• Steve reported that the draft charter was discussed by the Executive Cabinet and approved on Tues, December 3, 2013 with the following minor change: eliminate bullet points #2 and #3 under the “Opportunities” section of Problem Statement A. Rationale: schedule creation is subject to collective bargaining (Faculty Contract) and management rights (Division Deans).

• Steve reviewed the purpose of Step 2 of the CQI process (describe the current situation) and cautioned about getting “bogged down” at this phase with too much detail.

• Lori Hancock presented a number of existing metrics (IPEDS, MISchool data, etc.) on graduation and completion rates for use in describing the current state of Problem A (Lack of Student Progress toward Declared Credentials).

• The group agreed that these existing data are sufficient to describe the current state of Problem A. Lori Hancock will assemble these data in a folder so the team can have access. Many of these are available at http://mccfact.mcc.edu/

NEXT STEP: Co-chairs asked the team to re-read Problem Statement B and brainstorm ways to describe the current state of this issue at the next team meeting.