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January 15, 2014

Dr. Dale K. Nesbary
President
Muskegon Community College
221 S. Quarterline Rd.
Muskegon, MI 49442

Dear President Nesbary:

The monitoring report you submitted to our office has now been reviewed. A staff analysis of the report is enclosed.

On behalf of the Commission, staff accepts the report on general education and student learning assessment. No further reports are required. The institution's next reaffirmation of accreditation is scheduled for 2020 – 2021.

Also enclosed is a copy of the institution's Statement of Affiliation Status, which reflects the actions taken by the Commission. For more information on the interim report process contact Lil Nakutis, Process Administrator, Accreditation Services, at lnakutis@hlcommission.org. Your HLC staff liaison is Robert Appleson (rappleson@hlcommission.org) (800) 621-7440 x 122.

Thank you.

HIGHER LEARNING COMMISSION

STAFF ANALYSIS OF INSTITUTIONAL REPORT

DATE: January 15, 2014

STAFF: Robert R. Appleson

REVIEWED BY: Katherine C. Delaney

INSTITUTION: Muskegon Community College, Muskegon, MI

EXECUTIVE OFFICER: Dale K. Nesbary, President

PREVIOUS COMMISSION ACTION RE: REPORT: A monitoring report due 12/31/2013 focused on general education and student learning assessment.

ITEMS ADDRESSED IN REPORT: The office of the Commission received Muskegon Community College's report on the above topic on 12/4/2013.

STAFF ANALYSIS: Muskegon Community College hosted a comprehensive visit in October 2010. It was a recommendation of the visiting team that the College submit this monitoring report to address issues regarding general education and student learning assessment. The team recommended that the monitoring report include:

1. *A consistent general education core and outcomes that are expected of all graduates of the College as well as a process for evaluating the attainment of these outcomes.*
2. *A set of expected learning outcomes for each program (graduate competencies) and the associated methods and tools identified to evaluate these.*
3. *A College-wide protocol of the assessment practices that indicate specific timelines, documentation processes, links to planning and improvement processes in the College and persons responsible for each activity.*
4. *The leadership responsibilities related to the assessment activities identified, including those of: VP of Academic Affairs, the Assessment Committee, Institutional Research, and faculty development.*

The team also noted that the Commission may require a focused visit within one year of the required submission to address any unresolved concerns associated with the institution's response.

General Education Core and Outcomes

Previously there were two sets of general education outcomes: one for the ASA or transfer degree and one set for the AAS or applied science (technical) degrees. Since the comprehensive visit, the College adopted a new set of four core general education outcomes. They are:

Communication: *Knowledge and application of written and verbal communication competencies using college level information literacy skills*

Problem Solving and Technology: *Knowledge and problem solving skills using logical, mathematical, and scientific reasoning as well as technological resources*

Ethical Reasoning and Creativity: Knowledge and application of creativity in the arts as well as knowledge of, and the ability to critically examine ethical values, principles, and issues

Personal, Social, and Cultural Awareness: Knowledge and life skills required of an effective member of a diverse and global community

<u>Fall Semester:</u>	faculty focus on assessing general ed core outcomes
<u>March 1, each year:</u>	assessment reports due to the Dean of Instruction and Assessment
<u>Summer:</u>	Assessment Committee meets to review and evaluate each of the assessment reports and give narrative feedback.

Dean of Instruction and Assessment compiles assessment reports and produces a yearly assessment report

In the fall 2012, sixteen courses with high enrollment and numerous sections were selected to assess the new general education core outcomes. A complete list of those courses with the general education outcomes was included in the appendix of the report.

A Blackboard online learning platform was created to provide resources to faculty on assessment, including important documents, a link to the MCC assessment website, assessment-related presentations, etc. Each department has its own folder on this site where their completed fall reports are provided.

Learning Outcomes for Each Program

At the present time, 95% of the disciplines and programs have a completed list of outcomes based on the following questions:

- What will graduates of the program know, be able to do, or value?
- What specific observable or measurable actions should the students do to demonstrate they have met the outcome?
- How will we know if the students achieved the outcome?

In January of 2013, faculty members were asked to collaborate and produce curriculum maps showing where the program and discipline outcomes are measured in each course. Using the curriculum maps, each program or discipline has identified specific assessments that are used to gauge how well students are learning the important concepts from the course, as outlined in the list of outcomes.

College-wide Protocol of Assessment Practices

The general education core outcomes were created to reflect the Mission of Muskegon Community College. Each of the general education outcomes is connected to one or more of the Mission statements listed below.

- *Prepare students in critical thinking, communication and long-term learning skills for the changing challenges of the future (core outcomes 1, 2, 3, 4).*
- *Develop technical and vocational skills necessary to enter and/or advance in the technologically*

sophisticated workplace of the 21st century (core outcome 2).

- *Provide for the assessment and/or improvement of learning skills and attitudes necessary for a successful educational experience (core outcomes 1, 2, 3, 4).*
- *Respond in a rapid fashion to the ever-changing educational and training needs of local and regional business and industry (core outcomes 1, 2, 3, 4).*
- *Stimulate intellectual curiosity, promote humanitarian values and enhance the general educational experiences necessary for persons to function as effective citizens (core outcomes 1, 2, 3, 4).*
- *Create an atmosphere where diversity is acknowledged and encouraged (core outcome 4).*

The monitoring report also related some of the priorities of the strategic plan of the College and the relationship of those priorities to assessment. The priorities include academic foresight and services to students and community.

The monitoring report provided an overview of assessment at the College, which included assessment of general education core outcomes, program outcomes, discipline outcomes, occupational program evaluation, liberal arts discipline evaluation, graduation surveys, course level surveys and student satisfaction.

Leadership Responsibilities Related to Assessment

The Assessment Committee at MCC provides leadership, information, and training to faculty, staff and students related to the assessment of student learning. The monitoring report outlined all of the responsibilities of the Assessment Committee.

The report also outlined the assessment responsibilities of the Vice President of Academic Affairs, the Dean of Instruction and Assessment, department chairs, the office of institutional research and grants, and faculty members.

Staff comment: The monitoring report submitted by Muskegon Community College responded very directly and completely to the concerns of the 2010 comprehensive visit. The College is commended for its response to the team's concerns and for the very active and comprehensive assessment program it has developed.

STAFF ACTION: Accept the report on general education and student learning assessment. No further reports are required. The institution's next reaffirmation of accreditation is scheduled for 2020 – 2021.

STATEMENT OF AFFILIATION STATUS

Muskegon Community College
221 S. Quarterline Rd.
Muskegon, MI 49442

Affiliation Status: Candidate: N/A
Accreditation: (1929- .)

Nature of Organization

Control: Public
Degrees Awarded: Certificate, Associates

Conditions of Affiliation:

Stipulations on Affiliation Status: None.

Approval of New Additional Locations: Prior Commission approval required.

Approval of Distance and Correspondence Courses and Programs: The institution has not been approved to offer its degree programs or more than four of its certificate programs through distance education or correspondence education as defined in Commission policy. Commission policy does permit the institution to offer up to four certificate programs as well as a limited number of courses leading to degree programs through distance education or correspondence education without seeking prior approval. The institution has been approved under Commission policy to offer up to 100% of its total degree programs through distance education. The processes for expanding distance education are defined in other Commission documents.

Accreditation Activities: Multi-Location Visits, Additional Location Confirmation:
06/06/2013
A visit to the Newaygo County Regional, 4747 W. 48th Street, Fremont, MI location within six months of matriculation of students and initiation of instruction.
Multi-Location Visits, Additional Location Confirmation:
06/06/2013

STATEMENT OF AFFILIATION STATUS

A visit to the Grand Haven Community Center, 421 Columbus Street, Grand Haven, MI location within six months of matriculation of students and initiation of instruction.

Open Pathway, Quality Initiative Report: 08/31/2020

Open Pathway, Quality Initiative Proposal: 08/31/2018

Summary of Commission Review

Year of Last Reaffirmation of Accreditation: 2010 - 2011

Year for Next Reaffirmation of Accreditation: 2020 - 2021

Last Date of Information Change: 01/15/2014

Accreditation Note:

None.

Name Change: