT:** March Goals/Feb. Progress Report

Focus groups are continuing the discussions begun in February about the appraisal themes that emerged from the Standard team drafts submitted in January. In addition, the Steering Committee has requested time at regularly scheduled college meetings to review the descriptions and appraisal draft documents with specific stakeholders as well as the greater college community. These meetings have been well attended and the discussions have been candid and thoughtful. Projection ideas have been surfacing and are being recorded for the Standard teams. These discussions will end in early April to allow time for the Standard teams to review and incorporate relevant information into their drafts. One of the exciting benefits of the self-study process has been the ability to candidly look at ourselves and develop ideas that will improve our college.

### March Goals

#### Standard Team March Goals:

- The Standard Team members should attend the focus groups for their standard when possible. Note takers will attend each focus group to help track feedback. The current schedule for these meetings is listed below.
- If you serve as a facilitator for a focus group or present a standard at a college meeting the Steering Committees is requesting that the notes from those meetings be prepared and posted to the MCC NEASC wiki within a week of the meeting. A document with directions for posting to the wiki is attached below. Notes should be placed in the appropriate subfolder of the Spring 2011 Focus and Stakeholder Groups folder.
- The Standard Teams should be working to complete a **second draft** of the description and appraisal narratives by **April 22, 2011**. Feedback from the spring focus groups and college meetings should be incorporated into the second drafts. When complete, the second drafts should be dated, named "Final Draft: Standard {number}," and posted to the MCC NEASC wiki in the standard team folder.
- Each team should prepare a list detailing the projections (solutions to challenges) as well as the feasibility of the projections. Only those projections with a feasibility rating of 4 or 5 on the SMART Goals template should be included. The template is on the wiki in the Timelines and Deadlines Folder. These suggestions will be used in our Strategic Planning process this spring which, when finalized, will inform the projection portion of the Self-Study narrative. The first draft of your standard's projections is due by **April 22, 2011** and should be posted to the wiki.
- A **list of workroom documents** required for each standard also is due **April 22**. The list should be uploaded to the workroom folder for your standard on the MCC NEASC wiki. Be sure to read the requirements for your standard listed on the wiki in your team folder.
- Team facilitators should be sure that the **Data First Forms** for their standard are complete, up-to-date and posted in the Standard Team's folder on the MCC NEASC Wiki.
- The Steering Committee will charge the Hospitality Team in March.



**Work Completed in February:**

- ✓ The Opening Day card exercise information was compiled and analyzed. All the comments received during the exercise are available in the Public Folders in the NEASC Reaccreditation folder and linked here.



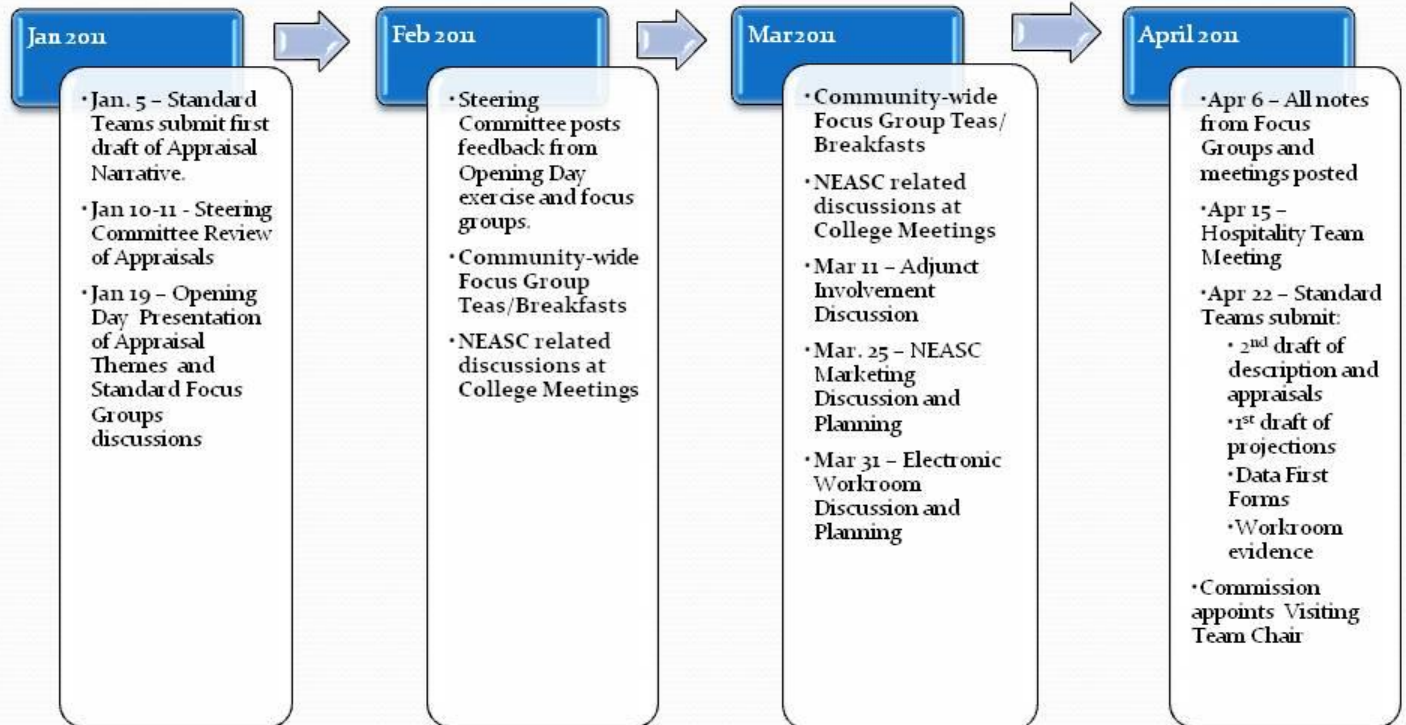
Opening Day Sp11  
Cards Exercise.msg

- The notes from each of the 7 focus groups conducted on Opening Day have been compiled and are posted on the MCC NEASC wiki and in the subfolder labeled Opening Day Focus Groups in the Spring 2011 Focus and Stakeholder Groups folder.
- Follow-up focus groups were conducted on February 24<sup>th</sup> for Standards 1 and 2 and on February 25<sup>th</sup> for Standard 6. The notes for the Standard 6 meeting have been posted in the Spring 2011 Focus Group Subfolder in the Spring 2011 Focus and Stakeholder Groups folder located on the MCCNEASC wiki.
- ✓ Standards 1 and 2 were discussed at the February 14<sup>th</sup> meeting of the Strategic Planning Committee.
- ✓ Standards 4 and 6 were discussed at the Joint AAC/SA meeting on February 24<sup>th</sup>.
- ✓ MCC NEASC Webpage is now live and can be found at <http://www.mcc.commnet.edu/neasc/>.
- ✓ Questions and communications can be sent to the email box at **MA-NEASC**.

[Directions for Uploading Documents to the Wiki](#)

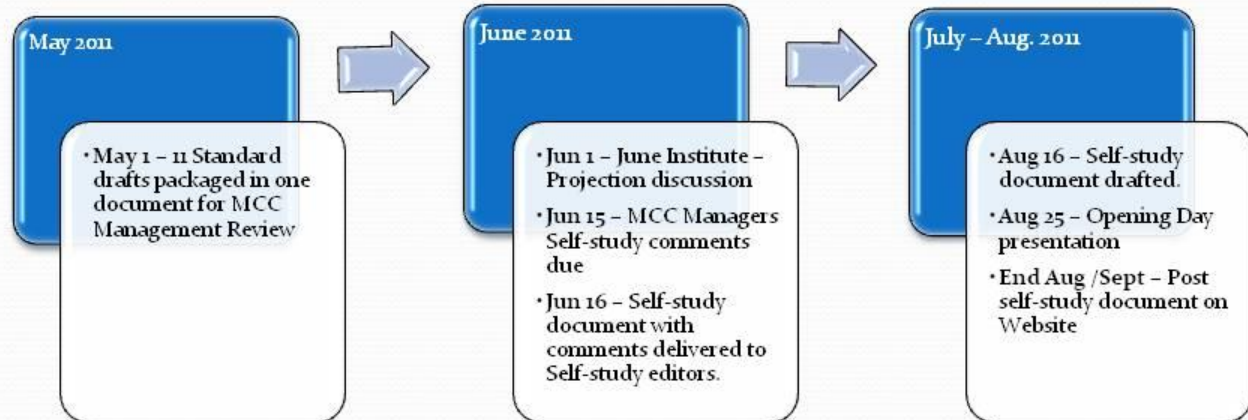


## Manchester Community College NEASC SP11 Self-Study Timeline





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**NEASC Focus Groups and College Meetings Schedule  
As of 3/10/2011**

<b>Dates</b>	<b>Time</b>	<b>Location</b>	<b>Topic</b>	<b>Refreshments Provided</b>
<b>Thursday, February 24, 2011</b>	3:30-5:00 p.m.	A226	Standards 1 and 2	Tea
<b>Friday February 25</b>	9:30 a.m.-11:00 a.m.	A108	Standard 6 Students	Breakfast
<b>Tuesday, March 8, 2011</b>	3:30 p.m.-5:00 p.m.	A108	Standard 4 Academic Program	Tea
<b>Wednesday, March 9, 2011</b>	3:30 p.m.-5:00 p.m.	A108	Standards 3,10,11 Organization and Governance Public Disclosure Integrity	Tea
<b>Tuesday March 15</b>	9:30-11:00 PAC	A108	Standard 1 Mission and Purposes Standard 2 Planning and Evaluation	none
<b>Tuesday March 15</b>	3:30-5:00 pm College Senate		Standard 2 Planning and Evaluation Standard 3 Organization and Governance Standard 6 Students	none
<b>Wednesday, March 16, 2011</b>	2:00 p.m.-4:00 p.m.	B149	Communication Standards 1-11	Tea
<b>Tuesday, March 22, 2011</b>	9:30 a.m.-11:30 a.m.	B149	Standard 4- Academic Program Standard 6- Students	Breakfast
<b>Monday, March 28, 2011</b>	9:00 a.m.-10:30 a.m.	A226	Standards 7 and 8 Library and Information Resources Technological Resources	Breakfast
<b>Tuesday, March 29, 2011</b>	3:30-5:00		Standard 5 Faculty	Tea
<b>Wednesday, April 6, 2011</b>	3:30 p.m.-5:00 p.m.	A108	Standards 8 and 9 Physical Resources Financial Resources	Tea
<b>Thursday, April 7 Academic Senate</b>	3:30 pm -5:00 pm		Standard 3 Organization and Governance Standard 4 The Academic Program Standard 5 Faculty	None
<b>Stakeholder Meetings</b>				
<b>Monday, February 14</b>	2:00-3:30 PM	A108	Standards 1, 2- Mission and	None

**NEASC Focus Groups and College Meetings Schedule  
As of 3/10/2011**

Strategic Planning Committee			Purposes, Planning and Evaluation	
<b>Thursday , February 24 Joint AAC/SA meeting</b>	10:30-12 noon	A108	Standard 4 Academic program; Standard 6-Students	<b>None</b>
<b>Wednesday March 16</b>	9:00-9:45 am	D229	Standard 10 Stakeholder meeting with AAC	
<b>Thursday March 17</b>	10:30-12:00 pm	A 108	Standard 10 Student affairs Stakeholder meeting	