

AQIP Steering Committee
AQIP Systems Appraisal Worksheet
3.7.17

Item	Responsible
MONITORING REPORTS:	Geraldine Sanapaw--Lead
Monitoring Report 1 (Action Project recommended) Due January 31, 2019	
To provide evidence for Criterion Five, Core Component 5D, Subcomponents 1 and 2.	
1. A detailed plan and timeline for ensuring the security and reliability of data, centralizing data, and making it readily available as appropriate to the College constituency.	
2. A definition of and detailed plan for communicating key data points consistently throughout the College community and for providing data via the Registrar's Office building on what was reported in the Portfolio.	
3. Data could include, at a minimum: Enrollment data, Retention data, Departmental (academic and operational) data, Planning data, Staffing data, Student data, Financial data.	
4. The steps taken to ensure that data are being captured throughout the College.	
Monitoring Report 2 (Action Project recommended) Due January 31, 2019*	Mahrie Peterson--Lead
To provide evidence for Criterion Four, Core Component 4A, Subcomponent 1	
1. Program review schedule.	
2. A formal guideline for program reviews including:	
a. Programmatic outcomes assessment	
b. An analysis based on data of program strengths and weaknesses	
c. Plans for future directions for the programs, for all Degrees and Certificates	
e. A schedule for ongoing program reviews for both curricular and co-curricular offerings	Jennifer Morris--Co-curricular

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f. Program persistence and completion rates, enrollment and/or participation for each program	
g. Program employment and transfer data	
h. Evidence of at least one recently (2018)* completed program review.	
CORE COMPONENTS (Unclear or Incomplete):	
4.A.1 Program review (See Monitoring Report 2 and pp. 21-24 in Appraisal)	See Category
4.B Commitment to educational achievement and improvement through ongoing assessment of student learning: It is not clear that direct measures of student learning are taking place on an ongoing basis.	See Category
4.C Commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs: It is not clear what current goals are and while CMN contracted with a consultant team to assist in the development of goal-oriented Recruitment and Retention Plans, it is not clear that these are yet in place or that results have been gathered. Using comparative and trend data would further strengthen compliance with this component.	See Category
5.A The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future: A significant majority of the budget is allocated to academic needs; however, adequacy is not clearly demonstrated. Accounting staff is being trained. There is little discussion of training for other staff. There appear to be ongoing issues with financial software.	See Category

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5.B. The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission: Additional context would be beneficial explicitly defining the flow of communication and decision making between the Board of Trustees, Interim President, and Deans and Directors Council.	See Category
5.C The institution engages in systematic and integrated planning: To more clearly document its compliance with this sub-component, CMN should consider providing an explicit "alignment map" showing how all core functions are connected to a mission-specific goal. At this time the College does not appear to have integrated planning processes in place sufficient to provide results for analysis.	See Category
CATEGORIES (Reacting):	
Category 1 - Program Review (21-25); Program Quality (29-30); Learning Support (32)	Mahrie Peterson
Category 2 - Nonacademic Support (34-37); Retention, Persistence, Completion (38-40); Key Stakeholder Needs (40-41); Complaint Process (43-44)	Nicole Fish
Category 3 - Recruitment, Hiring, Orienting Employees (49-50); Valuing Employees (54), Development (56-59)	Chad Waukechon
Category 4 - Mission & Vision (60-62); Strategic Planning (65-66); Leadership (69-70); Integrity (70-73)	Diana Morris
Category 5 - Knowledge Management (75); Resource Management (77-78); Operations (80)	Geraldine Sanapaw
Category 6 - CQI (82); Culture of Quality (83-84)	Diana Morris