



TO: MCC NEASC Standard Team Facilitators
FROM: MCC NEASC Steering Committee
DATE: October 4, 2010
SUBJECT: October Goals/September Progress Report

Below is a review of the work we need to complete in October, and a report of our community efforts on the NEASC Self-Study during the month of September. Thanks to all of you much has happened since our College-wide kick-off meeting on May 25, 2010.

October Goals and Deadlines

Canceled - October 29, 2010- NEASC Facilitator's Meeting— The original intent of this meeting was to gather progress information, provide support and answer questions. Because this meeting is scheduled so close the November 1, 2010 deadline the Steering Committee has canceled it in order to provide you more time to work with your individual teams.

- **Standard Team October Goals:**
 - During the month of October the standards teams will write the first draft of the description portion of their standard narrative. The description portion of the self study narrative answers the question **“what does MCC do currently to meet the standard?”** This effort may require the teams to conduct interviews to learn what we are currently doing, read college and other documentation, analyze the Data First and other data reports available.
 - During October standard teams will also be working to finalize their approach to the appraisal and projection portions of their standard narrative. The appraisal focuses on the question **“how well does MCC meet the standard?”** and the projection answers the question **“what commitments do we make to improve?”** Your teams approach to appraisal may involve interviews, surveys, and other collections of evidence. You will find a list of types of evidence in the team standard resources folder on the wiki.
 - Team facilitators should be assessing and taking steps to assure the team's ability to meet the **November 1st deadline** for completing a first draft of the **description** portion of the team's standard and completing an **outline of the team's approach to writing the appraisal and projection portion of the standard**. Please notify the Steering Committee with any concerns about meeting this date.

Work Completed in September:

- ✓ 59 of 100 team members have attended wiki training for the NEASC self-study wiki site. The scheduled wiki trainings have now all been completed. Jessica Mraz and Bonnie Riedinger will provide one-on-one assistance if there are other requests. The Wiki is open to all team members and will be a valuable tool for collaboration as we move forward.
- ✓ Pat O'Brien, Deputy Director of the Commission on Institutions of Higher Education at NEASC addressed the Standard teams on September 10 2010. Pat provided an excellent overview of the self-study process and offered her perspectives on making this work meaningful for the college community. The PowerPoint slides from Pat's presentation are located on the MCC NEASC wiki site in a folder labeled Pat O'Brien.
- ✓ All of the standards teams have had their initial planning meetings. Many of the groups have had several meetings and have reviewed the data first forms, begun collecting documentation needed for the



description of their area, and are preparing or completing interview questions/surveys for the college community.

- ✓ The Steering Committee has been reviewing your 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.
- ✓ The Steering Committee has assigned a representative to each of the Standard Teams. The Steering Committee representative will be reaching out to you during the Fall semester to see what questions you may have and ask if you need any assistance. The Steering Committee has been meeting weekly on Fridays from 11am to 12:30 pm in LRC A226. The teams are always welcome to drop in to ask questions or discuss concerns. Please email us to let us know you are coming so we can be sure to put you first on the agenda. The team assignments are as follows:

1. Standard 1- David Nielsen
2. Standard 2-David Nielsen
3. Standard 3-Joanne Russell
4. Standard 4-Joanne Russell
5. Standard 5-Mehrdad Faezi
6. Standard 6- Bonnie Riedinger
7. Standard 7-Sue Barzottini
8. Standard 8-Sue Barzottini
9. Standard 9-Jeanine DeRusha
10. Standard 10-Jeanine DeRusha
11. Standard 11 –Mike DiRaimo

Thank you for a productive September; we are appreciative of the important work you are doing to tell the MCC story.