

Legend

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| M Denotes Multiple Years | 5 Administration | 10 Faculty |
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Document to be Reviewed	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Board of Trustees Meeting Minutes	X	X													
Board of Trustees Policy Manual							X				X				
Budget Process Instructions				X											
Campus Center Department Brochures										X					
Capital Improvements Projects Information				X											
Career Center Goals & Objectives Status Report	X									X					
Career Center Goals-Based Assessment Plan	X									X					X
Chair Evaluation Process											X				
Co-curricular Transcript										X					
College Budget	X			X											
Curriculum & Program Development - MCC Website									X		X				
Curriculum and Program Development: Procedures and Process – New Course & Program		X													
Curriculum Proposal Submission & Approval Fact Sheet											X				
Curriculum Proposals Database		X									X				
Curriculum Proposals Processed through MCC Curriculum Office												X			
Economic Impact Reports	X	X	X												
EOP Final Report	X											X			
Equipment Replacement Guidelines				X											
Executive Committee Meeting Minutes	X	X													
Facilities Master Plan			X	X				X							
Faculty Advisor Handbook											X				
Faculty Association Contract				X	X	X					X				
Faculty Resource Handbook		X									X				
Faculty Senate Bylaws					X	X	X				X				
Faculty Senate Minutes	X	X								X					
Faculty Senate Resolutions		X			X	X					X	X			

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Faculty Senate: "Leaves for Professional Advancement"		X													
Financial Aid Office Policies and Procedures Manual										X					
Foundations for Student Success: Learning and Assessment, SUNY General Education Assessment	X														X
Grant Proposals and Reports - Funded Applications	X		X	X											
Health-Related Programs: Competitive Admission Information pamphlet									X						
Homeland Security Management Institute		X													
Honors Studies at MCC: The Honors Concentration Degree												X			
Human Resources Professional Development				X											
iDashboards: KPIs & Strategic Plan Metrics								X							X
Institutional Effectiveness Model			X												X
Internal Funding Guidelines and Application Package		X		X											
MCC Association's Inc. Budget			X	X											
MCC Association's Inc. By-Laws			X	X											
MCC Catalog & Student Handbook	X	X					X		X	X		X	X		
MCC Civil Service Employees Association Agreement											X				
MCC Daily Tribune	X	X									X				
MCC Facts	X	X													
MCC Financial Statements - Auditor's Report	X			X											
MCC Foundation Financial Reports				X											
MCC Foundation Annual Reports	X		X	X											
MCC Foundation By-Laws			X	X											
MCC Foundation Strategic Plan			X	X											
MCC General Education Plan		X											X		

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MCC Master Plan Overview		X													
MCC Mathematics Department Handbook												X			
MCC Policy Manual							X								
MCC President Job Description						X									
MCC Residence Life Brochures: Fast Facts Sheets and Fire Safety brochure										X					
MCC Student Loan Default Data Report										X					
MCC Website										X					
Office of Planning: "Planning Projects" & Strategic Planning Process"		X													
Office of Service Learning: "Service-Learning Mission"		X													
Organizational Chart					X	X									
Phi Theta Kappa Resource Manual												X			
President Kress Resume						X									
Program Change Procedures and Guidelines						X									
Report Indicating No. Certificates Issues in Previous Years														X	
Report that Life Experience must match College-level objectives														X	
Rochester Parent Network: "Introduction"		X													
Service Learning Manual: Community, Faculty, Student														X	
Service Learning Self Reflection Rubric														X	
Strategic Goals/Plans from Departments in Campus Labs						X									
Strategic Plan: 2012-2016 "Fulfilling the Promise"		X	X	X		X		X							
Strategic Planning Funding	X		X												
Strategic Planning Process			X												
Student Events and Governance Association					X										
Student Government Association By-laws					X										

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SUNY General Education Plan								X					X		
Technology Plan			X	X				X							
Title III Grant : Student Success Collaborative and TRS redesign															
Workforce Development Policy Manual														X	
Workforce Enrollment														X	

Institutional Research

Document to be Reviewed	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Academic Department History	X	X		X											
College Data History Document				X											
College-Wide Performance Indicators	X	X													
Community College Survey of Student Engagement	X									X					
Course C or Better Rates												X			
Enrollment and Population Projections									X						
Fall to Fall Retention of Matriculated Students									X						
First Year Persistence Rates after Full-time Transfer to SUNY Institutions												X			
Graduating Students Survey Results												X			
Graduation and Persistence of Students Entering a Degree Program from a Transitional Program												X		X	
Graduation Rates of First-Time Full-Time Cohorts									X						
IPEDS Peer Report	X		X	X							X				
Learning Center FTE History			X									X			
Needs Assessment Surveys for Workforce Development												X			
Performance Indicators			X						X						X
Program Enrollment Trends														X	

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Rate of Full-time Employment of Career Program Graduates in Field of Study												X			
Rate of Full-time Transfer of MCC Assoc. Degree Grads												X			
Residence Hall Research										X					
SLN Student Profile			X											X	
Student Expectation Survey	X										X				
SUNY Student Opinion Survey	X	X					X			X	X	X			
Trends in enrollment and Characteristics of MCC Students	X	X							X						
<i>What Happened to the Class of ... ?</i>	X	X							X	X	X	X	X		

Comparative Documents

Document to be Reviewed	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Budget Office Report: SUNY Comparisons			X					X							
National Community College Benchmarking Project				X				X							
SUNY Community Colleges Budget Net Op. Cost & Rev. per FTE Student				X											
SUNY Community Colleges Net Cost & Rev.				X											
SUNY Community Colleges Budget Revenues as Percent of Net Cost				X											
SUNY Community Colleges Annual Report Summary	X			X											
SUNY Community Colleges Mission Statement		X													
Power of SUNY – Strategic Plan			X	X											
SUNY State Education Department Financial Aid Data Report										X					

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Middle States Commission on Higher Education

Document to be Reviewed	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14
MSCHE Characteristics of Excellence in Higher Education		X	X	X	X	X	X	X	X	X	X	X	X	X	X
MSCHE Designs for Excellence		X	X	X	X	X	X	X	X	X	X	X	X	X	X
MSCHE MCC Periodic Review Report									X				X		X
Periodic Report for Comm. HE Middle States				X				X				X			
Self-Study for Commission on Higher Education, Middle States Association of College and Schools: MCC January 2006		X		X											X

Miscellaneous

Document to be Reviewed	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Characteristics in Higher Education												X			
Distance Learning Offerings														X	
Dual Credit Curriculum Checklist														X	
Faculty Association Newsletter											X				
Institutional Effectiveness Activities								X							
League for Innovation - Key Trends in the Community College									X						
League for Innovation in the Community College, "About the League"		X													
Mission statements from various departments providing student services										X					
Monroe Doctrine						X									
New York State Education Law Article 126					X										
NISOD website											X				
Orientation and Residential Life Student Planner							X								
President's Update	X					X									
Promotion Criteria Memo											X				
Steps to Developing Your Portfolio of Prior Learning Outside the Classroom														X	

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Students' Satisfaction with MCC's Quality of Education Survey											X				
Teaching and Creativity Center website											X				
The Joint Statement on Rights and Freedoms of Students							X								
Variety of Job Descriptions (Faculty & Prof. staff)											X				
Writing Across the Curriculum Guidelines												X			