Mohawk Valley Community College Academic Affairs Annual Plan 2011-2012

*Please see key for abbreviations at end of document

Annual	Objective	Measure	Responsible Parties	Early Action Steps
Direction/Initiative				
STUDENT SUCCESS				
I.B.1. Create and implement a Collegewide student/employee expectations policy	Create a strong policy academic integrity & procedures to support the policy	Academic unit work group created by Fall '11, to submit findings to APSC for review Fall '11.	Academic Deans APSC	Brainstorm potential membership. Work with Library for research and LibGuide.
I.B.2. Create and implement a Collegewide First Year Experience program	Develop ED100 Design Team to review and refine curriculum to ensure excellence and consistency of offerings	Curriculum reviewed and refined by Spring 2012	Center for Language and Learning Design Dean First Year Experience Group	Create Design Team with charter, membership and timeline.
I.B.4. Implement efforts in accordance with the College's retention plan	Increase responsiveness to the Student Athlete Retention Program	80% response rate in Fall 2011 and Spring 2012.	Academic Deans & Asst to the Assoc Dean for Athletics	Investigate technical options; Enlist Deans in promoting faculty participation
	Establish a success center in the Jorgenson Athletic Center that will be utilized by student athletes & others	Success Center created and a baseline established of clock hours for athletes and general population students in 2011-12	Assoc Dean for Athletics	Furnish & equip center Establish regular hours/ staffing with Assistant to the Assoc. Dean of Athletics & peer tutors
	Explore possibilities for expansion and development of the Learning Center endeavor	Future plan developed	Dean for Center for Language and Learning Design	Workgroup established to develop plan Spring 2012
	Develop and implement an advisement plan that includes:	Plan developed and implemented.	VPLAA, VPSA, Deans and Center faculty	Create Workgroup to explore advisement cross-training and

	Training for new	Training and cross-		advisement day
	advisors and cross-	training and cross-		adviscincin day
	training for advisors	90% of faculty attending		
	within Centers.	sessions		
	Exploration of	Sessions		
	"advisement day" to	Work group established to		
	provide students with	explore an "advisement		
	expanded access.	day"		
I.B.5. Review and refine	Increase success rates in	Success rates in EN099	Contag for Language	Masting for Vallage
			Center for Language	Meeting for Kellogg Institute attendees to
systems to increase	developmental courses.	will increase by 5%, DS	and Learning Design	
support for under-		courses by 5%, and	Dean and Faculty	report on their learning
prepared students		MA045/MA050 by 5%		to faculty
A CADEMIC EXCELLE	NOE	(Fall to Fall, 2011-12).		
ACADEMIC EXCELLEN			1 1 1 D 1 1 1 D 1 C	
II.A. Develop a culture	Redesign the Honors	Design Team established	VPLAA, Team Co-	Create Design Team
common to students,	Program.	in Fall 2011.	Chairs	Charter
faculty, and staff that				Invite Team
values learning				membership
II.A.1. Identify,	Program goals/outcomes	100% of the POAR	Deans and Center	Assessment Liaison
document, and use	on the POAR templates	templates for programs	faculty	identifies POARs not
assessment results to	will be assessed on a 3-5	with more than 10		completed
improve student learning	year cycle.	enrollees updated with		
		assessment results and		
		suggested actions in		
		2011-12.		
	SUNY GE course	100% of scheduled	Deans and Center	Deans to review
	outcomes assessed per	outcomes assessed in	faculty	schedule
	schedule	selected classes	-	
II.A.2. Implement	Establish a Professional	Design Team established	VPLAA, Deans,	Create Design Team
professional development	Development Program	in Spring and	Executive Director of	Charter
opportunities for	Design Team to	recommendations	Organizational	
addressing learning needs	recommend a	submitted by close of	Development	Invite membership
as identified in the	development system that	Spring 2012.	_	_

CCSSE and SOS	supports the College's Strategic Plan.	Sessions focusing on identified needs offered during 2012 Summer Institute.		Assessment Liaison to forward CCSSE and SOS items identified by the IEC
II.A.3. Implement a program of professional development for adjunct faculty	Develop training for adjunct faculty (on site, online, hybrid) to be offered Fall, Spring and Summer.	Curricular priorities identified and curriculum developed for top priorities. Invite eligible adjuncts to participate in scheduled training.	Director of Educational Technology, Adjunct and Service Learning Liaison and faculty members	Curriculum developed in Fall; pilot in 2011-12 to eligible adjuncts
II.B.1. Implement, assess and refine processes for developing new and reviewing existing academic programs	Develop new academic programs per Design Team guidelines.	100% of the programs developed will follow the guidelines. List of 14 programs to be reviewed for discontinuance	Deans and Center faculty Director for Academic Systems	Pilot a new program following the guidelines Review list of old programs with Deans
II.B.2. Complete Academic Program Reviews in accordance with the established SUNY timeline	Scheduled programs will undergo the Academic Program Review Process.	100% of the APRs that are due will be completed during AY2011-12.	Deans and Center faculty	Centers will ascertain programs due Faculty responsible for drafting APR will meet with Assessment Liaison
II.B.3. Assess marketing strategy results for signature programs and revise strategies as appropriate	Collaborate with Marketing & Communication to market signature programs and assess results	At least one meeting per semester held with Marketing/Comm. for collaboration; success of signature programs marketing assessed	VPLAA, Center Deans, Director of Art Infusion, Marketing & Communication Liaisons	Consultation with Director of Marketing and Admissions
II.C.1. In accordance with the Academic Plan, begin to implement Design Team recommendations dealing with a virtual	Prioritize Learning Communities design team recommendations to determine those that will be implemented in	100% of design team recommendations prioritized, with top priorities addressed in year one.	Deans and Center Faculty	Incorporate faculty/ staff feedback - Fall 11

campus, scheduling systems, program development, degree audit, learning communities, and under- prepared students	2011-12 & subsequent annual cycles. Begin implementation of top priorities.			
	Evaluate effectiveness of learning communities, and amend as indicated	Effectiveness of learning communities evaluated by examining pass rate, persistence (in comparison to stand-alone equivalents) and faculty satisfaction	Center for Language and Learning Design Dean	Design data collection plan with Institutional Researcher
	Prioritize Underprepared Students Design Team recommendations to determine those to be implemented 2011-12 & subsequent annual cycles. Begin implementation of top priorities.	100% of Design Team recommendations prioritized, with top priorities addressed in year one.	Deans and Center Faculty	Explore grant opportunities with Proctor Dean of STEM will report on Wayne State experience Track students from MA050 into first credit math course for success rates
	Prioritize Virtual Campus Design Team recommendations to determine those that will be implemented 2011-12 & subsequent annual cycles. Implement top priorities.	100% of design team recommendations prioritized, with top priorities addressed in year one.	Deans and Center Faculty	Prioritize Design Team Recommendations and identify those to be addressed in 2011-12 Review LibGuides
In furtherance of II.B.1 and II.C1	Prioritize Program Development Design	100% of Design Team recommendations	Deans and Center Faculty	Identify a faculty work group to collaborate

Team recommendations to determine those that will be implemented 2011-12 & subsequent annual cycles. Begin implementation of top priorities.	prioritized, with top priorities addressed in year one.		with Assessment Liaison to develop the appropriate form according to Design Team recommendations and SUNY guidelines. Dean of LAHS will share forms from SUNY IT
Prioritize Scheduling Design Team recommendations to determine those that will be implemented 2011-12 & subsequent annual cycles. Begin implementation of top priorities.	100% of Design Team recommendations prioritized, with top priorities addressed in year one.	Deans and Center Faculty	Send list of all hybrid courses to advisors in the Fall 2011. VP's Office will collaborate with both Institutional Research and Director of Marketing & Communications to better publicize hybrid courses on the web. Dir of Educational Technologies will meet with Academic Deans to identify support services and capacity and College program needs
Prioritize Degree Audit Design Team recommendations to determine those to be implemented 2011-12 & subsequent annual	100% of Design Team recommendations prioritized, with top priorities addressed in year one.	Deans and Center Faculty	Deans will complete feedback regarding transfer courses to Coordinator of Transfer Services DegreeWorks will be

	cycles. Begin implementation of			utilized for advisement.
II.C.2. Create and implement an integrated plan for Community Restoration involving the	top priorities. Establish Service Learning and Internship Design Teams Carry recommendations forward for implementation Offer additional sections of credit and non-credit courses that lead to MVCC Certificates and	Design Teams charged, their work completed by December 2011, and the reports vetted through Senate and Cabinet in Spring 2012 Education Center enrollment & sections doubled and Spring-Summer '12 cohort	VPLAA Director of Community Restoration/Executive Director of CCED/community	VPLAA will name and charge the design teams Academic Leadership Team will review report in December Established second cohort to begin Carpentry/Masonry in Spring 2012, with
off-campus Education Center	/or career opportunities.	established Summer Internship Program established	partners	Internship opportunities for first cohort to run in Summer 2012
	Formulate a plan and site for a permanent education center in the Cornhill area of Utica and identify center programs.	Education Center location and program plan completed by Spring 2011	Director of Community Restoration /community partners/MVCC Foundation	Updates provided by VPLAA Office Consult with President re: timeline

CREATIVE PARTNERSHIPS				
III.A.1. Develop	Establish P-20 STEM			Updates provided by
relationships with primary	and Art Infusion projects			VPLAA Office
and secondary schools.	at area high schools, to			
	include:			
	STEM:			
	Create information	Three sessions per	Director of P-20.	
	sessions for H.S students	semester will be held at	STEM	
	& parents to provide	area high schools		
	transition info into			
	STEM majors			
	Art infusion: create a	Community mural		
	community mural and a	planned by Fall 2011 and	Director of Art	
	K-12 teacher art show at	completed no later than	Infusion	
	the college in Spring '12.	Spring 2012.		
	Establish curricular	Alignment projects	Dean Team Leadership	Updates provided by
	alignment projects with	established in three area		VPLAA Office
	area high schools.	high schools.		
	Activate and meet with	Committees created and	Directors of P-20,	Updates provided by
	advisory committees to	meeting at least once per	STEM Arc,,	VPLAA Office
	support STEM, Art	semester with their	Community	
	Infusion, Community	respective Directors	Restoration,	
	Restoration and		International Education	
	International Education		and Art Infusion	
	Review & evaluate	Articulation database	Directors of P-20,	Updates provided by
	existing BOCES & high	developed and populated.	STEM Arc and Art	VPLAA Office
	school articulations;	BOCES, high school, and	Infusion, Deans,	
	update and develop	college articulations	Director of Career and	
	relevant agreements.	increased 5%.	Transfer Services	
III.A.2. Develop	Improve course	Course equivalency table	Deans, Coordinator of	Deans will complete
partnerships with	transferability via the	established and	Transfer Services	feedback regarding
community organizations	course equivalency table	information disseminated		transfer courses to

and/or other colleges to	that supports the SUNY	via the College website.		Coordinator of Transfer	
serve the region	Student Mobility effort.		D:	Services	
III.B.1. Collaborate to	Update/expand current	Three new partnerships	Director of	Initiate meeting with	
provide credit and non-	programs that work with	regarding international	International	Directors of CCED,	
credit programming	community and	and community initiatives	Education, Academic	International Education	
	international partners.	identified and articulated.	Deans	and Deans	
	Further develop KGCC	New initiative with	Director of	Updates provided by	
	partnership.	KGCC and Vietnam developed.	International Education	VPLAA Office	
	Develop an MOU with	Completed MOUs with	Director of	Updates provided by	
	National College of	National College of	International Education	VPLAA Office	
	Ireland.	Ireland and at least one additional college			
III.B.2. Offer workforce	Identify high demand	At least 3 courses or full	Director of Community	Updates provided by	
development	and emerging jobs.	programs developed to	Restoration and Exec.	VPLAA Office	
courses/programs/services	Utilize design team	meet demand & emerging	Director of CCED,	VI Zi ii i Ginee	
for emerging and high-	recommendations to	job opportunities.	Academic Deans		
demand occupations	explore new program	job opportunities.	Treadenne Beans		
	development.				
VIBRANT CULTURE	ac veropinenti				
IV.B.3. Establish and	Clarify professional	Input gathered from	VPLAA, Deans and	Bring principals	
disseminate a set of	expectations.	across entire academic	full professors group to	together for general	
standards of professional		unit by Fall 2011&	work with Civility	discussion	
and civil conduct for all		clarifications of	Team & Exec. Director		
employees and students		professional expectations	of Organizational		
		circulated by Spring 2012.	Development		
LEVERAGED RESOURCES					
V.A.2. Identify and	Identify grant	Invite the Grants Council	VPLAA, Grants	Schedule meeting with	
pursue additional grants	opportunities for unit &	& CCED to one Deans'	Council, and CCED	Grants Council &	
in cooperation with the	partner with Grants	meeting per semester.		CCED.	
Grants Council	Council & CCED to	Identify 2 grants to		Use library resources	
	seek resources.	support academic		for identification of	
		programs.		potential grant options	

V.B.2. Assess the impacts	Conduct surveys to	60% response rate on	Facilities Committee,	VPLAA's office will
of changes to the	continue to assess	survey of satisfaction with	Director of Educational	work with the Vice
classroom environment	learning space	classroom environment.	Technology, Director	President for
and continue to	improvements		of Academic Systems,	Administrative Services
implement committee		AB266-8 soundproofed.	Office of VPAS and	to schedule and
recommendations for	Committee	Utica Campus Library	Academic Deans	communicate progress.
classroom improvement	recommendations	renovations completed.		
	implemented as			
	prioritized	Data from 100% of		Director of Academic
		fulltime faculty regarding		Systems will create a
		teaching environment		faculty rolodex of
		preferences collected and		classroom and tech
		cataloged.		preferences.

List of Abbreviations for the Academic Plan

APR – Academic Program Review

APSC – Academic Policies and Standards Committee

AY – Academic Year

BISS - Center for Business & Information, and Social Sciences

CAAH – Center for Arts and Humanities

CCED - Corporate and Community Education

CCSSE – Community College Survey of Student Engagement

CLLD – Center for Language and Learning Design

KGCC - Kien Giang Community College- our partner college in Viet Nam

LAHS – Center for Life and Health Sciences

LibGuides – Library Guides which are MVCC research guides online (almost 200 now!)

MOU – Memorandum of Understanding

POAR – Program Outcomes Assessment Report

SOS – Student Opinion Survey – next visit 2013

STEM – Center for Mathematics, Engineering, Physical Science, and Applied Technology

SUNY GE – SUNY General Education

VPAS – Vice President for Administrative Services

VPLAA – Vice President for Learning and Academic Affairs

VPSA – Vice President for Student Affairs