



**TO:** MCC NEASC Standard Team Facilitators  
**FROM:** MCC NEASC Steering Committee  
**DATE:** November 5, 2010  
**SUBJECT:** November Goals/October Progress Report

Congratulations! Most teams have finished the description portion of their standard narrative. Those teams who haven't quite finished are working diligently to complete the description so they can stay on target for the next piece, appraisal. Below please find a report of the self-study goals for November and the progress made in October.

**"Description to Appraisal" Workshop– Friday, November 19, 2010, 11am – 1pm, Lunch will be provided**

The Steering Committee will present pertinent information and exercises to help the standard teams write the narrative for the appraisal section of the standard. Teams who attend will have time to work together to plan their efforts. Please mark your calendars and plan to attend so we can assist you with your work. More information to follow.

**November Goals**

**Standard Team November Goals:**

- During November 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?"** Your team will be using the description that you wrote and assessing whether what we currently do meets the standard. Your team's approach to appraisal may involve interviews, surveys, and other collections of evidence.
- Team facilitators and all team members are invited to attend a workshop entitled "Description to Appraisal" on November 19. The workshop is designed to help the teams write the appraisal. Teams will have time to work together at this workshop. Your team's appraisal draft is due **January 5, 2011**.
- The NEASC Steering Committee will be reviewing and providing feedback on the standard description narratives by the middle of November. Our goal is to provide the teams with feedback before the "Description to Appraisal" Workshop.
- Teams should continue to use the wiki to collaborate and store workroom documents.

**Work Completed in October:**

- ✓ A majority of the standard teams have completed their research and written the description portion of their assigned standard. The remaining teams are working hard to complete the descriptions by early November.
- ✓ 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**.
- ✓ Several members of the Steering Committee attended a Self-Study workshop hosted by NEASC. The team brought back several new ideas for improving the MCC self-study process. The Steering Committee continues to work on planning and monitoring the self-study process with the goal of making this process relevant and useful to the MCC community. The two major goals for this process are to foster improvement and assure quality.
- ✓ MCC NEASC Webpage has been developed and populated with public content. The web page will be made available to the community in early November.



MANCHESTER  
COMMUNITY  
COLLEGE

- ✓ The NEASC Series E forms have been completed by the Department Chairs and Program Coordinators and have been submitted to the Division Directors.

Thank you for all your efforts. During the next two months we have the important work of appraisal. Please let us know how we can be assistance as you begin this work.