

**Mid-Term Report Requirements  
Due October 15, 2021**

**YCCD Development and Completion Timeline**

<b>Action</b>	<b>Date</b>
Frame Mid-Term Report Requirements for BOT	October 2020
Discuss status with Academic Senate	November 2020
Report progress to BOT	December 2020
Report progress to BOT	March 2021
1 <sup>st</sup> Read Academic Senate/College Council	April 2021
2 <sup>nd</sup> Read, Academic Senate/College Council	September 2021
Final report approved by BOT	October 2021
Final report submitted to ACCJC	October 15, 2021

**MJC Activities, Responsible Group, and Timeline**

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<b>Mission Statement</b>	College Council	November 2020
<b>Institution-Set Standards</b>	College Council IE Office	November 2020
<b>Cycle of Planning</b>	IE, Instruction, Student Services, Admin Services College Council	December 2020
<b>Library Services, West</b>	Library	October 2020
<b>Student Learning Outcomes</b>	Outcomes Assessment WG Assessment Coordinator Divisions (discussions) Faculty	February 2020
<ul style="list-style-type: none"> <li>• Deep review of SLOs</li> <li>• Meaningful application</li> <li>• Documented program improvement</li> <li>• Substantive, sustained dialog about SLOs</li> <li>• Annual discussion of ILOs</li> <li>• Analysis of strengths/areas of improvement</li> </ul>		
<b>Guided Pathways</b>	Pit Crew	October 2020
<b>Prof Dev. &amp; Technology training</b> (how training supports mission)	PDCC CTC	January 2020
<b>Evaluate Planning/EMP</b>	EMP Workgroup	January 2020
<b>Data-Driven Culture</b>	IE Office Governance Groups	January 2020

A detailed outline of specific requirements and possible evidence follows.

## Mid-Term Report Requirements

### 1. Response to recommendations for improvement.

Standard	Recommendation	Evidence	Responsible	Deadline
I.A.1, I.A.4	Ensure <b>mission statement</b> is consistent in all working documents & publications	<ul style="list-style-type: none"> <li>▪ Agendas</li> <li>▪ Website</li> </ul>	College Council	November 2020
I.B.3	Review performance results for <b>institution-set standards</b> ; take appropriate measures when standards are not met; publish	<ul style="list-style-type: none"> <li>▪ College Council minutes</li> <li>▪ Initiatives to improve outcomes</li> </ul>	IE Office College Council	November 2020
I.B.9	Complete, evaluate, sustain <b>cycle of planning</b> (QFE)	<ul style="list-style-type: none"> <li>▪ Develop cycle &amp; timeline</li> <li>▪ Implement &amp; evaluate</li> </ul>	IE, Instruction, Student Serv., Admin Services College Council	Draft: December 2020
II.B.1	Ensure students have access to <b>library services on West</b> during all hours of operation	<ul style="list-style-type: none"> <li>▪ Library schedule</li> </ul>	Library	October 2020
III.B.4 III.C.2 III.D.3 IV.A.6 IV.D.6 IV.D.7	<u>DISTRICT</u> : <b>Engage college &amp; district constituencies</b> with timely development & alignment of all college & district plans and planning processes (facilities, technology, resource allocation (including one-time funds) and HR. Strengthen communication regarding district decisions.	Meeting minutes, work product (budget model, technology prioritization process, hiring practices, etc.)	Central Services Offices	December 2020
IV.C.2	<u>DISTRICT</u> : Trustees act as a collective entity in support of Board decisions	Meeting minutes, decision docs	Chancellor, Board	December 2020

### 2. Improving institutional performance: Student learning outcomes & Institution Set Standards

Standard	Recommendation	Evidence	Responsible	Deadline
I.B.2	<b>Student Learning Outcomes</b> <ul style="list-style-type: none"> <li>▪ <u>Strengths</u> of the assessment process</li> <li>▪ <u>Growth opportunities</u> for authentic culture of assessment</li> <li>▪ <u>Examples</u> of course, program, or service improvement based on assessment</li> <li>▪ <u>Plan</u> to address if college is falling behind</li> </ul>	ILO/PLO/SLO maps (published)  Division minutes  Documented review of SLOs  Documented improvement plans	Outcomes Assessment Workgroup	March 1, 2021

3. Report on outcomes of the Quality Focus Projects (see outline below)

4. Fiscal Report (most recent annual fiscal report)

## Action Projects & Actionable Improvement Plans

Action Project One: Holistic Support of Student Learning				
Identified Goals	Evidence	Responsible	Deadline	
<p>Goal 1: Strengthen processes that enable faculty to analyze, refine, and document improvement, based on learning outcomes</p> <ul style="list-style-type: none"> <li>• Current reporting processes</li> <li>• Deep review of all SLOs</li> <li>• Meaningful, real-world application</li> <li>• Documenting program improvement from learning outcomes</li> </ul>	<p><i>(Some evidence will be the same as identified above. This project requires a deeper review of SLOs, etc.)</i></p> <p>Division/department minutes documenting discussion &amp; refinement</p>	<p>Faculty</p> <p>Outcomes Assessment Workgroup</p>	<p>March 1, 2021</p>	
<p>Goal 2: Provide regular opportunity for substantive and sustained dialog about the refinement of curriculum and pedagogy to increase student learning</p> <ul style="list-style-type: none"> <li>• Increase dialog re: SLOs (faculty &amp; students)</li> <li>✓ Feedback process for program review</li> <li>• Annual discussion of ILOs</li> </ul>	<p>ILO to SLO map</p>			
<p>Goal 3: Institutionalize the integration of outcomes data into planning, resource allocation, and evaluation</p> <ul style="list-style-type: none"> <li>• Integrated planning model, including outcomes &amp; achievement data</li> <li>• Timeline &amp; process</li> </ul>	<p>Recommendations, based on assessment for planning cycle</p>	<p>Senate</p> <p>College Council</p>	<p>March 1, 2021</p>	
Action Project Two: Clear Educational Pathways				
Identified Goals	Evidence	Responsible	Deadline	
<p>Goal 1: Strengthen support networks for student advising (to include a team of specialists, counselors, and advisors)</p> <ul style="list-style-type: none"> <li>✓ Analyze program outcomes data</li> <li>✓ Identify cohort groups of students</li> <li>✓ Prof. dev. For faculty advisors</li> <li>✓ Pilot early alert system/electronic education planner</li> <li>✓ Measure retention, success, &amp; persistence</li> </ul>	<p>Guided Pathways documentation</p>	<p>PIT Crew</p>	<p>October 2020</p>	
<p>Goal 2: Establish entry-level pathways (areas of focus or meta-majors) for students</p> <ul style="list-style-type: none"> <li>✓ Analyze program requirements, division structures, and course-taking patterns</li> <li>✓ Align programs with meta-majors</li> <li>✓ Orientations/career exploration for Schools</li> <li>✓ Develop program plans for each pathway</li> <li>✓ Measure retention, success, persistence</li> </ul>	<p>Guided Pathways documentation</p>	<p>PIT Crew</p>	<p>October 2020</p>	
Actionable Improvement Plans				
<ul style="list-style-type: none"> <li>• Assess technology training needs/ prof dev</li> <li>• Strengthen how prof dev supports mission</li> <li>✓ Regular review of governance structures</li> <li>• Evaluation process to strengthen planning</li> <li>• Build on structures/processes outlined in EMP</li> <li>• Build data-driven culture to improve inst. perfor.</li> </ul>	<p>2019 Assessment</p> <p>2017/18 surveys; EAV revision</p> <p>Fall 2020 EMP assessment</p> <p>Dashboards, deans' data review</p>	<p>PDCC</p> <p>CTC</p> <p>EAV</p> <p>Workgroup</p> <p>EMP WG</p>	<p>January 2020</p>	