

# Malcolm X College

## College Governance Council



*One of the City Colleges of Chicago*

**Zerrie D. Campbell, President**

**MXC - 1**

# College Governance Council

## Report to the Board of Trustees

Friday, May 8, 1998



*One of the City Colleges of Chicago*

Zerrie D. Campbell, President

# College Governance Council

## Mission Statement

The purpose of the College Governance Council (CGC) is to serve as the principal governance advisory body representing the collective voice of Malcolm X College emerging from participatory deliberations of issues affecting the implementation and enhancement of the College's mission.

# Goals

- To increase institutional accountability
- To better represent all constituencies
- To address areas of institutional integrity
- To enhance institutional effectiveness

# Steering Committee Objectives

- To insure the integration of all components functioning within the College
- To review and critique aspects of the institution's operational policies and procedures
- To provide oversight, support and advocacy to all CGC committees
- To collect data and disseminate usable information relative to the enhancement of the institution's effectiveness
- To promote goodwill and collegiality among all members of the Malcolm X College family

# Malcolm X College College Governance Council

College Governance  
Council  
(Steering Committee)

Institutional  
Enhancement  
Committee

Wellness  
Sub-Committee

"Crisis"  
Sub-Committee

Environmental  
Sub-Committee

Technology  
Sub-Committee

Cultural  
Sub-Committee

3 Rs  
Sub-Committee

Resource  
Committee

Budget  
Sub-Committee

Building Space  
Sub-Committee

Forms/  
Communications  
Sub-Committee

Human Resources  
Sub-Committee

Material  
Sub-Committee

Information  
Technology  
Sub-Committee

Assessment  
Committee

Curriculum &  
Instruction  
Committee

20572

# Standing Committees

- Assessment Committee
- Curriculum & Instruction Committee
- Institutional Enhancement Committee
- Resource Committee

# Program of Work

## Assessment Committee

### Goals:

- To develop an instrument that measures institutional effectiveness and progress
- To advise the assessment officer
- To monitor and utilize assessment to aid in instructional improvement, delivery of student services, and prioritizing resource allocation



# Program of Work

## Assessment Committee

### Results:

- Designed the TriDAR assessment plan
- Developed an Assessment Newsletter
- Participated on the District Strategic Planning Committee

# Program of Work

## Curriculum & Instruction Committee

### Goals:

- To create a design of curriculum and instruction that integrates the General Education Core Elements with SCANS competencies
- To ensure that Malcolm X College offers a comprehensive curriculum that produces well-rounded, well-educated students who have acquired and demonstrated college-level competencies in the basic skills

# Program of Work

## Curriculum & Instruction Committee

### Results:

- Reviewed syllabi for all courses offered by Malcolm X College
- Revised syllabi to meet Illinois Articulation Initiative guidelines

# Program of Work

## Institutional Enhancement Committee

### Goals:

- To facilitate the physical, mental, and psychological well-being of faculty , staff and students
- To evaluate the environmental workplace
- To enhance the faculty's awareness of and use of new technology
- To provide a crisis intervention team
- To enhance the cultural life of the college
- To work toward continuous improvement of registration, recruitment, and student retention

# Program of Work

## Institutional Enhancement Committee

### Results:

- Gathered data relating to the state of the environmental workplace
- Facilitated grant writing workshop for faculty
- Crisis intervention team trained
- Participated in the week long Kwanzaa celebration

# Program of Work

## Resource Committee

### Goals:

- To address budgetary concerns
- To maximize utilization of classrooms and laboratories
- To catalog and simplify forms for the College and the District
- To seek to improve internal communications within the College
- To review the allocation of College support personnel
- To address the inventory of audio visual tapes and educational materials
- To address the computer and other technology needs of the College

# Program of Work

## Resource Committee

### Results:

- Participated in the development of the College budget
- Evaluated the conversion of a lecture hall to classroom and laboratory space
- Cataloged and consolidated College forms
- Reviewed use of computers in the classroom

# COLLEGE GOVERNANCE COUNCIL (CGC) NEWS

Published by the Office of the Vice President

Vol. 2 No. 2

February 23, 1998

## College Governance Council Head liners

### Members Reselect

The Malcolm X College CGC gears up for another successful year after a brief NCA "rest". At the January 9, 1998 Faculty Meeting, I urged all CGC members to prepare for another year of activities. Each participant was urged to review his/her committee selection and time was set aside after the faculty meeting for each of the committees to convene and identify new chairpersons and review visions for the remaining 1998 Academic Year and the 1999 Academic Year. Additionally, a Steering Committee Retreat was scheduled for January 16 1998, at which time plans, goals and

missions would be identified. A report of that retreat will be presented later in this newsletter.

I have copies of all of the minutes from those meetings with an update of the new members. In my next newsletter, I will publish a complete listing of all the committee memberships. If you failed to identify a committee, have your committee chairperson submit your name. -- Remember -- Everyone must participate on at least one committee.

### The Retreat -- A BIG Success

The retreat for the Steering Committee of the College Governance Council was held on Friday, January 16, 1998. Not only did the committee members identify goals, missions and visions, but we also had fun!! Now I call that a BIG Success.

Mission/ Purpose : The purpose of the College Governance Council is to serve as the principal governance advisory body representing the collective voice of Malcolm X College emerging from participatory deliberations of issues affecting the

implementation and enhancement of the College's mission.

#### Goals :

1. To increase institutional accountability
2. To better represent all constituencies
3. To address areas on institutional integrity
4. To enhance institutional effectiveness

#### Objectives:

In order to implement effectively the mission of the college, the College Governance Council Steering Committee will:

1. Insure the integration of all components functioning within the college
2. Review and critique aspects of the institution's operational policies and procedures
3. Provide oversight, support and advocacy to all CGC committees
4. Collect data and disseminate usable information relative to the enhancement of the institution's effectiveness
5. Promote goodwill and collegiality among all members of the Malcolm X College Family.

It was also decided that the

### CONTENTS

Members Reselect . . . . .	1
The Retreat -- A BIG Success . . . . .	1
The Board Presentation . . . . .	2
Vision for the Future, or Where Do We Go From Here?? . . . . .	2
Meeting Minutes . . . . .	2



composition of the steering committee would be 29-35 participants as follows:

- 4-8 CGC Committee Chairs
- 10 Exec. Committee Members
- 3 Students
  - a. Student Government Reps
  - b. PTK reps
- 5 Staff/Professional
  - 1 Community representative
- 5 Union representatives
  - 1 Faculty Council Representative

----  
29-35 TOTAL

The final agenda item was preparation for the Board of Trustee presentation on March 5, 1998.

## The Board Presentation

Each month at its regularly scheduled Board of Trustees Meeting, there is a report from one of the Colleges. This month, March, Malcolm X College will present the College Governance Council because of its success as a viable part of the college. The presentation is only 15 minutes long and will be presented by a representative group. Your committee chairperson will provide you with detailed information. Or, why not attend the Board meeting on March 5, 1998. The Board Meeting begins at 9:00 a.m. and the first item on the agenda is the college report, so be on time. This is the time to show everyone how well we work together to achieve those goals that we, as a college community, deem important. Presenters will be as follows:

- Intro. - Vice Pres. Perkins
- History - W. Wilson
- Assessment - Pauline Ward

Resource - Anthony Owens  
Inst. Enhancement - S. Schwartz  
Curr & Inst - M. Norton  
Wrap-up - V. Perkins

This will be followed by a brief Question and Answer period by the Board and Officers of the District.

## Vision for the Future, or Where Do We Go From Here??

A final consideration for the end of Academic Year 1997-98 is what is the direction of the College Governance Council for the remainder of this academic year and for the 1999 academic year. At the committee meetings held on January 9, 1998, you were to provide discussion and ideas for your chairperson to bring to the CGC Steering Committee Retreat. There were many ideas discussed. There was one constant theme, "Outcomes Assessment". This is of vital importance to the credibility of our programs and the integrity of our institution. The Assessment Committee will be working diligently to record and report the data collected by each of our courses and programs. Are your records acceptable?

The integrity of the registration process was another concern. We must come together (The 3R Committee) to discuss and explore what we are doing "right" and "wrong". At the next committee meeting, there will be a review of the "Phantom Shoppers Report" for all to see. Additionally, we need to come up with a more effective academic advisement program. All faculty and

staff MUST realize that proper advisement and registration is one of the major instruments for academic success. If you have ideas, jot them down and be prepared to offer your suggestions at that committee meeting.

More specific information regarding the vision for the future will be given with the official minutes from the retreat, which will be distributed at the next faculty meeting.

## Meeting Minutes

Chairpersons, just a reminder to forward to my attention the minutes from your committee meetings along with the attendance. Remember, I will be preparing an annual report in May. Be certain your committee is represented correctly.

*Valerie J. Perkins*  
2/23/98

20 572 4

# Malcolm X College

*One of the City Colleges of Chicago*



## COLLEGE GOVERNANCE COUNCIL

### 1997 Annual Report

*1900 West Van Buren Street  
Chicago, Illinois 60612  
Zerrie D. Campbell, President*

EDUCATIONAL  
CONFERENCES

*Empowerment*



*Through*



*Education*

*Prepared by*

*Valerie S. Perkins, Vice President  
Faculty & Instruction*

205724

TABLE OF CONTENTS

- I. Malcolm X College - College Governance Council
  - The Beginning
  - What Has Been Accomplished?
  
- II. College Governance Committee
  - College Governance Council (CGC) News
  
- III. Curriculum & Instruction Committee
  
- IV. Resource Committee
  
- V. Institutional Enhancement Committee
  
- VI. Assessment Committee

MALCOLM X COLLEGE - College Governance CouncilTHE BEGINNING

*The Malcolm X College, College Governance Council was established early Fall, 1996. Due to a Central Administration mandate that required the enforcement of the thirty (30) hour per week requirement for all faculty, the Malcolm X College Administration sought for another way to ensure the 30 hour per week requirement which would ensure quality rather than just quantity. The preparations for North Central Association Accreditation, Strategic Planning (both local and district-wide), FY 97 Budget Planning, Educational Plans, etc., placed an enormous workload on the already full plate of many administrators. After a discussion with the NCA Self-Study Coordinator, Professor Wellington Wilson, it was decided that effectively involving faculty and other staff in the college governance and operations would not only alleviate the work load, but provide the kind of open communication and awareness essential to quality effective institutional productivity.*

*With this information in mind, a planning committee was established consisting of four (4) administrators: Zerrie D. Campbell, President; Valerie S. Perkins, Vice President; Thomas F. Anderson, Dean of Instruction; Randall M. Johnson, Dean of Career Programs; and four (4) faculty: Judith Armstead, Business Institute; Betty J. Hale, Counseling; Shirley Howard, Nursing; and Wellington Wilson, Behavioral Sciences. The planning committee met to determine the direction of the 'council', and it was decided to let the council members determine their own direction, but the planning committee would identify the necessary sub-committees. It was decided that one administrator and one faculty would pair to temporarily chair the following*

sub-committees. Additionally, the following informational description was provided to all in attendance:

***Institutional Enhancement (Perkins & Hale)***

*The Institutional Enhancement Sub-Committee will solicit ideas and suggestions, names of resource persons and/or materials from all components of the college for college-wide activities, events and presentations which will:*

- ◆ *enrich and refine our cultural and informational awareness*
- ◆ *encourage, expand and extend collegiality among the various components of the College*
- ◆ *celebrate our generational and ethnic diversity and honor our common humanity*

*The Committee will decide how and which suggestions and ideas to implement and the goals and time lines for each.*

***Resource ( Campbell & Armstead)***

*The Resource Sub-Committee seeks to identify and enhance the effective use of human, physical, financial and material resources of the institution and develop policies and procedures for communicating to the college at large. Members of this committee will also have direct input into the preparation of the 1998 College Budget.*

***Assessment Sub-Committee (Anderson & Wilson)***

*This committee seeks to establish a process that will aid our evaluative efforts in viewing our total college. Assessment is an ongoing process aimed at understanding and improving student learning. It involves making our expectations explicit and public; setting appropriate criteria and high standards for learning quality; systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations and standards; and using the resulting information to document, explain and improve performance. When it is*

*embedded effectively within larger institutional systems, assessment can help us focus our collection attention, examine our assumptions, and create a shared academic culture dedicated to assuring and improving the quality of higher education.*

***Curriculum & Instruction (Johnson & Howard)***

*It is expected that a student completing programs at Malcolm X College will have acquired a basic group of competencies in the skills of reading, writing, verbal, computations and reasoning. Additionally, expectations for developing college-level skills include awareness of multiculturalism, values, creativity and comprehension of inquiry which defines the "well-educated person. The students' acquisition of college-level skills will enable them to recognize and define the salient concepts, terminology, facts, principles and theories and current issues in each course. Institutional and departmental expectations must be in agreement and reflect the development and implementation of teaching/learning techniques.*

*The presentation of the recommendation was made by Vice President Perkins to faculty and staff at the September 13, 1996 Faculty Meeting. Faculty and staff were asked to sign-up for the sub-committee of their choice. Sign-ups began and a working luncheon session followed with the distinct purpose of electing permanent chairpersons and laying the groundwork for the sub-committees. The working sessions were highly successful and thus the beginning of the College Governance Council.*

*New, or permanent chairpersons were elected and identified as follows:*

***Curriculum & Instruction - Professor Florence Townsend and Professor Madeline***

*Norton, Co-Chairs*

***Resource - Professor G. Derek Lennon, Chairperson***

*Assessment - Professor Wellington J. Wilson, Chairperson*

*Institutional Enhancement - Professor Seymour Schwartz and Professor Wylmarie Sykes, Co- Chairs*

*In addition to the identification of the aforementioned committees and chairs, numerous sub-committees were formed and will be identified in a series of newsletters published by the Office of the Vice President.*

**WHAT HAS BEEN ACCOMPLISHED?**

*The Malcolm X College - College Governance Council was accepted by all college personnel. It has been the impetus for many of the accomplishments and advancements made by the college for FY 97. Following is a review of the work performed by each of the sub-committees:*

***Institutional Enhancement Sub-Committee** identified numerous other committees to address all of the concerns at the college. Most effective was the Wellness Sub-Committee which was charged with addressing crises intervention, stress, and wellness in general. This committee held several workshops during the course of the academic year. Most outstanding was the Crisis Intervention and Stress Reduction Workshops which were attended by staff from every level. As a result of the Crisis Intervention Workshop, Malcolm X College has twenty-two (22) Certified Crises Interveners prepared to work with the college community (both external and internal) when called upon.*

***Resource Committee** not only worked with the fiscal director in planning the FY 98 Budget, but this committee also identified other necessary resources by preparing and conducting a materials review, staffing concerns, etc. This committee worked to produce the final plans of the*



*1998 Educational Plans and FY 98 Budget.*

*Curriculum & Instruction Committee reviewed all syllabi in the college and revised the necessary syllabi in order to meet the new Illinois Articulation Initiative guidelines. The revised syllabi were forwarded to the Illinois Community College Board for review, and the process is continuing into the Fall, 1997 term.*

*Assessment Committee, in addition to addressing the assessment package in preparation for the North Central Association Accreditation Visit in November, 1997, made college personnel aware of the need for institutional assessment and provided and participated in numerous assessment workshops. This committee also worked with Professor Wellington Wilson to address the Self-Study for NCA.*

*The aforementioned activities are microscopic of the multitude of activities performed by the College Governance Council (CGC). This document includes committee notes, newsletters, and committee communications which will further explain committee activities.*

*The introduction of the College Governance Council here at Malcolm X College was highly effective. This effectiveness was due to the staff's willingness and eagerness to be a part of the progress of the institution. Their productivity was indicative of their willingness.*

# COLLEGE GOVERNANCE COMMITTEE (CGC) NEWS

sub-committee formation  
Vol. 1 No. 1  
September 20, 1996

## Malcolm X College establishes CGC

### September 13, 1996 Faculty Meeting Identifies Sub-Committees for CGC

The September 13, 1996 faculty meeting took a new twist. After a brief "State of the College" address by President Campbell and informational updates by Student Services and Community Relations, Vice President Valerie Perkins gave information regarding the College Governance Committee, an "all-college" committee designed to address all areas of concern at the institution. The sub-committees were identified as:

Curriculum & Instruction sub-

committee

Convened by Dean Randall M. Johnson & Professor Shirley Howard.

Assessment sub-committee

Convened by Dean Thomas F. Anderson & Professor Wellington J. Wilson

Institutional Enhancement sub-committee

Convened by Vice President Valerie S. Perkins & Professor Betty J. Hale

Resource sub-committee

Convened by President Zerrie D. Campbell and Professor Judith Armstead

All faculty selected the committee of their interest and working lunch sessions were held to elect sub-committee chairpersons and other officers. The break-out sessions were extremely productive and exciting, and reporters came back to the closing session identifying additional sub-committee establishments and dates identified for future meetings. Below is a brief paragraph identifying the sub-committees and the newly elected chairperson(s).

Curriculum & Instruction  
Co-Chairpersons: Florence Townsend & Buford Kirkwood

This committee reviews the establishment of new programs, courses, reviews syllabi, etc. It is

expected that a student completing programs at Malcolm X College will have acquired a basic group of competencies in the skills of reading, writing, verbal, computations and reasoning. Additionally, expectations for developing college-level skills include awareness of multiculturalism, values, creativity and comprehension of inquiry which defines the salient concepts, terminology, facts, principles and theories and current issues in each course. Institutional and departmental expectations must be in agreement & reflect the development and implementation of teaching / learning techniques.

Assessment

(interim) Chairperson: Wellington Wilson

This committee seeks to establish a process that will aid our evaluative efforts in viewing our total college. Assessment is an ongoing process aimed at understanding and improving student learning. It involves making our expectations explicit and public; setting appropriate criteria and high standards for learning quality; systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations and standards; and using the resulting information to

### CONTENTS

September 13, 1996 Faculty Meeting Identifies Sub-Committees for CGC . . .	1
Committee Reports Due to Vice President Perkins . . . . .	2
Patterns of Evidence . . . . .	2
Steering Committee Meetings . . .	2

document, explain and improve performance. When it is embedded effectively within larger institutional systems, assessment can help us focus our collective attention, examine our assumptions, and create a shared academic culture dedicated to assuring and improving the quality of higher education.

#### Institutional Enhancement

Chairperson(s): Professor Wylmarie Sykes & Professor Seymore Schwartz

The Institutional Enhancement Committee will solicit ideas and suggestions, names of resource persons and/or materials from all components of the college for college-wide activities, events and presentations which will:

- enrich and refine our cultural and information awareness
- encourage, expand and extend collegiality among the various components of the College
- celebrate our generational and ethnic diversity and honor our common humanity

The committee will decide how and which suggestions and ideas to implement and the goals and time lines for each.

#### Resources

Chairperson: G. Derek Lennon

The Resource Committee seeks to identify and enhance the effective use of human, physical, financial and material resources of the institution and develop policies and procedures for communicating to the college at large. Members of this committee will also have direct input into the

preparation of the 1998 College Budget.

*Information will be available in the next Newsletter on the specific times and dates of each sub-committee meeting. If you wish to change, or add an additional committee, please contact the identified chairperson.*

*If you were not present at the faculty meeting, you should contact your respective dean and identify the committee on which you will participate. All committees consist of faculty, administrators, staff, and students.*

## Committee Reports Due to Vice President Perkins

If you have not already done so, each of the aforementioned committees should submit your committee reports to the Vice President. Your report should include the activities at your 9/13/96 meeting, including the chairperson(s) name, notetaker/secretary, meeting dates and times. At a later date, a complete timetable will be submitted identifying specific activities and completion of each. If there are any questions regarding any of the documented material, feel free to contact Drs. Johnson or Anderson or Vice President Perkins.

## Patterns of Evidence

This document, along with your regular submission of committee activities, will be included as Malcolm X Colleges "Patterns of Evidence" and presented to the North Central Association of Accreditation during the

November, 1997 accreditation site visit. All meetings, activities, etc., should be documented and forwarded to your deans for inclusion in binders documenting our collaborative efforts and student and educational commitment. You will be hearing this term more as the year progresses. Watch out for it!!

## Steering Committee Meetings

The Steering Committee of the CGC will meet on a regular basis. This steering committee will consist of the following individuals:

The Initial Conveners:

President Zerrie Campbell  
Vice Pres. Valerie Perkins  
Dean Thomas Anderson  
Dean Randall Johnson  
Professors Wellington Wilson  
Judith Armstead  
Shirley Howard  
Betty J. Hale

Each Committee Chairperson(s)

Prof. Florence Townsend  
Prof. Buford Kirkwood  
Prof. Wylmarie Sykes  
Prof. Seymore Schwartz  
Prof. G. Derek Lennon

You will be contacted soon and asked to attend a Steering Committee Meeting. At this meeting, the committee will address the activities of each of the sub-committees and make recommendations to the expansion of the membership. We will also address any concerns, recommendations brought by the sub-committees.

Look for the "specifics" of each committee in the next newsletter. When will that be? Yet to be determined. Be on the look-out.

# COLLEGE GOVERNANCE COMMITTEE (CGC) NEWS

Published by the Office of the Vice President

Vol. 1 No. 2

September 27, 1996

## Institutional Effectiveness & Resource Committees Identify Sub-Committees

### Wellness Sub-committee to address general college health

The Institutional Effectiveness Committee met on Thursday, September 19, 1996 to finalize some ideas discussed in the September 13, 1996 initial meeting. Various sub-

committees were identified, one of which was the Wellness sub-committee. The Wellness sub-committee was established to address the health concerns of all Malcolm X College staff and provide visibility to the community of the vast variety of health science and nursing offerings available at the college. This sub-committee, consisting of many of our health professionals and the athletic director, is meeting to identify workshops, fitness schedules, speakers, etc., to ensure that the Malcolm X College family is well versed and prepared to address and implement the proper health and fitness program to suit his/her lifestyle. Some of these session topics will include recognizing the signs of breast and prostate cancer, addressing high blood pressure, maintaining and identifying good cholesterol levels, avoiding stress related illnesses, maintaining good nutrition, etc.. If you have suggestions for a workshop or if you would like to contribute to a presentation, contact the Institutional Effectiveness Committee co-chairpersons, Wylmarie Sykes or Seymore Schwartz.

### Sub-committee "X" to address communication & college visibility

The sub-committee identified as Committee "X" voted to maintain its mysterious title, which, according to Professor Joe Vojacek (Comm. & Fine Arts) expresses the poetic license of the school & the committee. This committee will work to set up an Open House activity, conferences, speakers, etc.

### Resource committee identifies 7 "subs"

The Resource Committee has set up seven, yes, count them, seven sub-committees. They are (1) Budget, chaired by Victoria Smith (who else??), (2) Building Space Committee, chaired by Luc Elie, (3) Forms, chaired by Derek Lennon, (4) Communication, chaired by Brenda Montgomery, (5) Human Resources, chaired by Madeline Greene, (6) Material, chaired by Anita Caver, and (7), Re-engineering Registration, chaired by

### CONTENTS

Wellness Sub-committee to address general college health . . .	1
Sub-committee "X" to address communication & college visibility . . . . .	1
Resource committee identifies 7 "subs" . . . . .	1
Resource Topics of Concern . . . . .	2
Curr. & Instruction Committee, Where are you??? . . . . .	2
Reminders . . . . .	2

Patricia Burke.

## Resource Topics of Concern

The Resource Committee has identified Topics of Concern which will be addressed in their preidentified sub-committees. Look over this list and the topics. If you think there are additional topics that need to be addressed by this committee, contact one of the aforementioned chairpersons listed above, or contact G. Derek Lennon, who is the Chairperson of the Resource Committee.

The Budget Sub-Committee naturally addresses all budgetary concerns. Join this group if you're interested in being part of the FY97 Budget planning committee. The Building Space Sub-Committee will look at the utilization of classroom and laboratory space and will conduct an inventory of available space. This is going to be an extremely important committee as the college enrollment increases and the demand for classroom, office and 'conference' space becomes premium. Because of the ever increasing and changing forms, both at the college and from central administration, The Forms Sub-Committee will conduct an inventory of forms and the organization and numbering of the different forms. The Communication Sub-Committee will seek to improve the communication within the college, specifically regarding illnesses, leaves of absences, and deaths. Improving the communication about these and other concerns will strengthen the MXC family and allow each of us to offer assistance, when needed, to our colleagues. The Human Resources Sub-Committee will review the

allocation of secretarial resources throughout the college. Does this also include staffing???? The Materials Sub-Committee will address the inventory of audio visual, tapes and educational materials available at the college. This committee will assist us in using our resources wisely, as many departments and programs order the same audio-visual equipment, tapes, etc., without knowledge of what is already available at the school. Perhaps a common audio-visual storage space will alleviate this waste of our precious revenue. As we begin to enter the age of high technology, our registration process will also require updating. If you haven't heard, Malcolm X College will be the pilot school for the new TARGET system. This means more computers will be needed. The Re-engineering Registration Sub-Committee will review Malcolm X College's computer & registration needs.

As you can see, these committees are working hard. The Resource Committee will be meeting on October 11, 1996 at 1:00 p.m. in Room 2532. The Institutional Effectiveness Committee met on September 19 and 26, 1996. The Assessment Committee is scheduled to meet today, and every "Pay Day" Friday. The next newsletter will provide information from this important committee.

## Curr. & Instruction Committee, Where are you???

An update is needed from the Curriculum & Instruction Committee. Will either co-chair Florence

Townsend or Buford Kirkwood send me an update.

## Reminders....

Maurice Roberts asks that you contact Facilities to secure your meeting rooms prior to announcing your meeting locale.

Your "Patterns of Evidence" are important, yet I still have not received meeting notes. Be sure to forward copies to my attention.

If you are interested in one of the sub-committees, contact the chairperson of that committee. If you have forgotten the chairpersons, feel free to contact my office for the name.

All Chairpersons should be prepared to give a full committee report at the Steering Committee Meeting to be held during the week of September 30, 1996. You will be receiving notification of the time and location soon. The agenda will include the following:

- expanded membership
- reporting forms
- record keeping
- meeting rooms/locale

If you wish to add to the agenda, contact Jackie Bell-Smith at ext. 7049.

# COLLEGE GOVERNANCE COMMITTEE (CGC) NEWS

Published by the Office of the Vice President  
Vol. 1 No. 3  
October 4, 1996

## Steering Committee Holds First Meeting

### Steering Committee Meets

The Steering Committee of the College Governance Committee held its first meeting today, Friday, October 4, 1996. Its primary purpose was to identify the direction and composition of this group of individuals. All Committees were represented. It was decided to expand the Steering Committee to

assure input by all constituents of the institution. Vice President Perkins will contact individuals to be present at the next meeting. It was also decided that the next meeting dates for the Fall, 1996 term would be on Thursday, October 24, 1996 and December 5, 1996. The times would be from 1:30 p.m. to 3:00 p.m. in the Lily Golden Conference Room. If you are contacted, or if you are a member of the Steering Committee please place these dates on your calendar and be sure to attend. If you wish to submit agenda items, they should be submitted to the Vice President's office by the Monday prior to the Thursday meeting date.

expanded by representatives from the following areas:  
1600 Professional; Student Government Association; ALSP; Continuing Education; WSLC; Local 1708; Engineering & Maintenance.

### Curriculum & Instruction to Meet on October 18, 1996

If you are part of or wish to become part of the Curriculum & Instruction Sub-Committee, they will be meeting on Friday, October 18, 1996. (Just prior to the Chancellor's Town Hall Meeting.) All committee members and interested parties should contact either Co-chair Florence Townsend or Co-chair Madeline Norton for the locale.

### "Crisis" Sub-Committee to Meet

The Crisis Sub-Committee of the Institutional Enhancement Committee will meet on Monday, October 7, 1996 at 2:00 p.m. in Room 2418. They will be meeting to identify and prioritize topics of concern regarding crisis intervention, stress management, conflict resolution,

### CONTENTS

Steering Committee Meets . . . . .	1
Curriculum & Instruction to Meet on October 18, 1996 . . . . .	1
"Crisis" Sub-Committee to Meet . . . . .	1
Assessment Goes to Indianapolis . . . . .	2
Patterns of Evidence . . . . .	2
Timeline Identification . . . . .	2
A Note on the Alumni Celebration . . . . .	2
Mark Your Calendars . . . . .	2

The following was decided as a result of this meeting:

- The Steering Committee must have input on budgetary priorities. Some of the members should sit on budget planning committee.
- Each committee chair should monitor sub-committee recommendations
- Administrators should utilize the resources of the committee chairpersons
- Each sub-committee must submit meeting notes at least every 2 weeks.
- The committee would be

negotiation, and interpersonal relations. They are open to suggestions from the college. If you know the names of dynamic, knowledgeable presenters on any of the above, contact either Betty J. Hale or Joyce Genus, Co-Conveners.

## Assessment Goes to Indianapolis

The Assessment Committee has identified some of their members to attend an Assessment Workshop in Indianapolis, Indiana in November. Those representatives will gather information to be passed on to other committee members who will be working diligently on the College's Assessment Plan. Also, mark your calendar for the next Assessment meeting -- remember, they meet every payday Friday. Contact Chairperson Wellington Wilson for the time and locale.

## Patterns of Evidence

Have you noticed that in every newsletter there is a section called "Patterns of Evidence"? That is because one of the most important things each committee can do is to contribute to this newsletter and keep complete, concise records of your committee's activities and meetings. If you want to hold your meeting notes and attendance records in a binder, feel free to contact Mr. William Stewart and order a 3-ring binder for your committee. Have your "sub" Sub-committees forward copies of their meeting dates and information to your note taker for a complete compilation of the committee reports. When it is time for identification of activities for the North Central

Association Accreditation, it will be already compiled.

## Timeline Identification

If you have not already begun the process, timeliness should be set identifying dates for workshops, meetings, collaborative efforts, etc. It is important that each of the committees receive input and participation from other committees so that we can be certain of maximum input from the college. If your committee is planning an activity, there should be a show of support from the CGC as a whole -- that means the entire college. Be sure to communicate your activities, both to the general population and to Ms. Brenda Montgomery, Director of Public Relations. Ms. Montgomery will see to it that your activity is communicated to the media and placed on the electronic message center.

## A Note on the Alumni Celebration

For those of you who attended the Alumni Gala on Thursday, September 26, 1996, you were treated to the sounds of one of Malcolm X College's great alums Nick Colionne. If you were unable to attend, get ready for next year. It gets better and better each year. Next year, the celebration will coincide with the Homecoming Activities.

## Mark Your Calendars

Since this publication is being read by the entire Malcolm X College Family (and I certainly hope it is), I am going

to take this opportunity to bullet a few dates that should be placed on your calendars.

- Homecoming Week is the week of October 14- 19, 1996.
- Homecoming Parade is Saturday, Oct. 19, 1996
- Friday, October 18, 1996 is the Chancellor's Town Hall Meeting
- November 1, 1996 is the Teaching/Learning Conference in Springfield.

# COLLEGE GOVERNANCE COMMITTEE NEWS(CGC)

A Publication from the Office of the Vice President

Vol. 1 No. 4

October 18, 1996

## Timelines and Schedule Dates Needed For Newsletter

### CONTENTS

Scheduling to be a Concern	1
Sub-Committee News Not Being Reported?	1
Assistance Provided for Brochure Printing	1
Budget Sub Met	1
Resource Committee Meeting	2
Crisis Intervention	2
Curr & Instruction Committee News	2
Central Office to Establish Teaching & Learning Institute	2
Meeting Dates	2
Patterns of Evidence	2
Steering Committee News	2

### Scheduling to be a Concern

As dates and choice rooms are reserved for the holidays and for activities for the first of the year, it is important that your sub-committees reserve the rooms and dates for your meetings and special activities. As you know, Malcolm X College is the choice location for community, city and CCC meetings and events. We do, however, reserve our space on a first-come, first-served basis, and preference is always to the needs of Malcolm X College. It is important, then, to identify your dates and communicate the need for space to Mr. Maurice Roberts. Facilities request forms are available and must be signed at the Dean's level. **RESERVE YOUR SPACE NOW!!!**

### Sub-Committee News Not Being Reported?

In the October 4, 1996 newsletter, it was requested that submissions for the newsletters be referred to the Vice President on a bi-weekly basis, minimum. I know we're out there

meeting, yet the note takers are not forwarding the news to my attention. Don't let your sub-committee go unnoticed. Forward your information and meeting dates to me as soon as possible.

### Assistance Provided for Brochure Printing

Is your sub-committee planning an activity that requires special printing of a brochure or flyer? Don't wait until the last minute. Contact Pres Harris at Ext. 7046 if you need assistance in preparing a flyer or brochure for your activity, seminar, etc. Also, don't forget to seek media assistance from the Director of Public Relations, Brenda Montgomery.

### Budget Sub Met

The Budget sub-committee of the Resource Committee met on Wednesday, October 9, 1996. If you are on that sub-committee and did not attend, contact Director Victoria Smith for information regarding that meeting and the next meeting date, or check the newsletter for a synopsis of that meeting. Remember, the



newsletter will only report on the occurrences you missed. It is up to you to be an active participant.

## Resource

### Committee Meeting

The Resource Committee Met on October 11, 1996, and Chairperson G. Derek Lennon reminded each of the subcommittees of the priorities previously discussed. At the meeting, SGA President Michael Johnson gave a presentation regarding conversion of the Hut to a Game Room. Subcommittees were assigned to investigate and recommend to the larger body as follows:

Budget Committee - to examine the cost; Human Resources Committee - to examine the effect on security; Building Space Committee - to look at the reconfiguration of the room; electrical outlets, etc... The next meeting of the Resource Committee is scheduled for Friday, November 8, 1996 at 1:00 p.m. in Room 2208. Mr. Lennon can be reached at ext. 7409.

### Crisis Intervention

The Institutional Enhancement Sub-Committee has a Crisis Intervention committee which is Co-convened by B.J. Hale and Joyce Genus. This committee met on October 7, 1996 and will meet again on October 21, 1996. At the October 21st meeting, Dr. Samuel Musoni, President of the World Crisis Intervention Network will be the guest and will assist the sub-committee in assessing the needs of the College. A Crisis Intervention Workshop is planned prior to the close of the fall term.

### Curr & Instruction

## Committee News

I was invited to attend the Curriculum and Instruction Committee Meeting today, and the dialogue on syllabi, assessment and course revisions was exciting and inclusive. The agenda included (a) suggestions for syllabi review, (b) thoughts on the role of the C&I Committee, and © a report on Governors Committee. This was followed by an open discussion. I will report on the particulars in the next newsletter. This committee is co-chaired by Dr. Florence Townsend and Ms. Madeline Norton. If you want information prior to the next newsletter, contact either of them.

## Central Office to Establish Teaching & Learning Institute

The members of the College Governance Steering Committee met with Vice Chancellor Omero Suarez and his staff on Friday, October 11, 1996 to discuss the implementation of the new Teaching and Learning Institute. And, Guess What?? MXC's own Dr. Bettye (Richards) Lawrence will be heading up this institute, which will work in conjunction with our own CGC (Institutional Enhancement) to develop programs and workshops for faculty and staff. Look to hear more in the very near future.

## Meeting Dates

All committees and sub-committees should be reminded that Fridays are set aside for meeting dates. Meetings scheduled for other days during the week inevitably cause conflicts with college personnel. Please remember that the CGC is comprised of faculty, staff, administrators and students. To that end, identifying a date or time

other than the 'activity period' or Friday, may pose a problem. Additionally, Fridays were the identified date for these specific meetings. Your compliance is urged.

## Patterns of Evidence

I know I wasn't going to mention it again, however, I am still not receiving all the minutes and attendance rosters from the sub-committee meetings. In addition to each committee and sub-committee maintaining its own records, they must be maintained in the Vice President's Office. As your committee meets and the note taker or secretary records the minutes and attendance, that information should be forwarded to my office in addition to the files maintained by that note taker/secretary. It is imperative that our recordkeeping is accurate and up-to-date.

## Steering Committee News

On Wednesday, October 16, 1996, President Campbell called for an emergency meeting of the College Governance Committee Steering Committee to inform them of recent occurrences with the Student Government Association and the MXC Security Staff. A follow-up meeting will be scheduled as soon as the investigation has been completed. The next regular meeting of the Steering Committee will be on Friday, October 25, 1996, 1:30 - 3:00 p.m. in the Lily Golden Conference Room.

# COLLEGE GOVERNANCE COMMITTEE (CGC) NEWS

Published by the Office of the Vice President

Vol. I No. 5

November 11, 1996

## Committee Chairs Give Committee Reports and Updates at 11/8/96 Faculty Mtg.

### Committee Reports

On Friday, November 8, 1996 a general faculty and professional meeting was held. Following brief greetings by the President and Vice President, and updates on institutional effective, strategic planning, personnel and district and college concerns, the remainder of the meeting was

devoted to the College Governance Committee and reports from the four (4) Committees.

Professor Wellington Wilson opened this portion of the meeting with a brief status report. Each chairperson was reminded to submit to Vice President Perkins the minutes of the meetings as well as the attendance. Patterns of Evidence are to be kept at all levels in the institution.

continued, there seemed to be a general concern over the verbal abilities of the students. Because there is a need for all Malcolm X College students to develop better communication skills, there was a great deal of discussion regarding the assessment of and fulfillment of course objectives and the need to incorporate speaking and writing into the curriculum.

Although I am an active participant in my own committee, Institutional Enhancement, I try to visit other committee meetings when I am informed in advance and can work it into my schedule. I was able to attend the October 18th meeting and discussed with the group the possibility of using the non-credit program as a means of providing a performing arts program, since the continual decline of enrollment in theater, music, art and many of the other humanities forced the cancellation of those classes and the subsequent loss of the theater productions. It was suggested that the college seek the assistance of students at Columbia College and offer programs through the Continuing Education Department.

### CONTENTS

.....	1
Committee Reports .....	1
Curr & Instruction Committee ..	1
Institutional Enhancement Committee .....	2
Assessment Committee .....	2
Resource Committee .....	3
VP, VP to attend Committee Mtgs. .....	3
CGC is for Everyone .....	3
Patterns of Evidence .....	3

### Curr & Instruction Committee

The Curriculum & Instruction Committee report was given by Dr. Florence Townsend. At its last meeting, this committee (with 13 members present) discussed the core courses for each major or program curriculum. It was proposed that if elements or objectives are not met in the core course objectives, that core course should be revised or a substitute used. It was agreed that at the following meetings, the committee would work to match syllabi course objectives with core elements. Uniformity of syllabi and objectives will be a focus during the syllabi review. As the discussion

Professor Madeline Norton will coordinate the syllabus review committee.

## Institutional Enhancement Committee

Professors Wylmarie Sykes and Seymore Schwartz gave the report for the Institutional Enhancement Committee. At its September 19th meeting the Institutional Enhancement Committee (with 16 members present) discussed the following as subcommittees reported:

### Crises Intervention:

Reported by Betty Hale and Joyce Genus. This subcommittee has held three meetings, one with a crises intervention expert, to discuss the possibility of workshops/seminars and the setting up of referral services. The sub-committee met with Dr. Samuel Musoni, Consultant and President of the World Crisis Intervention Network. It was pointed out that crises come in many forms and many sizes from anger, diffusing volatile situations, or running out of Pampers. They will survey the faculty and staff to determine needs for knowledge about crisis intervention. Additional discussion will occur after a review of the available monetary resources and the committee will make the appropriate suggestion regarding the number and nature of the workshops.

The Wellness Subcommittee: Reported by Professor Ronald McKinley. The Wellness Committee indicate that they will focus on the wellness of the faculty and staff, including such topics as stress, high blood pressure, heart ailments,

cholesterol, and alternative methods of dealing with health problems. They anticipate probable workshops in different areas such as exercise, alternative medicines, and holistic approaches to health. A Wellness Workshop is planned calling for the experts here at Malcolm X College to "Display their Talents".

Presentations, demonstrations and individual programs are planned. These workshops, which will be run during the day, will be available to the community. Additionally, there will be information on the Holistic Approach to Health. The workshops will be run through the Continuing Education division, and it is reported that Dr. Robinson has many resources available to assist the committee.

The Committee "X" Report was given by Professor Ali Jafri. This mysterious committee has met four times. Committee X presented five ideas which include computer workshops teaching both computer techniques and how to use computers in instructional situations, providing more exhibits and displays, and informal luncheon discussions for the MXC community on various topics of interest. These discussions have been given the title "Take 5". Committee X would also like to invite eminent speakers to address topics of concern.

Dean Owens asked the committee to consider an institutional standard of conduct. He was asked to present a draft and convene an ad hoc committee to review and make suggestions. He also asked for consideration of a standard of publication. The committee responded that they felt there was no need for this, however, the committee agreed to assist with a

review of the materials and presentations.

There are 28 members on the Institutional Enhancement Committee.

The subcommittees will be meeting again during the coming months to develop plans, strategies and timelines for implementing their goals and objectives.

THE NEXT MEETING IS SCHEDULED FOR DECEMBER 12, 1996 AT 2:00 P.M. IN ROOM 2508

## Assessment Committee

The Assessment Committee Report was provided by Chairperson Wellington Wilson. This extremely important committee has identified three conference in November to make the members better aware of the assessment process and to ensure that the assessment plan developed by Malcolm X College meets all the necessary criteria established by NCA.

The committee identifies itself as "a standing committee of the College Governance Council, views assessment as the retrieval of college data that aids institutional decision making. This format encompasses all programs/units of the college from general education to school maintenance, and recognizes that the institutional mission and purposes, and goals of students are key considerations when observing outcomes. Further, the committee strongly believes that representatives of all stakeholders should be members of the committee; and that this philosophy of inclusion represents

an equitable membership to design an assessment model.

There are 21 members on the Assessment Committee.

## Resource Committee

The Resource Committee report was given by Chairperson G. Derek Lennon. As was Mr. Lennon's opening statement, "The Assessment Committee spoke of 'resources, and the Resource Committee will speak of 'assessments'. The Resource Committee is diligently assessing the needs of the college. This committee is not only looking at our valuable space, but how we utilize our space. Additionally, this committee has been looking at the proper allocation of our audio-visual resources and the possibility of relocating the departmental audio-visual holding to a more suitable location where it is assessable to all of the college. Doing so would eliminate the spending of monies on duplicate holdings. One important area of the college that is being reviewed by the Resource Committee is the Carter G. Woodson Library. The committee will review the library holdings and ensure that programs and departments provide the necessary assistance to Mr. Johnson to enable him to secure he necessary library holdings to serve the needs of our students and programs.

## VP, VP to attend Committee Mtgs.

When I am informed and whenever time permits, I would be more than

happy to attend your committee meetings. Additionally, whenever there is a burning question, please feel free to contact me direct .

## CGC is for Everyone

I have been noticing through the written and oral reports that many of the references to the membership of the CGC is "faculty". Please remember that this committee consists of all of the college constituents, staff and students as well. Also, please encourage participation and inclusion of 1600 Professionals, Adult Educators, Training Specialists, PCI Staff and Tutors, 1708 Clericals, Engineering, Security, and Maintenance personnel in committee activities. These individuals bring a wealth of knowledge to the college

## Patterns of Evidence

Lastly, I would be remiss if I did not mention (at least one time) the need to continue our Patterns of Evidence. In addition to forwarding notes and minutes to me for inclusion in this letter, are you keeping accurate records in your various committees? Perhaps at the end of the academic year there will be a contest for the most comprehensive committee submission.

KUDOS TO THE ASSESSMENT COMMITTEE FOR AN EXCELLENT WRITTEN REPORT THAT ADDRESSED ALL OF THE PREIDENTIFIED AREAS. IF I HAVE NOT RECEIVED A WRITTEN REPORT FROM YOUR COMMITTEE, THAT INCLUDES THE GOALS & TIMELINES AND

MEMBERSHIP, PLEASE FORWARD THAT TO MY ATTENTION IMMEDIATELY!!

# COLLEGE GOVERNANCE COUNCIL (CGC) NEWS

Published by the Office of the Vice President

Vol. I No. 6

December 18, 1996

## End of Term Report Forthcoming

### From the Office of the Vice President

Now that I have you accustomed to looking for these newsletters on a regular basis, I know you missed the more than one month delay since the last distribution. I did, however want to make a report available to you prior to your holiday break. During my brief absence from campus, committee notes continued to flow

into my office and this last newsletter will provide an overview of the activities since the November 11, 1996-newsletter. Upon your return for the new Spring, 1997 term, there will be an "End of Term CGC Report" made available to you. This report will be based on the information I have received thus far, so PLEASE be certain that my information is up-to-date. If I do not have the opportunity to see you prior to the semester break, let me take this opportunity to wish to you and your families a happy, safe and blessed holiday season

Joyce Genus  
Betty J. Hale  
Barbara Hogu  
Vernita Irvin-Mays  
Ali Jafri  
Maurice Kaufman  
Perla Kushida  
Robert Kushida  
Thomas Letcher  
James Martin  
Ronald McKinley  
Kathi Nevels  
Lee Owens  
Valerie Perkins  
Dianella Primous  
Maurice Roberts  
Gladstone Sanders  
Seymour Schwartz (Co-Chair)  
Wylmarie Sykes (Co-chair)  
Joseph Vojacek  
Alvin Weinstein  
Fabienne Williams  
Patricia Williams

### CONTENTS

From the Office of the Vice President . . . . .	1
Committee Members are Identified . . . . .	1
Curriculum & Instruction Committee Report . . . . .	2
Resource Committee Report . . . . .	3
Institutional Enhancement Committee Report . . . . .	3
Assessment Committee Report . . . . .	3
End of Term Report . . . . .	3
Steering Committee . . . . .	3

### Committee Members are Identified

At the November 8, 1996 Faculty Meeting, each committee chair was to have identified the members of their committees. Here is the printed information:

#### INSTITUTIONAL ENHANCEMENT COMMITTEE MEMBERS:

Claudette Burchett  
Douglas Burke  
Dan Davis  
Beni Francis  
Susann Galloway

#### ASSESSMENT COMMITTEE MEMBERS

Thomas Anderson  
Rattan Bhatia  
Thomas Brezill  
Hugh Cole  
Joanetta Copeland  
Zetta M. Cowzen  
James Davidson  
Wilton Evans  
Joyce Ewell  
Gerald Floyd

Anna Hicks  
Cleo Huffman  
Robert Kelly  
Kenneth Korber  
Charles Matz  
Baldeo Mohip  
Jimmy Smith  
Pauline Ward  
Marva Watts  
Wellington Wilson (Chair)  
Jeanne Zweig

RESOURCE COMMITTEE  
MEMBERS

Budget Sub-Committee

Victoria Smith-Murphy (Chair)  
Judith Armstead  
Patricia Burke  
M.K. Chawla  
Denise Cole  
Eloise Green  
Athia Syed  
Kristine Healy  
Claudette Hollingsworth  
Josephine Moduthagum  
Marc Schwertley  
Jasbir Saluja  
Geraldine Williams

Building Space Sub-Committee

Luc Elie (Chair)  
M.K. Chawla  
Annie Hoy  
Security Supervisor  
Richard Williams

Form Sub-Committee

G. Derek Lennon (Chair)  
Eloise Green  
Cynthia Osborne  
Claudette Hollingsworth  
Mary Troken

Communication Sub-Committee

Public Relations Designee

Michael Byrd  
Henry DeZutter

Human Resources Sub-Committee

Madeline Greene (Chair)  
Cynthia Osborne  
Judith Sherman  
Alice Mitchell  
Geraldine Williams

Materials Sub-Committee

Anita Caver (Chair)  
Oyemola Kale  
William Stewart, Jr.  
W. Edward Johnson

Re-engineering Registration Sub-Committee

Patricia Burke (Chair)  
Ranbir Sokhi  
Designee or Registrar  
Shaun Pyron  
Designee of Dean of Students

Informational and Educational Sub-Committee

Shaun Pyron (Chair)  
Judith Armstead  
G. Derek Lennon  
Designee of Dean of Students

CURRICULUM AND  
INSTRUCTION COMMITTEE  
MEMBERS

Fe Abayon-Ford  
Beverly Anderson  
Angel DeJesus  
Betty Gammon  
Ronald Grimmette  
Dorian Hampton  
Gladys Harris  
Emmit Horne  
Shirley Howard  
Randall Johnson  
Buford Kirkwood

Joseph Lwanga  
Nieves Martin  
Josephine Moduthagam  
Glory Ninan  
Madeline Norton  
Chung Park  
Cecelia Perez  
Dorothy Pinkney  
Mary Reed  
Judith Reiser  
David Rice  
Grace Russell  
Hosea Steele  
Athia Syed  
Florence Townsend (Chair)  
Janet Waddell  
Rita Rivers

There, you have the total picture. If you need to contact anyone, you know the committee to which they are attached. If I have omitted a name, please let me know in writing.

## Curriculum & Instruction Committee Report

This committee is looking at the syllabi for each of the core courses. Each of the syllabi must have the correct format as identified by the Illinois Community College Board. They are currently looking at the syllabi for Biology 116, Chemistry 201/202. Others will follow. Chairperson Townsend has also discovered that there are certain courses in the MXC catalog that have been designated as non-transferrable due to improprieties, errors or omissions in the content or format of the syllabus. Task forces have been set up to review and report back to the committee.

## Resource

## Committee Report

The Resource Committee had its last meeting (noted) on November 15, 1996. They discussed the following concerns:

- New chairperson of the Communication Sub-Committee
- Time lines for completing Committee's Task
- Protocol in recommending to the College Governance Steering Committee
- Committee Reports/Attendance Sheets.

More information will be forthcoming as follow-up to that meeting.

## Institutional Enhancement Committee Report

I have no formal report from the overall Institutional Enhancement Committee. Although I do realize that there are several subcommittees set up, nothing has been submitted to me for inclusion in the newsletter. The Crisis Intervention Committee, convened by Joyce Genus and B.J. Hale has been working hard to set up a Crisis Intervention Workshop for the spring. I will be meeting with these conveners to discuss funding and dates for the workshop. For those of you who are constantly in a "crisis mode," this is for you! I am still looking for workers for the Spring Instructional Conference. Remember, you can serve on more than one committee. If you are interested in becoming part of the steering committee for #2 (Remember how successful #1 was?) please contact me at 7049 or Wylmarie Sykes at 7331.

## Assessment Committee Report

The Assessment Committee held its last meeting on Friday, December 6, 1996. At this meeting, Pauline Ward distributed and presented information gathered from the Assessment Conference at Triton College. I am told that the information was informative and can be utilized to assist MXC in establishing our assessment tool. Other assessment conference trips were planned by the Assessment Committee, but due to the demand, enrollment was closed. In the Spring, 1997 term, I will be working with Wellington Wilson and the Assessment Committee to complete and implement our Assessment tool. Assistance is always needed in such a major task. If there are interested parties, please contact Wellington Wilson at 7341.

## End of Term Report

As I stated earlier, I will be printing an end of term report for submission to President Campbell sometime in early January. Some of the information I have in my possession appears to be incomplete. In many cases, I have notification of a meeting and the agenda, but I received no minutes or resolutions from that meeting. If your folders and files are up-to-date, and they should be, I suggest you forward copies of your committee information to me for inclusion. If I have received the information and you are sending duplicates, I will purge my system accordingly. As this report will serve as the report to be presented to the Chancellor and Board of Trustees, I would like to submit a document that is as comprehensive as possible. I will

be working on this report during the Christmas break, so please make every attempt to forward this information to me prior to leaving for the holiday.

## Steering Committee

In order to ensure proper scheduling and frequent meetings, beginning in January, there will be designated dates for the meetings of the CGC Steering Committee. Think on this. Once the open registration period is over and the first meeting is identified, you will be asked for input as to the best days for these meetings. We will set up a schedule for all of calendar year 1997. Also, let's discuss the possibilities of doing the same kind of scheduling for the subcommittees so that we can look "at a glance" and see which committee is meeting. That will allow individuals to schedule other college meetings as well as ensure attendance at as many committee meetings as possible. In any event, this will be on the agenda for the steering committee meeting in January. If you have concerns or items for the agenda, forward them to my attention.

# COLLEGE GOVERNANCE COUNCIL (CGC)

Published by the Office of the Vice President

Vol. I No. 7

April 7, 1997

## Spring, 1997 Report/ Call for End of Year Committee Reports

### Last Newsletter

I know it has been a while since the

### CONTENTS

Last Newsletter .....	1
CGC Committee Membership Directory .....	1
News From The Assessment Committee .....	1
"KUDOS" to the Institutional Enhancement Committee .....	2
Curriculum And Instruction Committee meets IAI Guidelines .....	2
Resource Committee Does Assessment, Too!! .....	3
FINAL END-OF-YEAR REPORTS DUE .....	3
UPDATED COMMITTEE LISTING .....	3
...On the Horizon .....	4

last report, but obviously, that has not stopped the committees from the production of great things. This final "Spring" Newsletter will be quite lengthy, so please be certain that you take the time to thoroughly read all of the information. I would like to personally express my gratitude for the excellent work and responses from each of you, especially our committee chairpersons, who stepped up to the plate without full awareness of the commitment they were making. Each of you will be recognized at a later date.

### CGC Committee Membership Directory

Thank you to those individuals who informed me of their participation on specific committees. A revised, hopefully, complete listing of all committee participants appears at the end of the newsletter. As always, feel free to notify me of any errors.

### News From The Assessment

### Committee

The Assessment Committee, under the direction of Professor Wellington Wilson, is working in conjunction with the preparation of Malcolm X College's NCA Self-Study and Assessment Plan. In addition to attending workshops and reviewing assessment materials, Ms. Pauline Ward (Child Development) attended a workshop and presented the information to the committee. Members of the committee will be contacting various individuals in the college for a focus interview on the assessment process. They will be requesting information on how progress is measured in the following areas: program, department, unit, student services, student learning, administrative areas, other support services. By now, you should have provided Professor Joyce Ewell with a sample/copy of your recent assessment. Additionally 5-6 members will be attending the North Central Association's Annual Conference held here in Chicago on April 19- 21, 1997 to gather additional information on the assessment plan. As the college moves forward to provide a quality, effective assessment plan, Professor



**2 COLLEGE GOVERNANCE COUNCIL (CGC)**

April 7, 1997

Wilson asks that each MXC staff be reminded of the following:

**\*\*Assessment is one means of ascertaining how effectively we are doing on our jobs. It provides us with a basis for improvement.**

**\*\*Assessment provides a guide for the allocation of resources.**

**\*\*Assessment responds to external mandates, i.e., Illinois Community College Board, National and Regional Accrediting agencies, State Legislatures.**

**\*\*Assessment aids us in instructional improvement, delivery of student services, prioritizing resource allocation, etc.**

For additional information, contact Professor Wilson on EXT. 7341 or review the Spring, 1997 Assessment Newsletter.

## **“KUDOS” to the Institutional Enhancement Committee**

This committee receives the "You Really Did It This Time" award for their hard work and fantastic productivity this year. If you were unable to get a 'seat' at the Crisis Intervention Workshop on March 14, 1997, you missed an exciting and informative workshop. Dr. Sam Musoni of the World Crisis Intervention Network, Inc., Institute of Education, Research & Training, presented a wealth of information to the participants. This workshop was such a success and the information to be obtained so plentiful, that a follow-up had to be scheduled. That follow-up will be held on April 25, 1997, (an all day session). Additionally, 15 individuals from this workshop will be

receiving additional training to establish a Crisis Intervention Resource Team from Malcolm X College. This team will serve the surrounding community, providing intervention to schools, CBOs and other needy organizations.

The Crisis Intervention Workshop was the first of two. The second workshop which was held on Friday, April 4, 1997, was the Anger Management/Conflict Resolution Workshop. Once again, the participants joined in role play and discussion on how to reduce stress and put into place those things that would help us live healthy, productive lives. This workshop also has a follow-up scheduled for May 2, 1997, to provide the group with relaxation/evacuation techniques.

Also, Committee "X", a sub-committee of the Institutional Enhancement Committee, is planning art exhibits, internet training, discussions on welfare reform, workshops on the use of computers and supplemental aid to teaching, and a speakers forum. Although plans could not be finalized prior to the end of Spring term, I anticipate great 'beginnings' this fall. If you wish to provide assistance or know of speakers, contact Sub-Committee Chair, Ali Jafri (Biology) or Institutional Enhancement Chairs Schwartz (Behavioral Sciences) or Sykes (Communications & Fine Arts).

## **Curriculum And Instruction Committee meets IAI Guidelines**

Another busy committee this year

was the Curriculum & Instruction Committee. This committee, under the direction of Professor Florence Townsend (Behavioral Sciences) and Professor Madeline Norton (Communications & Fine Arts) revised over 20 syllabi to meet the new state requirements identified by the Illinois Articulation Initiative. Malcolm X College's existing syllabi did not meet the requirements and course content identified, and hence would not provide transferability of those courses to 4-year colleges and universities in the state of Illinois. Their hard work on the revisions provided the appeal process for MXC. It is the intent of this committee to review and revise ALL of the syllabi, giving immediate attention to those courses taught frequently and those not meeting state guidelines.

A Special "Thank You" to the leadership team of Townsend, Norton & Johnson. We would have had great difficulty meeting the guidelines and deadlines without your expert intervention. Continue the great work.

If you want to provide assistance for this committee by reviewing and revising the syllabi in your discipline, please contact Professor Madeline Norton, who will be filling in for Professor Townsend during her illness.

### **NOTE:**

For those of you who don't know, Professor Florence Townsend is on an extended sick leave and is not due to return to the College until the Fall, 1997 term. I am certain that she would appreciate receiving a card or call from each of us. Let's not forget to extend our get well wishes in the midst of closing out the year.

## Resource Committee Does Assessment, Too!!

The Resource Committee, under the leadership of professor G. Derek Lennon, is busy reviewing the distribution of our "in-house" resources. Forms have been sent to each department, asking for your assistance in providing information to this committee. Additionally, they are reviewing safety and budgetary concerns. Each member of the Resource Committee is also a member of the Budget Committee. The Reengineering Registration Sub-Committee has been merged to form a new committee: the Reengineering, Registration and Retention (RRR) Committee. This committee has recommended a Quality Assurance Program with the purpose of reviewing the entire registration procedure to ensure that it is "user friendly". The final meeting date for this committee will be on April 25, 1997, in Room 2208, at 1:00 p.m.

## FINAL END-OF-YEAR REPORTS DUE

Please submit to my office by Friday, May 9, 1997, the final report of your committee. This document should be a narrative following this format:

### Part I

A complete list of all committee members, their attendance record, and meeting dates.

### Part II

The goals identified by your

committee

### Part III

Complete review of the status of those goals. Feel free to indicate reasons for not completing goals, i.e. resources, lack of support, etc. (How else would we know??)

### Part IV

Plans for the Academic Year 1997-98

These bound documents will be available at our opening faculty meeting in the Fall, and will be on display and available to the NCA Review Evaluators for the November visit. Feel free to "tell your story".

THANK YOU FOR AN  
EXTREMELY EXCITING &  
PRODUCTIVE ACADEMIC YEAR!

## UPDATED COMMITTEE LISTING

### INST. ENHANCEMENT

Claudette Burchett  
Douglas Burke  
Dan Davis  
Sagheer Fatah  
Beni Francis  
Susan Galloway  
Ellen Gary  
Joyce Genus  
Betty J. Hale  
Barbara Hogu  
Vernita Irvin-Mays  
Ali Jafri  
Maurice Kaufman  
Perla Kushida  
Robert Kushida  
Thomas Letcher  
James Martin  
Ronald McKinley  
Kathi Nevels

Lee Owens  
Valerie Perkins  
Dianella Primous  
Maurice Roberts  
Gladstone Sanders  
Seymour Schwartz (Co-Chair)  
Wylmarie Sykes (Co-Chair)  
Joseph Vojacek  
Alvin Weinstein  
Fabienne Williams  
Patricia Williams

### ASSESSMENT COMMITTEE

Thomas Anderson  
Rattan Bhatia  
Thomas Brezill  
Hugh Cole  
Joanetta Copeland  
Zetta M. Cowzen  
Rosalind Cox  
James Davidson  
Boniface Ekpenyong  
Wilton Evans  
Joyce Ewell  
Ralph Fackler  
Gerald Floyd  
Anna Hicks  
Cleothera Huffman  
Robert Kelly  
Kenneth Korber  
Charles Matz  
Baldeo Mohip  
Jimmy Smith  
Marcia Stallman  
Pauline Ward  
Marva Watts  
Wellington Wilson (Chair)  
Jeanne Zweig

### RESOURCE COMMITTEE

Budget Sub-Committee  
Victoria Smith-Murphy (Chair)  
Judith Armstead  
Patricia Burke  
M.K. Chawla  
Denise Cole  
J.D. Davis  
Eloise Greene

**4 COLLEGE GOVERNANCE COUNCIL (CGC)**

April 7, 1997

Athia Syed  
 Kristine Healy  
 Claudette Hollingsworth  
 Josephine Moduthagum  
 Christine Parks  
 Marc Schwertley  
 Jasbir Saluja  
 Geraldine Williams

Building Space Sub-Committee

Luc Elie (Chair)  
 M.K. Chawla  
 Annie Hoy  
 Security Supervisor  
 Richard Williams

Form Sub-Committee

G. Derek Lennon (Chair)  
 Eloise Greene  
 Cynthia Osborne  
 Claudette Hollingsworth  
 Mary Troken

Communication Sub-Committee

Public Relations Designee  
 Michael Byrd  
 Henry DeZutter

Human Resources Sub-Committee

Madeline Greene (Chair)  
 Cynthia Osborne  
 Judith Sherman  
 Alice Mitchell  
 Geraldine Williams

Materials Sub-Committee

Anita Caver (Chair)  
 Oyemola Kale  
 William Stewart, Jr.  
 W. Edward Johnson

Reengineering, Registration,  
Retention(RRR) Sub-Committee

Patricia Burke (Chair)  
 Ranbir Sokhi  
 Designee or Registrar  
 Shaun Pyron  
 Designee or Dean of Students

Informational and Educational Sub-Committee

Shaun Pyron (Chair)  
 Judith Armstead  
 G. Derek Lennon  
 Christine Parks  
 Designee of Dean of Students

CURRICULUM & INSTRUCTIONCOMMITTEE

Fe Abayon-Ford  
 Beverly Anderson  
 Angel DeJesus  
 Betty Gammon  
 Martha Garrett  
 Ronald Grimmette  
 Dorian Hampton  
 Gladys Harris  
 Emmitt Home  
 Shirley Howard  
 Randall Johnson  
 Buford Kirkwood  
 Joseph Lwanga  
 Nieves Martin  
 Josephine Moduthagum  
 Glory Ninan  
 Madeline Norton (Co-Chair)  
 Chung Park  
 Cecelia Perez  
 Dorothy Pinkney  
 Mary Reed  
 Judith Reiser  
 David Rice  
 Grace Russell  
 Hosea Steele  
 Athia Syed  
 Florence Townsend (Chair)  
 Fumilayo Tyehimba-Rufai  
 Janet Waddell  
 Mitsuri Yamada

\*\*Child Development Program with  
 Univ of IL/Chicago "Great Cities"  
 Program

\*\*New "One Stop" Job Placement  
 Center at West Side Learning Center  
 with the Illinois Department of  
 Employment Securities

THAT'S IT --BYE FOR NOW!!

**...On the Horizon**

\*\* Baccalaureate Bridge Program with  
 DePaul University

## SHARED GOVERNANCE CURRICULUM AND INSTRUCTION COMMITTEE

### SUMMARY OF ACTIVITIES

The general objective of the Curriculum and Instruction Committee was to review and update all course syllabi relative to common format and student learning outcomes. The following represents some of the highlights of the CIC of the Shared Governance of the College:

- Review of each course offered in the Departments.
- Update of each course listed in the Course Master File for Malcolm X College
- Deletion of all courses from the Course Master File that have not been offered, nor intend to be offered at the College in the near future.
- Identification of Core Elements of Student Learning Outcomes and SCANS Competencies (Secretary's Commission on Achieving Necessary Skills) for the beginning courses in each Department.
- Initiation of the integration of Career course syllabi with General Education syllabi.
- Review of the Illinois Articulation Initiative in relation to the general education courses.
- Prepare and submitted additional general education courses for transferability with four year institutions under the Illinois Articulation Initiative.
- Initiation of the incorporation of holistic assessment of student learning outcomes within the institution.

Respectfully submitted,

Randall M. Johnson, Ph.D.  
Dean of Careers

20572

Malcolm X College  
Curriculum and Instruction Committee

Review of College Level Courses  
Identification of Core Elements and SCAN Competencies

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Credit Hours \_\_\_\_\_ Contact Hours \_\_\_\_\_

Lecture \_\_\_\_\_

Laboratory \_\_\_\_\_

Prerequisites:

The following Core Elements of student learning outcomes have been identified for this course.  
(For complete listing see back of the form)

<u>Number</u>	<u>Statement</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following SCANS competencies and personal qualities are incorporated in this college level course (complete listing on back of the form).

SCANS Competencies

\_\_\_\_\_  
\_\_\_\_\_

Personal Qualities

\_\_\_\_\_  
\_\_\_\_\_

Writing Activities:

Assessment of Student Learning Outcomes. (List all that are applicable, e.g entrance-exit exams, group projects, video taping, oral presentations, problem solving, portfolio, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CORE ELEMENTS

(Student Learning Outcomes)

20572

# SCANS

## COMMUNICATION SKILLS

- Element 1:**  
To read and listen in a critical and perceptive way; to speak in an organized, clear, and effective manner.
- Element 2:**  
To gather information, develop, organize, cite sources, and express thought in writing using standard English.

## MATHEMATICAL SKILLS

- Element 3:**  
To apply basic mathematics through the level of elementary algebra.
- Element 4:**  
To represent and solve problems using mathematical techniques.
- Element 5:**  
To interpret elementary descriptive statistics.

## CRITICAL THINKING SKILLS

- Element 6:**  
To comprehend and use concepts and ideas.
- Element 7:**  
To develop, express, test and evaluate ideas.
- Element 8:**  
To analyze problems, develop solutions and evaluate results in a clear, logical and consistent manner.
- Element 9:**  
To distinguish between fact and opinion, to recognize biases and fallacies in reasoning.

## COMPUTER LITERACY SKILLS

- Element 10:**  
To use computer systems to achieve professional, educational, and personal objectives.

## ARTS AND HUMANITIES CONTENT

- Element 11:**  
To be aware of the artistic experiences in personal and cultural enrichment, growth, and communication.
- Element 12:**  
To be aware of the nature and variety of human experience through the methods and applications of the humanities.

## NATURAL SCIENCES CONTENT

- Element 13:**  
To understand the basic principles of scientific inquiry.
- Element 14:**  
To have a knowledge of basic human biological principles, including those related to wellness.
- Element 15:**  
To understand the basic principles of the natural sciences and their relationship to the environment.

## SOCIAL SCIENCES CONTENT

- Element 16:**  
To understand the methods and applications of the social sciences in exploring the dynamics of human behavior.
- Element 17:**  
To understand those principles and values, including individual rights and civic responsibilities which maintain and enhance democracy and freedom in a pluralistic society.
- Element 18:**  
To have a working knowledge of the history, structure, and function of American social, political, and economic institutions.
- Element 19:**  
To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical dimensions.

## VOCATION/TECHNOLOGY CONTENT

- Element 20:**  
To understand the basic principles and applications of vocation/technology.
- Element 21:**  
To understand the principle of integrating vocational/technical elements into systems.
- Element 22:**  
To understand the relationship of vocation/technology on individuals, society, and the environment.

## Secretary's Commission on Achieving Necessary Skills - SCANS

The National Commission of corporate and education leaders who developed SCANS has stated that the National school systems should make the SCANS foundation skills and workplace competencies explicit objectives of instruction at all levels.

Mastery of SCANS is required in today's economy. The competencies identified by SCANS must be taught by our schools and industry must use these competencies to compete successfully in the global economy.

Incorporating SCANS into the educational framework is both possible and effective. SCANS provide the link between the business/professional community and the College. The SCANS skills are direct, measurable and understandable.

The SCANS consist of five competencies and a three part foundation of skills and personal qualities needed for good employment performances. SCANS Competencies:

1. **Resources:** Allocating time, money, materials, space and staff.
2. **Interpersonal Skills:** Working on time, teaching others, serving customers, leading negotiating, and working well with people from culturally diverse backgrounds.
3. **Information:** Acquiring and evaluating data, organizing and maintaining files, interpreting and communicating and using computers to process information.
4. **Systems:** Understanding social, organizational and technological systems, monitoring and correcting performance, and designing or improving systems.
5. **Technology:** Selecting equipment and tools, applying technology to specific tasks, maintaining and troubleshooting technologies.


### The Three Foundations Require:

1. **Basic Skills:** Reading, writing, mathematics, speaking and listening.
2. **Thinking Skills:** Thinking creatively making decisions, solving problems, critical thinking, learning and reasoning.
3. **Personal Qualities:** Individual responsibility, self esteem, sociability, self management and integrity.

MEMORANDUM

20572

TO: MEMBERS OF THE RESOURCE COMMITTEE

FROM: G. DEREK LENNON 

DATE: OCTOBER 16, 1996

RE: RESOURCE COMMITTEE MEETING-OCTOBER 11

Ladies and Gentlemen, I have enclosed a list of priorities for each subcommittee as indicated in our College Governance Committee (CGC) Resource Meeting on October 11, 1996. They are as follows:

**Budget Committee:**

Chairperson Victoria Smith explained the budget process. In this meeting, the committee called for the submission of Annual Plans for the budget prior to the end of the Fall Term. Also, the distribution of the departmental budget during the summer months was approved by this committee. The committee also requested individuals with certain strengths and skills to assist in the budget process. The Budget Committee needs **Writers, Proofreaders and Input Clerks**. Many committee members volunteered; however, if you wish to assist in any of these endeavors please contact Ms. Smith. A memorandum will be sent to this office and committee members indicating the next scheduled meeting.

**Building Space Committee:**

Chairperson Luc Elie and his committee members dealt with a number of issues in regards to the utilization of space. First, a survey is to be distributed throughout the college to staff and faculty to identify occupancy availability in laboratories and classrooms. Secondly, a survey of parking lot spaces with an intent to review the current policy regarding parking privileges in the east and west lots. Thirdly, the committee will examine the feasibility of one location for staff and faculty members to pick up packages and mail. Finally, the **Building Space Committee** is going to examine different types of signs for cost, uniformity, and feasibility in identifying offices and classrooms.

**Form Committee:**

Chairperson G. Derek Lennon and his committee members identified the Human Resource area as the first department in which to examine forms. Our initial meeting indicated that many of these forms originate from Central Office. Our interest is in cataloguing and assigning numbers to all of these forms. This concern will be presented to the CGC Steering Committee to ensure the correct approach in regards to this project. A tracking form has been developed to track paperwork, and a check list for forms for full and part time employment

**Communication Committee:**

Chairperson Brenda Montgomery and her committee members suggested that a centralized information drop be created. This would amount to one call to a designated department with the necessary information to one department. The committee agreed to discuss the feasibility of with Human Resources being that department. The issue concerning one location to pick up mail was also assigned to this committee for review. Finally, in November, this committee will be performing an experiment to identify the barriers to the communication flow.

## **Human Resources:**

20 57 2

Chairperson Madeline Greene and her committee will examine the allocation of clerical support throughout the college as well as the impact of the SGA's plan for the Hut on Malcolm X College's Security Department.

## **Material Committee:**

Chairperson Anita Caver and her committee members are developing a form to take inventory of available audio and audio visual equipment. This form will allow for a program or department to indicate if they wish to share. Secondly, the issue of a central storage area will be needed for those who wish to participate in this kind of program; finally, the committee recommends a general budget be established for equipment repairs for those who share.

## **Re-engineering Registration:**

Chairperson Patricia Burke and her committee have indicated their priorities to be that of using technology more effectively in the registration process. One concern was that of encouraging greater use of the "Phone-In-Registration" by students. A second concern was that of surveying students to anticipate class demands. A third point of discussion was that of block programming through pre-registration.

## **Informational Technology:**

Chairperson Shaun Pyron and his committee have identified space as being the paramount concern as Malcolm X College prepares to distribute and service existing computers. This committee also addressed the need for more space to setup and configure new computers. The issue of security has also been identified as a concern involving the current assigned space. This committee wishes to examine the feasibility of moving the X-lab to the Academic Support Center.

Mr. Michael Johnson's presentation regarding the conversion of the Hut to a Game Room was assigned to the following committees:

**Budget Committee-** to examine the cost

**Human Resources-**to examine the effect on security

**Building Space Committee-**Reconfiguration of the room; electrical outlets; etc.

As explained in our Resource Committee meeting, I am also a member of the College Governance Committee Steering Committee. After the Resource Committee has formally made a recommendation for action, I will request the committee's recommendation to be placed on the Steering Committee's agenda for review. This is an excellent opportunity for all of us to be a part of a college decision making process.

As you and your committee members schedule your next meetings, please forward the date as well as the Course of Action and Minutes. **Remember, our next meeting is scheduled for November 8 at 1:00 p.m. in Room 2208.** If I can be of any assistance to you regarding any of this above mentioned information, please call me at 850-7409. Thank you.

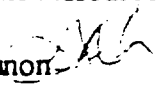
c: Zerrie D. Campbell, President  
Valerie Perkins, Vice-President  
Judith Armstead, Professor



20572

MALCOLM X COLLEGE

MEMORANDUM

TO: Members of the Resource Committee  
FROM: G. Derek Lennon   
DATE: September 24, 1996  
RE: **SUBCOMMITTEE MEETING**

Greetings! I have enclosed in this memorandum the subcommittees of this particular College Governance Committee (CGC). They are as follows:

**Budget Committee:**

Ms. Victoria Smith, Chairperson

Ms. Judith Armstead  
Ms. Patricia Burke  
Dr. M.K. Chawla  
Ms. Denise Cole  
Ms. Eloise Green  
Dr. Athia Syed

Ms. Kristine Healy  
Ms. Claudette Hollingsworth  
Ms. J. Moduthagum  
Mr. Mark Schwertley  
Dr. Jasbir K. Saluja  
Ms. Geraldine Williams

**Topic of Concern: Budget**

**Building Space Committee**

Mr. Luc Elie, Chairperson

Dr. M.K. Chawla  
Ms. Annie Hoy

Security Supervisor  
Dr. Richard Williams

**Topic of Concern: Utilization of classroom and laboratory space; inventory of available space**

**Form Committee:**

Mr. G. Derek Lennon, Chairperson

Ms. Eloise Green  
Ms. Claudette Hollingsworth

Ms. Cynthia Osborne  
Ms. Mary Troken

**Topic of Concern: Inventory of forms; organization and numbering of the different forms**

**Communication Committee:**

Ms. Brenda Montgomery, Chairperson

Mr. Michael Byrd

Mr. Henry DeZutter

**Topic of Concern: Improve communication regarding illnesses and deaths which impact Malcolm X College's family**

**Human Resources:**

Ms. Madeline Greene, Chairperson

Ms. Cynthia Osborne

Ms. Alice Mitchell

Ms. Judy Sherman

Ms. Geraldine Williams

**Topic of Concern: The allocation of secretarial resources throughout the college**

**Material Committee:**

Ms. Anita Caver, Chairperson

Mr. Oyemola Kale

Mr. W. Edward Johnson

Mr. William Stewart

**Topic of Concern: Inventory of audio visual, tapes and educational materials**

**Re-engineering Registration:**

Ms. Patricia Burke, Chairperson

Ms. Ranbir Sokhi

Mr. Shaun Pyron

Designee of Registrar

Designee of Dean of  
Students

**Topic of Concern: Computers and registration**

The Resource Committee has indicated the need for another subcommittee which will be called the Informational and Educational Committee. The purpose of this committee will focus on the relationship of computers and the college campus as Malcolm X College comes on line.

On October 11th at 1:00 p.m. in Room 2532, the Resource Committee will meet as one. **Prior to this meeting, Chairpersons should meet with their various sub-committees.** If I can be of any assistance to you regarding any of this above mentioned information, please call me at 850-7409. Thank you.

c: Zerrie Campbell, President  
Judith Armstead, Professor of Secretarial Services



20572

FORMS COMMITTEE  
ASSESSMENT WORK SHEET

DATE: \_\_\_\_\_

ORIGINATING DEPARTMENT: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

ROUTE: FROM: \_\_\_\_\_

TO: (1)\* \_\_\_\_\_

TO: (2)\*\* \_\_\_\_\_

TO: (3)\*\*\* \_\_\_\_\_

FINAL DESTINATION: \_\_\_\_\_

TRACKING (ENTER INITIAL, DEPT. & DATE WHEN RECEIVED):

(1)\* \_\_\_\_\_

(2)\*\* \_\_\_\_\_

(3)\*\*\* \_\_\_\_\_

SIGNATURES PRESENTLY REQUIRED:

PRESIDENT: \_\_\_\_\_

VICE-PRESIDENT: \_\_\_\_\_

DIRECTOR, FISCAL MGMT. \_\_\_\_\_

DEAN: \_\_\_\_\_

CHAIRPERSON: \_\_\_\_\_

COMMITTEE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

RECOMMENDED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

ASSIGNED FORM NUMBER: \_\_\_\_\_

20572

FULL-TIME	F/T FACULTY	PART/TIME
Rec. For Hire Form	Yes	P.T. Appt. Form
Good Faith Search	Yes	No
Insurance (Life)	Yes	No
Employment Application	Yes	Yes
Addendum/Per. Data	Yes	Yes
Prev. Emp. Verif.	Yes	No
Resume	Yes	No
I-9 Form	Yes	Yes
Default Stmt.	Yes	Yes
Emergency Info.	Yes	Yes
Residency	Yes	No
Tax Forms	Yes	Yes
Check Destination	Yes	Yes
Health Exam	Yes	No
Ethics Pol. Stmt.	Yes	Yes
Receipt of Policies	Yes	Yes
Pension Info.	Yes	Yes
Beneficiary Destin.	Yes	Yes
Child Support/Afd. (Effective 7/5/96)	Yes	Yes
Educational Ref.	Yes	No
	Supplementary Form	
	Memo of understand	
	Contract	

MXCCHECKLIST.FAC.9.1.95MCG

## Report of the Institutional Enhancement Committee

The group first met as the Instructional Enhancement Committee following the charge given on xxxxx. Wylmarie Sykes and Seymour Schwartz were nominated and elected as chairpersons of the committee. After discussion, the group voted to change the name of the committee from Instructional Enhancement Committee to Institutional Enhancement Committee. Four subcommittees were formed. The subcommittees are the Wellness Committee, the Crises Intervention Committee, Committee X, and the Instructional Enhancement Committee. Most subcommittees have met several time to develop their goals and objectives.

The Institutional Enhancement Committee met again to hear reports from the subcommittees. The meeting was held on November 7, 1996 in Room 2508 from 2:00 p.m. until 3:30 p.m. Following are the reports.

The Crisis Intervention Committee  
Convenor, Joyce Genus  
Reported by Betty Hale

The Crisis Intervention Committee has held three meetings. They invited an expert in the area, Sam Muzoni and two of his associates. They discussed the possibility of an all day workshop, the costs of such a workshop, and possibilities for obtaining funding. They pointed out that crises come in many forms and many sizes from anger, diffusing volatile situations, or running out of Pampers. They want to survey the faculty to determine faculty needs for knowledge about crisis intervention.

The Wellness Committee  
Convenors, Barbara Hogu and Alvin Weinstein

The Wellness Committee indicate that they will focus on the wellness of the faculty, including such topics as stress, high blood pressure, heart ailments, cholesterol, and alternative methods of dealing with health problems. They anticipate probable workshops in different areas such as exercise, alternative medicines, and holistic approaches to health.

Committee X  
Convenor, Ali Jofre

Committee X met four times. Committee X presented five ideas which include computer workshops teaching both computer techniques and how to use computers in instructional situations, Providing more exhibits and displays, and informal luncheon discussions for the MXC community on various topic of interest. These discussions have been given the title, Take 5. Committee X would also like to invite eminent speakers to address topics of concern.

The Instructional Enhancement Committee did not report.

20572

## Institutional Enhancement Committee Members

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Committee</i>
Claudette Burchett	Com Fn Art	7328	3
Doug Bruke	Math	7404	3
Dan Davis	PE	7491	2
Beni Francis	Chemistry	7399	3
Susann Galloway Recorder	PA Program	3534	2
Joyce Goners			1&2
BJ Hale	Counseling	7111	1
Barbara Hogu	Com/Fn Art	7334	2
Vernita Irvin-Mays	Radiology	3529	1
Ali Jafri	Biology	7417	3
Maurice Kaufman	Nep/Renal	7370	1
Perla Kushida Asst. Recorder	Dietetic	7390	2
Robert Kushida	Dietetic	7354	1
Thomas Letcher	Student Services	7123	2
James Martin	Radiology	7372	3
Ronald McKinely	Radiology	7374	2
Kathi Nevels	Trans Ctr	7091	3
Lee Owens	Student Services	7120	3
Valerie Perkins	VP Complex	7049	1
Dianella Primous	Beh Science	7340	1
Maurice Roberts	Facil/Oper	7152	2
Gladstone Sanders	Proj Oppor	7272	3
Seymour Schwartz Co-Chair	Beh Science	7345	3
Wylmarie Sykes Co-Chair	Com/Fn Art	7331	4
Joe Vojacek	Com/Fn Art	7313	3
Alvin Weinstein	Chemistry	7400	2
Fabienne Williams	Nursing	7357	2
Patricia Williams	Nursing	7371	1&2

12-10-96

20572

To: Members, Sub-Committee "X"  
From: Ali M. Jafri AMJ  
Date: May 7, 1997  
Re: Sub-Committee "X" Report

Committee "X" meeting was held on April 22, 1997, at 3:00 p.m. in Room 2508. The following was discussed:

#### Art Exhibit

Prof. Vojacek has put up art exhibits in the show case in the corridor outside the cafeteria. They represent art work of some of the students. The latest art exhibits are under the title of "Prayer and Meditation - A Way to Commune with God", by Barbara Hogu. Art exhibits will continue to be shown during the summer as well as throughout the academic year 1997-98. There are also plans to put up art exhibits of students and faculty at a larger scale in the coming fall.

#### Discussion on Welfare Reform

An informative presentation was given by Ms. Doris Davis of Illinois Dept. of Public Aid. This presentation was open to faculty, staff and administration. However, only ten persons attended. This interesting discussion session lasted for about an hour. Links were made with the Public Aid Dept., and in case any of the students need help, the Public Aid Dept. can be contacted. Such contacts can be made through the courtesy of Mr. Gladstone Sanders.

#### Speakers & Informal Discussions

Some of the speakers have been identified. However, due to lack of funds, the speakers could not be scheduled. An honorarium needs to be given to the formal speakers. Contacts have been made with Dr. Betty Lawrence of the Teaching and Learning Institute, Central Office. If these efforts materialize, then there will be a possibility of scheduling one formal speaker per term. This program will be under co-sponsorship with the Teaching and Learning Institute, and will be open to all the City Colleges of Chicago. Speeches will be scheduled at the Malcolm X campus. As things progress, you will be updated. Professor Schwartz has been requested to look into informal discussions as well as formal speeches program.

#### Renaming of Sub-Committee

Renaming of Sub-Committee was discussed again. In the last two meetings, names proposed were "Faculty to Faculty" and "Committee on Contemporary Issues". However, no agreement was reached upon. Committee members are satisfied with the present name, and this mysterious title will be retained.



Computer-related Workshops

A survey was made on computer related workshops. A total of 40 members of MXC family responded. A schedule on this topic has been circulated to the participants. Four workshops have been scheduled as follows:

1. Internet & World Wide Web
  - Group A Sept. 23 & 24
  - Group B Sept. 30 & Oct. 1
  
2. Computer as Supplemental Aide in Teaching (Classroom Preparation)
  - Group A Nov. 4, 5 & 6
  - Group B Nov. 11, 12 & 13

A copy of the workshops schedule is attached.

Dr. Jafri mentioned that he would not be interested in continuing as convenor of committee "x" from fall '97. He does plan to continue as a member.

Attendance: Joe Vojacek, Seymour Schwartz, Ali Jafri

20572  
**Malcolm X**

1910 West Van Buren Street  
Chicago, Illinois 60612  
Phone: (312) 350-7000

To: The Participants - Computer Related Workshops  
From: Ali Jafri  
Committee "X", I.E.C. *AJ*  
Date: April 17, 1997

Due to the great response to the survey made recently, the computer workshops have been divided into two groups. Each group will have a maximum of 20 participants.

The workshops have been scheduled as follows:

I. Internet and World Wide Web:

Group A - Tuesday, September 23, 1997 1:40 - 3:45 P.M.  
& Wednesday, September 24, 1997 1:40 - 3:45 P.M.  
Group B - Tuesday, September 30, 1997 1:40 - 3:45 P.M.  
& Wednesday, October 1, 1997 1:40 - 3:45 P.M.

II. Use of Computer as a Supplemental Aid in Teaching:

Group A - November 4, 5 & 6, 1997 1:40 - 2:45 P.M.  
Group B - November 11, 12 & 13, 1997 1:40 - 2:45 P.M.

The workshops will be arranged at the computer facility of Malcolm X College and will be conducted by our local staff. The exact location of the workshops will be announced at a later date.

Please call me at ext. 7417 for registration in the workshops of your choice.



## ASSESSMENT NEWSLETTER

Volume 1, Number 1

Spring 1997

MALCOLM X COLLEGE 1900 W. Van Buren St. Chicago, Illinois 60612 (312) 850-7000

The Assessment Newsletter represents one of many informational and reflective sources being produced by the college's Assessment Committee. The newsletter will inform the reader of the committee's activities and report on nationwide discussions, models, and practices related to assessment. In this edition of the Assessment Newsletter we provide answers to basic questions concerning assessment "Who, When, What, Why and How", myths and misconceptions about Assessment.

### WHO

The following people are members of the Assessment Committee:  
 THOMAS ANDERSON (INSTRUCTIONAL SERVICES), RATTAN BHATIA (CHEMISTRY), HUGH COLE (BUSINESS INSTITUTE), JOANETTA COPELAND (CHILD DEVELOPMENT), ZETTA MARIE COWZEN (BEHAVIORAL SCIENCES), JAMES DAVIDSON (COUNSELING), WILTON EVANS (BIOLOGY), BONIFACE E. EKPENYONG (PHYSICS), JOYCE EWELL (COM/FINE/ARTS), RALPH FACKLER (MATH), GERALD FLOYD (MATH DEPARTMENT), ANNA HICKS (COMM/FINE/ARTS), CLEO HUFFMAN (MEDICAL), ROBERT KELLY (CAREER DEVELOPMENT), CHARLES MATZ (BIOLOGY), BALDEO MOHOP (BIOLOGY), JIMMY SMITH (WEST SIDE LEARNING CENTER), MARCIA STALLMAN (BEHAVIORAL SCIENCE), PAULINE WARD (CHILD CARE), MARVA WATTS (BIOLOGY), WELLINGTON WILSON (BEHAVIORAL SCIENCES).

### WHEN

The Assessment Committee is a *standing committee* of the College Governance Council and was formed during the Fall 1996, Semester.

**WHAT** The Assessment Committee's goal is *to oversee the development of systematic activities that address student learning outcomes*. Within this process, the committee will view academic as well as management assessment models. The committee views assessment in its simplest form, *as the retrieval of data from all units of the college, to aid in respective and institutional planning*.

- WHY**
- 1) Assessment is one means of ascertaining how effectively we are doing our jobs. It provides us with a basis for improvement.
  - 2) Assessment provides a guide for the allocation of resources.
  - 3) Assessment responds to external mandates i.e., Illinois Community College Board, National and Regional Accrediting agencies, State Legislatures.
  - 4) Assessment aids us in instructional improvement, delivery of student services, prioritizing resource allocation etc.

**HOW** A goal of the committee is *to advocate for an inclusive Assessment Center and Director*. The center would work cooperatively with all units of the college to keep assessment "fluid" and up to date. Also, the center would aid us in addressing pivotal questions: *Who owns the data? What is the technical quality of assessment instruments? What is the appropriate balance between standardization and flexibility within the assessment program? What is the student's stake in assessment?* The committee cannot tell you how to assess the learning of your students or what to do with the knowledge you gain. Our job is to *initiate and coordinate, not to dictate*.

As your colleagues, we know full well that it is the individual teacher and management team, *working collectively* with programs and departments, who must design and implement assessment methods that will really work. At present, our committee is becoming more knowledgeable of various assessment models and procedures by attending conferences and workshops. Also, we are investigating the ways in which assessment is currently being done at other community colleges.

*If you have concerns or questions about assessment in general or the work of the Assessment Steering Committee in particular, please call Wellington Wilson, Chairman (312/ 850-7341), Joyce Ewell, Recorder (312/850-7316) or Vernita A. Wickliffe-Lewis, Administrative Assistant (312/850-4504). Our first, last, and most important job is to communicate with you. We would appreciate hearing from you. Let us know what's on your mind.*

---

ASSESSMENT NEWSLETTER

Volume 1, Number 1

Spring 1997

Wellington Wilson, Chairman  
Behavioral Science  
Office: 3609  
312/850-7341

Vernita A. Wickliffe-Lewis,  
Admin. Assistant.  
Office: 1111H  
312/850-4504

Joyce Ewell, Recorder  
Com/Fine/Arts  
Office: 2514  
312/850-7316



## MYTHS AND MISCONCEPTIONS ABOUT ASSESSMENT

There are currently a number of common myths and misconceptions about assessment and the Assessment Steering Committee. We would like to clarify a few of them.

*Myth #1: "The purpose of assessment is to evaluate faculty."*

**WRONG!** In the early days of assessment in American higher education, this was sometimes attempted by administrations. When it happened, faculty resentment and resistance led to the failure of whatever assessment programs administrators tried to impose. It was soon realized that no meaningful assessment program could be developed without faculty cooperation, and that any threat of using assessment as faculty evaluation eliminated that cooperation. Assessment information at Malcolm X College will not be used to evaluate faculty! It's purpose is to improve student learning.

*Myth #2: "This is just being done to get us through the NCA visit in November 1997. Come December, it will be forgotten."*

**WRONG!** An on-going assessment program is now required by all accrediting bodies throughout the United States. This requirement is not going to go away.

## 20 57 2

*Myth #3: "This is just the latest pet project of the administration."*

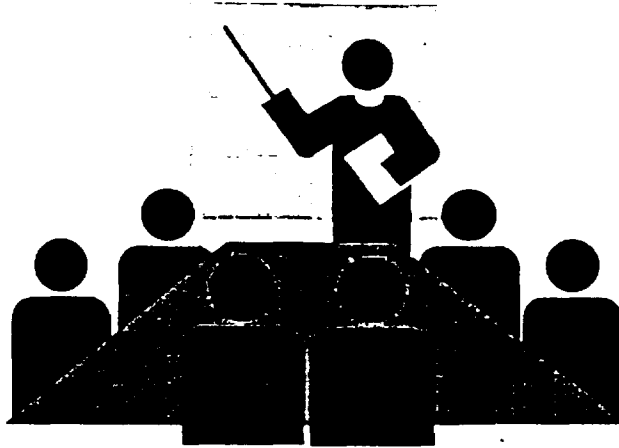
**WRONG!** Our administration is fully aware that assessment is and must remain a faculty project. We have the mandate, and the administration is committed to providing the necessary resources for us to do what we determine should be done.

*Myth #4: "Assessment means standardized tests, national norms, and an end to our academic freedom to teach according to our own professional rights."*

**WRONG!** Assessment can lead to these results if done poorly and without adequate faculty commitment and control. It is up to all of us to see that this does not happen at Malcolm X College. There are many varied and creative approaches to assessment; we need to learn about them, experiment with them, and develop systems that work for us and for our students, within the unique culture of our college.

## ASSESSMENT COMMITTEE MEMBERS

---



NAME	EXTENSION	OFFICE NUMBER
Anderson, Thomas	7301	2210
Bhatia Rattan	7396	3110
Brezill, Thomas	7357	3533
Cole, Hugh	7110	1312
Copeland, Joannetta	7051	1100
Cowzen, Zetta Marie	7312	2505
Davidson, James	7339	3607
Ekpenyong, Boniface	7399	3113
Evans, Wilton	7132	1318
Fackler, Ralph	7404	3209
Ewell, Joyce	7416	3609
Floyd, Gerald	7316	2514
Hicks, Anna	7408	3223
Huffman, Cleo	7314	2510
Kelly, Bob	7375	3421
Matz, Charles	7415	3240
Stallman, Marcia	7347	3538
Mohip, Baldeo	7480	1315
Smith, Jimmy	7415	3240
Ward, Pauline	7450	125
Watts, Marva	7176	1610
Wilson, Wellington	7482	3319





## ASSESSMENT NEWSLETTER

Volume 1, Number 2

Spring 1997

MALCOLM X COLLEGE 1900 W. Van Buren St. Chicago, Illinois 60612 (312) 850-7000

This semester several members of the Assessment Committee met with a select group of unit heads to share thoughts on assessment. The gatherings were small by design (2 to 4 committee members and one unit head) to encourage full discussion on a variety of topics including, "Assessment and Student Performance," and Assessment: Improved Teaching and Student Services."



### PARTICIPATING GROUPS

#### Unit Heads

1. Zerrie Campbell
2. Randall Johnson
3. Florine Robinson

#### Assessment Committee

Gerald Floyd  
 Wilton Evans  
  
 Ralph Fackler  
 Cleo Huffman  
 Charles Matz  
  
 Zetta Cowser  
 Pauline Ward  
 Thomas Brezill

In general, group reports highlighted:

1. The need for common institutional definitions on the quality of performance;
2. The positive directions of on-going discussion and planning at the college, including student input;
3. The need for more active peer group assessment;
4. More student surveys;
5. The need to ensure that assessment of student learning is integrated into a circular model of student development and feedback to the institutional community;
6. The need for clearer understanding of college job descriptions.

*North Central Association Annual Meeting*  
*"Measuring Moving Targets"*  
 19-22 April 1997

Malcolm X College was well represented at the 19-22 April 1997, NCA Conference. The following administrators, faculty and staff were attendees:

THOMAS ANDERSON, GEORGE CARBERT, JOANETTA COPELAND, JOSE DIAZ, BONIFACE E. EKPENYONG, JOYCE EWELL, SANDRA FIELDS, VERNITA A.W-LEWIS, THOMAS LETCHER, RANDALL JOHNSON, VALERIE PERKINS, FLORINE ROBINSON, JIMMY SMITH AND WELLINGTON WILSON.

Each person elected to attend a workshop and to submit a report to the college.

The workshops range from *Institutional Mission and Institutional Change to Program/Classroom Assessment and General Education/Critical Thinking to The Role of Institutional Planning in a Time of Rapid Change.*

The following are excerpts from a few of the sessions:

*A Continuous Improvement Performance Appraisal Process*

Harvey Link  
 Gloria Dohman  
 Gary Hendrickson

**Lessons Learned from an Effective Performance Appraisal Process**

- The process followed is critical.
- Construction of the affinity diagram becomes the process road map and provides focus for the project.
- The philosophy statement becomes the pivotal piece upon which the plan is developed.
- Once the philosophy statement is written and agreed upon, the development of the performance appraisal instruments is fairly straightforward.
- Getting feedback from the employees at various stages during the development process and incorporating their ideas is fundamental to final acceptance and implementation.

- The training plan gives supervisors and employees confidence in how the process will be conducted. The feedback process needs to be clearly explained, as it may be the most radical departure from previous methods.
- Utilization of the Employee Growth Plan provides for the development of the employee and brings the performance appraisal process full circle.
- The performance appraisal process opens lines of communication between employees and supervisors.
- Job descriptions must be kept current.
- Employees find written comments more valuable than numerical ratings.
- The new performance appraisal process is time consuming but the results are worth the effort.

*Fostering Excellence in Teaching and Learning Through a University/  
Community College Collaboration*

Karla Brown

“The ongoing pursuit of excellence in the educational process should be the ultimate aim of assessment; wedding assessment with peer review and teaching portfolios is a first step in achieving that kind of transformation in how we do what we do.”

The use of classroom assessment, the process of peer review of teaching, and/or the development of a teaching portfolio can do the following for teachers:

- ◇ help them articulate more explicitly what they do in teaching and why they do it;
- ◇ reaffirm for them and others at their institutions that student learning is the center of what we should be about as educational institutions;
- ◇ prompt meaningful conversations about explorations into teaching and learning;
- ◇ lead to useful insights and more thoughtful, reflective practice in the classroom;
- ◇ serve as formative faculty development activities with the promise of ongoing professional growth;
- ◇ offer an opportunity to celebrate, value and affirm teaching and learning;
- ◇ help create a “culture of professional inquiry about good teaching”; and
- ◇ renew the excitement and energy of faculty.

*Assessing Moving Targets: The Use of Panel Studies to Better Understand The Barriers and Bridges to Student Persistence - Year Four of a Six-Year Study*

William S. Johnson  
Shelly A. Potts  
Denise Ward Hood  
Steven S. Miller

What have we learned about conducting longitudinal research? By contacting panel members each semester, we are able to learn about the “barriers and bridges” to success, “as students encounter them.” Typically, when seniors are asked to reflect upon college by completing a comprehensive survey at the time of graduation, they focus solely on a few outstanding (positive or negative) instances and fail to give a realistic description of their overall university experience. Frequent contacts with panel members enable us to gain detailed and timely evaluations of university programs and services. Such feedback is crucial for tailoring programs to meet the needs of our students. Also, students are much more likely to offer feedback when changes can occur while they are still enrolled rather than after they graduate.

Although the study’s initial design incorporated various quantitative and qualitative data collection methods (mailed questionnaires, focus groups, and telephone interviews), panel members now are contacted solely by telephone. This change has increased considerably the response rate for PULSE surveys. Students are more willing to respond to a brief telephone inquiry than to complete and return a paper survey. Most recently, interviews conducted using computer-assisted telephone interview (CATI) software, have both facilitated the speed of data entry and decreased the frequency of errors.

***What Impact Has PULSE Had on the Quality of Education at ASU?***

...PULSE has had a noticeable impact on the quality of education at Arizona State University. PULSE data have contributed to revisions of the first-year mathematics curriculum and advising services as well as to modification of student success programs (Campus Match, Freshman Year Experience, UNI 100). Most recently, panel members have responded to questions regarding campus climate and intergroup relations. This information is being used to develop a diversity training course for University teaching assistants.

***A Program Assessment System That Really Works in Improving the Institution***

Sheldon H. Cohen

***Some Rules for a Successful Program Review System***

- ◆ Your system must be unique.
- ◆ you can learn from others, but you can't adopt someone else's system.
- ◆ get everyone involved.
- ◆ be positive.
- ◆ nothing will be perfect.
- ◆ change and improve as you learn from experience.

***Some Modification and Points Learned from Experience with Reviews***

- ◆ Start the reviews with strong programs.
- ◆ Differentiate between student and program outcomes.
- ◆ carefully consider what is sent to the Board of Regents.
- ◆ Flexibility in the self-study forms is important.
- ◆ Proper scheduling often can save efforts for reviewed units.
- ◆ Once a five-year schedule for reviews has been prepared, remember it is not in stone.
- ◆ Allow plenty of time for the URC's work.
- ◆ Be generous in your thanks to all participants.

# 20 57 2

## *Measuring Moving Targets: Assessing General Education across the Curriculum of a Two-Year Technical College*

Francesca Piuma  
Catherine Wilson

### *The Challenge: General Education and Student Assessment as Moving Targets*

...Although our diploma and degree programs require general education courses and conduct a range of student assessments, NCA's request identified four related moving targets for our institution:

- ◇ MATC's mission statement places primary focus on employment and technical training.
- ◇ The administration and faculty were unclear about how to translate the centrality of general education into the current delivery of educational services, particularly if the directive required the addition of general education courses to our already course-intensive occupational programs.
- ◇ The college lacked internal consensus on the required content and delivery of general education to students in technical programs.
- ◇ A number of faculty perceived the assessment initiative as a potential intrusion into their academic freedom.

### *Response to the Challenge (Opportunity)*

... The goal of the effort was to develop a college-wide initiative that ensures:

- ◇ the administration and assessment of a general education core curriculum that is central and common to all 57 two-year associate degree and diploma programs; and
- ◇ the development of a general education core curriculum and an assessment plan that are faculty developed and owned.

*The outcomes and products resulting from the work of three faculty committees:*

*Committee one: was charged to clarify a set of general education core abilities and to identify indicators that would serve as standards for their assessment;*

*Committee two: focused on applying the core abilities and indicators to the college transfer program in Liberal Arts;*

*Committee three: was charged with piloting the core abilities/indicators and gathering assessment data in six programs during the 1996-97 academic year.*

- \* The decision to infuse the core abilities into general education and program content, rather than to require a set of additional general education courses;
- \* The development of eight general education core abilities and measurable indicators;
- \* Approval, by the College's Instructional Services Division, of the eight general education core abilities and measurable indicators as universal standards for all two-year associate degree and diploma programs;
- \* A student focused core ability philosophy statement that supports life-long learning, by providing students with the opportunity to move as far as their talents and preparation can take them;
- \* A course-level matrix (Course Analysis Form) that documents where core ability indicators are taught, the level of curricular emphasis given to each indicator, and how the indicator is assessed;
- \* A program level-format that maps course-level information onto a Program Core Ability Matrix;
- \* A plan to provide technological support for the collection, input, and analysis of core ability and assessment data at course, program, and institutional levels;
- \* A coordinated effort by administrators, faculty, and staff to develop and implement a general education core curriculum and student assessment initiative within a large and diverse two-year technical college.



*Continuing Education Assessment Activities*

Florine Robinson  
Dean

**Certificate Programs:**

We presently offer two certificate programs, surgical technology and extracorporeal perfusion technology. The surgical technology program is ongoing, while the perfusion program is being phased out.

1. Perfusion - Student Evaluation Form
2. Surgical Technology - Clinical Evaluation Form

**Continuing Education Courses:**

Course Evaluation and Visitation Forms

**Continuing Education Programs:**

We have a separate assessment course evaluation form for continuing education programs.

20572

*Physicians Assistant Program*

Kristine M. Healy  
Program Director

**Program Evaluation**

On going evaluation is completed through a program of student evaluation of program operation, course content and faculty performance; faculty evaluation of classroom and clinical experiences and administrative evaluation of staff performance and completion of program objectives. Students complete anonymous written evaluations of all course units and individual instructors. These forms are currently tabulated and analyzed by the Curriculum/Evaluation Coordinator. Feedback is given to the Director, primary care continuity core faculty, instructors and students. Staff and faculty make improvements based on feedback from student questionnaires. Students are also asked to give their evaluation of courses in informal lunch sessions with the Curriculum /Evaluation Coordinator and to the Director in weekly check-in sessions.

Regular monthly meetings with primary care core continuity faculty, clinical skills faculty, program staff and the Director are the primary method of evaluation of faculty teaching experiences in the PA program. These meetings are organized and facilitated by the Curriculum/Evaluation Coordinator. Each faculty person with course responsibility also completes a questionnaire upon completion of the course. This information will be used by the faculty and staff in the development of subsequent course offerings.

Clinical faculty in the many training sites used by the program are in regular contact with the Clinical Coordinator and other staff who visit sites and maintains telephone contact. Faculty provide feedback via the student evaluation forms required at the end of each rotation and in informal on-site sessions. At Cook County Hospital, the major program training site, the directors of student education for medicine and family medicine have regular meetings with PA program staff. The Curriculum/Evaluation Coordinator distributes semi-annual program evaluation forms to all clinical faculty to formalize evaluation of the program. Clinical year students complete required mid-rotation evaluations of the educational experience. These evaluations provide important feedback to the Clinical Coordinator who uses the student input to improve established rotations and develop additional rotation sites.

Other methods of program evaluation are the analysis of employer feedback on new graduates; NCCPA Certification rates; scores on the PANCE Examination components; and employment outcomes as measured by graduates employed in primary care and in medically under-served communities.

# 20572

## *Nova NET Assessment*

Siddiq Tabba  
Coordinator

NovaNET is a Computer Assisted Tutoring (CAT) system. Its evaluation is based on service count and student achievement survey. NovaNET provided tutoring to 4,324 students amounting to 21,728 hours during the fiscal year 1995-96 (Summer 95 + Fall 95 + Spring 96).

NovaNET Student Achievement Survey was run over the following population:

College Credit (PCS 1.1, 1.2, 1.4) all subjects  
Developmental (PCS 1.4), all subjects  
Vocational (PCS 1.2), all subjects  
ALSP/GED/ESL (PCS 1.7, 1.9), all subjects

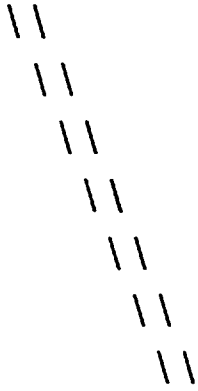
The Performance Relative to Overall Grades section of the report breaks down the number of grades issued to students who had completed a given number of NovaNET lessons. For each lesson completion category, the number of grades, the number of students included in the category, and the mean grade (measured in grade point, with A=4.0) is given along with some descriptive statistics and a comparison with overall grade.

Analysis of Variance provides some additional statistics and test results to attempt to establish a relationship between increasing lesson usage and increased earned grade point.

20572

***MALCOLM X COLLEGE***

***GOVERNANCE***



***ASSESSMENT  
COMMITTEE REPORT***

***Meeting:  
Friday 8 November 1996  
1:30 PM Room 2418***

## 20572

The *Assessment Committee*, a standing committee of the *College Governance Council*, views assessment as the retrieval of college data that aids institutional decision making. This format encompasses all programs/units of the college from general education to school maintenance, and recognizes that the institutional mission and purposes, and goals of students are key considerations when observing outcomes. Further, the committee strongly believes that representatives of all stakeholders should be members of the committee (attachment); and that this philosophy of inclusion represents an equitable membership to design an assessment model.

### Objectives/Tasks

1. To become more knowledgeable of assessment models and procedures.

Committee members will be attending three assessment conferences in November:

- ⇒ Alverno College Institute's *A Day at Alverno College, Teaching and Assessing Student Abilities*;
- ⇒ Triton College's *Half-Day Assessment Fair*;
- ⇒ Indiana and Purdue Universities' Assessment Conference in Indianapolis: *Technology: Best New Hope for Assessment*.
- ⇒ Viewing *examples of assessment policies* at other institutions.

2. To support the need for an inclusive *Assessment Center and Director*

(Spring Semester, 1997).

a. Need to design an inclusive assessment model that centers on college mission and purposes.

b. Assessment concerns:

1. External mandates i.e., Illinois Community College Board, National Regional Public and Private Accrediting agencies, State Legislatures;

2. Public Accountability, i.e., Communities of Malcolm X College, City Colleges of Chicago;

3. Instructional improvement, i.e., curriculum and instruction, student services, resource allocation etc.

3. To secure and review assessment procedures from all program/units

(Spring Semester, 1997).

4. To serve as *resources* on assessment (Spring Semester, 1997).

# 20572

*If you have concerns or questions about assessment in general or the work of the Assessment Steering Committee in particular, please call*



*Wellington Wilson, Chairman (312/ 850-7341), Joyce Ewell, Recorder (312/850-7316) or Vernita A. Wickliffe-Lewis, Administrative Assistant (312/850-4504). Our first, last, and most important job is to communicate with you. We would appreciate hearing from you. Let us know what's on your mind.*

**NOTE:** We apologize for not acknowledging **Thomas Brezill** (Counseling), as an Assessment Committee Member in the Volume 1, Number 1/Spring 1997 News letter.

---

## ASSESSMENT NEWSLETTER

Volume 1. Number 2

Spring 1997

Wellington Wilson, Chairman  
Behavioral Science  
Office: 3609  
312/850-7341

Vernita A. Wickliffe-Lewis,  
Admin. Assistant.  
Office: 1111H  
312/850-4504

Joyce Ewell, Recorder  
Com/Fine/Arts  
Office: 2514  
312/850-7316



## ASSESSMENT COMMITTEE MEMBERS



NAME	EXTENSION	OFFICE NUMBER
Anderson, Thomas	7301	2210
Bhatia Rattan	7396	3110
Brezill, Thomas	7110	1312
Cole, Hugh	7051	1100
Copeland, Joannetta	7312	2505
Cowzen, Zetta Marie	7339	3607
Davidson, James	7132	1318
Evans, Wilton	7416	3609
Ewell, Joyce	7316	2514
Floyd, Gerald	7408	3223
Hicks, Anna	7314	2510
Huffman, Cleo	7375	3421
Kelly, Bob	7087	2302-A
Korber, Kenneth	7415	3240
Matz, Charles	7480	1315
Mohip, Baldeo	7415	3240
Smith, Jimmy	7450	125
Ward, Pauline	7176	1610
Watts, Marva	7482	3319
Wilson, Wellington	7341	3609
Zweig, Jeanne	7357	3533