



**TO:** MCC NEASC Standard Team Facilitators  
**FROM:** MCC NEASC Steering Committee  
**DATE:** February 7, 2011  
**SUBJECT:** February Goals/Dec-Jan Progress Report

Opening Day Focus Groups and activities provided much valuable feedback for our Self-Study. February and March will offer more opportunities for the MCC community to participate in "Telling Our Story." Please review the work we need to complete in February and March, and a report of our community efforts on the NEASC Self-Study during the months of December and January. We appreciate your help in "Telling Our Story."

### February Goals

#### Standard Team February/March Goals:

- During the month of February the NEASC Steering Committee will provide written summaries and notes from the Opening Day Focus Groups to the Standard Teams.
- The NEASC Steering Committee is continuing to provide feedback on the draft descriptions and appraisals. The Standard Teams should be working to complete **a second draft** of the description and appraisal narratives by **April 22, 2011**. Feedback from the Opening Day and spring Focus Groups should be incorporated into the appraisals as appropriate. Suggested projections also should be gathered by the Standard Teams and submitted by April 22. Each team should prepare a list detailing the projections (solutions to a challenge) as well as the feasibility of the projections. 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.
- A **list of workroom documents** required for each standard also is due **April 22**. The list should be uploaded to the workroom folder on the MCCNEASC wiki. Be sure to read the requirements for your standard listed on the wiki in your team folder.
- The Standard Teams should attend the teas/breakfasts Focus Groups for their standard when possible. Note takers will attend each Focus Group to help track feedback. More information and a schedule for these meetings will be provided to the Teams.
- 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 MCCNEASC Wiki.
- The Steering Committee will charge the Workroom Team and the Hospitality Team in March.

#### Work Completed in December and January:

- ✓ The Standard Teams worked to complete the first draft of appraisal portion of their standard. The teams had their choice of working with the appraisal template or writing a narrative. Each of the Standard Teams has completed at least a portion of draft appraisal for their standard and has posted it on the wiki.
- ✓ The Steering Committee prepared a presentation highlighting the major themes identified by the Standard Teams in their appraisal documents. The presentation was delivered on Opening Day and sent to the college community.
- ✓ College Community Focus Groups were conducted on January 19, 2011. Each focus group was asked to discuss a major theme or question. The groups were arranged so that the standards with similar themes



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could work together. Feedback from these focus groups will be documented and shared with the Standard Teams.

- ✓ An Opening Day Exercise was conducted to solicit feedback from the entire college. The College-wide audience was asked to identify one major strength, and one major weakness along with an action plan for change. Feedback from this exercise will be made available to the College Community.
- ✓ Steering Committee members attended the NEASC Conference titled “Demanding Excellence, Honoring Difference”. NEASC is updating the standards and we will have to adjust our report as soon as the revised standards are available.
- ✓ 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**.