



EXHIBIT A

EXECUTIVE DEAN OF INSTRUCTION

Date: May 5, 2006
To: Ed Assessment Oversight Committee
From: Beth Pitonzo
Cc: Dr. Silverman
Subject: ED Assessment Deans' Summaries Minutes of April 28, 2006

Draft

Present: Jim Arnold, Larkin Franks, Doug McCarty, Elizabeth Milliken, Lee Mitchell, Tim Polly, Beth Pitonzo, Wendy Schissel, Jack Schommer, Nancy Szofran and Teri Tong

Absent/Excused: Chad Bartlett, Tim Green, Daryl Harrison-Carson, and Amy Widger

Deans Presenting Summaries: Leslie Allen, James C. Arnold, Valerie Ward Martinez and Wendy Schissel

Call to Order

Beth Pitonzo called the meeting to order at 3:10 P.M.

Science and Technology (James C. Arnold)

Jim reported that his three departments have been reconfigured and he has 75% of his faculty from the prior year due to re-organization and program eliminations. He is impressed with his faculty and they are exceptionally talented.

Highlights in the Science and Technology division include:

- A new administrative assistant and science lab coordinator and these positions are central to the division as a whole.
 - Two new A&P faculty were hired.
 - Mike Russell and Walt Shriner contribute their technological savvy.
 - The EHS program is responsive and energetic and has generated more FTE through contract training.
 - Amazing support from the department chairs. A new department chair will be needed in Industrial area and talks have begun.
 - Three programs (aviation, horticulture and electronics) were eliminated and are currently completing teachouts.
 - Ford ASSET instructor resigned and a new instructor search is in the process.
 - Civil Engineering instructor retired and part-timers are teaching the classes.
 - Welding instructor/DC vacancy.
 - Mechanical engineering instructor will be on sabbatical next year.
 - Program costs are within reasonable range.
 - Computer Science had declining enrollment; working with instructor to improve program through articulation.
 - Unit reports have reoccurring issues regarding program marketing issues and equipment and facilities.
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Q & A

Q – What are the facilities and equipment issues?

A – The machine tool area has some vintage WWII equipment. The automotive department always has a long list of equipment needs. Science needs are pressing as well. We need more lab space; lack of it controls course offerings.

Tim Polly noted that machine tool's equipment is better than it was 16 years ago and they are weeding out the old equipment. A number of cars were dropped off this past week that came from the hurricane Katrina area. Partnerships with industry have helped greatly.

Q – Any solutions to solve the facilities problem?

A – Money would help. Javid is pitching money requests for GC/MS equipment to advisory committee. Tim reported that he has built partnerships with suppliers for discounts in machine tool to get the biggest bang for the buck.

Q – How much computer technology is taking over? Is 1653 a lab? Does ITEC have it on funding list?

A – Can't provide the detail. Beth noted that it is worthy to note computer needs.

Q – How is the computer science program doing? Did marketing help or hinder?

A – Enrollments are much better. Everybody in CS Chairs' meeting indicated enrollment is down nationwide. Marketing is a public perception piece. Computer program job outlook looks good.

Allied Health (Leslie Allen)

Leslie has been the interim dean of Allied Health for three months and it has been her honor to represent the division. The division has 12 programs and there are 250-300 students doing clinicals off-campus at any one time.

Highlights in the Allied Health division include:

- The PTA program has 250 contracts with health care providers for clinicals.
- The division has numerous laws and regulations to follow.
- They must conduct required student criminal background checks.
- Twenty-five full-time faculty, seventy-five part-time faculty.
- Nine accredited programs.
- Enrollment has increased.
- There is an increased demand for health care.
- Nursing has doubled their enrollment at the Bruning Center.
- Looking at opportunities for finding niche ways for offering training. Surgical Tech is currently doing this with "Operating Nurse" training.
- High tech simulation developing business plan.
- Graduation rates are good.
- Dental Hygiene program ranked 8th in nation.
- PTA students have a 100% pass rate on exams.
- MA students have a 100% pass rate on exams.
- Funeral Service faculty member retired.
- Student satisfaction is outstanding.
- Job placement meets all expectations.
- Data tracking after graduation is an issue. Need to do tracking.

- MHHS has two articulation agreements (PSU and Concordia). Students leave before graduation with only one term left because of job opportunities.
- Medical Office students leaving for job opportunities, too.
- Need more diversity in Allied Health... no bilingual faculty. This is a college-wide issue.
- Recruiting – preparing non-native students to get into programs.
- Writing a Perkins request to help faculty and students in clinical settings.
- Every program except Nursing and Dental Hygiene have marketing needs. Had 800 applications for nursing this cycle.
- Equipment – Surgical Tech, PTA and Dental Hygiene's equipment needs are outpacing the college's ability to purchase equipment.
- Remodeling needs – PTA and DH within the division. The Child Development Center needs to be torn down and replaced.
- A challenge is the continued recruitment of nursing faculty as well as others.

Q & A

Q – Do you have ESL connections?

A – All Allied Health programs do a marketing bridge through a new Career Pathways project. We offer a CNA class and Unit Secretary class in the Career Pathways project. There is a good connection there in terms of non-native speakers. Requirements in some programs are quite difficult... others less restrictive.

Q –What determines successful completion of a student? How many of us are working in our field that we received our degree in? How we measure doesn't always mean if they are successful. Maybe we should be asking, "Are you happy with what you got at MHCC?" We need an exit poll to capture this information.

A – Students are hired right out of their internships and then it is impossible for them to finish the day program. If we need to provide something to the student, then ask for information for an exit poll. We have early leavers with marketable skills (ELMS).

Nancy stated that she is looking at getting wage data from the State of Oregon to find where student are going and working. We could do a telephone survey of our graduates by an outside provider.

Larkin stated that some students might have completed 90 credits of their degree requirement and currently be working in industry and missing 1 co-op class, which is preventing them from getting their degree. Could we waive this and issue them a degree? An exit interview would be a good way to capture this information.

Social Science, IMA and Mathematics (Valerie Ward Martinez)

Val stated that we are raising awareness with the development of general education outcomes and the focus is more and more toward improvement.

Highlights in the Social Science, IMA and Mathematics division include:

- Meeting goals and priorities in SS, IMA and mathematics.
- Working on curriculum projects.
- A pending new articulation agreement in Criminal Justice and curriculum alignment with PSU.
- In 2003, we reviewed the Instructional Assistant program. The program was eliminated and the curriculum re-focused on a transfer degree in Education.

- Focus is on increasing enrollment by building annual schedules. Math offerings did not meet other instructional area's needs. We scheduled math classes to meet the demands. We are not just rolling the schedule anymore.
- The part-time faculty contract impacted the college by allowing us opportunities to improve the quality of instruction, e.g. scheduling of office hours.
- Social Science faculty are engaged in ed assessment, general education, curriculum alignment and building outcomes as they go.
- The Social Science faculty developed 4 general education outcomes. It was the best meeting she has been in in a long time.
- High school relations coordination – we are losing high school faculty due to retirements and new teachers are not always qualified to teach college-level students. MHCC faculty are working with high school instructors in assuring curriculum alignment and maintenance of ECO offerings.
- Transfer disciplines are working with other areas on campus
- IMA includes four separate professional technical programs that have integrated to meet emerging employment trends.
- Need to maintain full-time to part-time ratio in math. Hired two new math instructors. The quality of instruction is going up.
- In the final stages of hiring a radio broadcast instructor.
- Trends of improvement in support services.
- In 03-04, EAOC said that professional-technical programs needed marketing efforts. In 04-05 the college hired a marketing specialist. Title III has helped out. The web page has been upgraded.
- Technical support to faculty in general is an issue. PORTAL emphasis is on skills to students and faculty. No centralized equipment budget for multi-media until 05-06.
- Attention is needed to facilities. Classroom revitalization with carpet and furniture is beginning to occur.

Val told the EAOC that she sees value to theirs and her time in this process. We need clear direction at the division level – engage us all! We need buy-in at the department level. She hopes to see a realistic recommendation and support in executive support and engage at ground-level.

Q & A

Q – Larkin asked the following ECO question. High school instructors are sending resumes for business classes. How are you reaching out with the lead instructor idea?

A – We assigned a highly qualified MHCC instructor to all sections to provide curricular oversight and work with high school instructors. Release time was given to pilot the idea. She will give report to Beth and Dr. Silverman. (Beth noted that this was not meant to go on forever and it was meant to help the high school instructor bridge the gap while they pursued graduate credits to meet the necessary qualifications. High school instructors must have a written plan about achieving 24 graduate credits in field.)

Q – How as an institution are we measuring the success of our marketing campaigns?

A – Beth replied that schedule has an amazing impact on increasing enrollment. We need to look at other things on campus as well. The schedule should be analyzed up front to see who is taking your class and when they want to take it. Scheduling is key.

Tim stated that Ford ASSET starts in June and the instructors are beating the bushes to fill the co-hort. There is no marketing for Machine Tool. The website does not do it. We have tons of request for bodies to go to work from employers

Beth stated that other aspects of marketing are important as well.

Larkin noted that there seems to be a disconnect in what is and isn't working.

Jack stated that overall college marketing doesn't help his program and we have to be careful how we market.

Beth replied that you have to know who your group is to market to them appropriately.

Q – How will we deal with ongoing technology/software requests?

A – ITEC is looking to develop a college-wide approach to software requests.

Larkin noted that departments can go together to request the same software if other areas need the same software.

Q – Evening Weekend Services – Any progress being made?

A – The part-time faculty office hours are driving a need for space. The PT Faculty office center is a natural space for E & W with resources available to instructors.

Humanities (Wendy Schissel)

Wendy reported that she is blessed with the areas she oversees and enjoys it very much. All nine disciplines chose as their top three indicators enrollment, student satisfaction-course and course success. These were followed by direct cost/FTE, retention-course and diversity.

On going Issues and Highlights in Humanities division:

- Disciplines choose indicators that are not measurements for educational assessment
 - Direct Cost for FTE (an institutional effectiveness measurement)
 - Coordinators choose indicators with no data available.
- We need to re-look at how indicators are used.
- When college-wide enrollment is down – writing class enrollments go down.
- Course Success indicator overall is pretty good – lower scores in writing and reading because of developmental courses. Need to pay attention to indicators.
- All disciplines rated the indicator “direct cost/fte” as meeting expectations, except for theatre which did not use this indicator.
- Meeting expectations for course retention.
- The diversity indicator is reflective of more problematic issues for both economically and academically disadvantaged students.
- Sequential Course Retention – English plans to do curriculum development for next year.

Wendy noted that a concern continues for the need to differentiate between educational assessment and institutional effectiveness measurements. She questioned the use of the MHCC-Wide Indicator Averages list and whether all disciplines are aware of the list. There seems to be a disconnect in the ratings and discrepancies (find the numbers that make you look the best).

Jack thanked Wendy for her honesty and a great read. It was a very frank and open approach, thank you. He stated that he shared her summary with his faculty.

Tim cautioned the recommendation on the institutional effectiveness piece. This needs to be in the Strategic Planning area. He noted his cost of FTE is too high and puts a bulls-eye on his program... but it does not for Teri's dental hygiene program. We can be effective in different disciplines and cost differences should be allowed and different measurements.

Teri noted that there was a distrust from the very beginning of the Ed Assessment process development. Ed Assessment was supposed to be for programs to get help.

Beth stated that it was to be a separate process and then got into institutional effectiveness but was called educational assessment.

Elizabeth stated that we need to be aware of indicators and how data is used.

Larkin agrees.

Beth noted that the accreditation commission was talking about making ed assessment a separate standard. She will bring and share with the EAOE Senator Spelling's document, in which accountability was a major theme. The bottom line is if we don't take accountability, then it will be imposed upon us.

Adjournment

There being no further business, the meeting adjourned at 5:05 P.M.

Recorder: Diane Van Hise

BP/dv

EA: EA Min 04-28-06 Deans' Summaries Review