

October 18, 2011

Doug Ringler, Director
Office of Internal Audit Services
Office of the State Budget
George W. Romney Building
111 South Capital, 6th Floor
Lansing, MI 48913

Dear Mr. Ringler:

In accordance with the State of Michigan, Financial Management Guide, Part VII, attachments include a summary table identifying our responses and corrective action plans to address recommendations contained within the Office of the Auditor General's performance audit report of Macomb Community College.

Questions regarding the summary table or corrective action plans should be directed to Gerri Pavone, Executive Director of Research and Planning at Macomb Community College, 14500 E. 12 Mile Road, Room SD300, Warren, Michigan, 48088-3896. Phone number: 586.445.7242.

Sincerely,

Signature Redacted

Gerri Pavone

cc: Executive Office
Office of the Auditor General
House and Senate Appropriation Committees
Relevant House and Senate Appropriation Sub-committees
Relevant House and Senate Standing Committees
House and Senate Fiscal Agencies
Workforce Development Agency
Staff within the audited agency or department, as necessary

Macomb Community College
Summary of Agency Responses to Recommendations
Office of the Auditor General
Performance Audit
July 1, 2008 – June 30, 2010

Summary Table

1. Audit recommendations the agency complied with: **Not Applicable**
2. Audit recommendations the agency agrees with and will comply:

We recommend that the College sufficiently document the rationale for holding low enrollment classes to help ensure that its educational resources are used efficiently.

We recommend that the College develop an effective policy to fully address repetitive course enrollments and their impact on student academic progress and the College's efficient use of resources.

3. Audit recommendations the agency disagrees with: **Not Applicable**

Audit Recommendations the agency agrees with and will comply:

Finding: Low Enrollment Classes

The College did not sufficiently document the rationale for holding low enrollment classes to help ensure that its educational resources are used efficiently.

Recommendation:

We recommend that the College sufficiently document the rationale for holding low enrollment classes to help ensure that its educational resources are used efficiently.

Agency Response:

Macomb Community College concurs with the recommendation made by the Office of the Auditor General. On July 19, 2011, the College completed a review of the Learning Unit guideline entitled "Cancellation Procedure," which includes the rationale for running sections with less than 15 students. The College revised the guideline to address the recommendation that the College sufficiently document the rationale for holding low enrollment classes to help ensure that its educational resources are used efficiently. The revisions to this guideline are as follows:

- Title was changed from "Cancellation Procedure" to "Cancellation & Low Enrollment Documentation Procedure"

- The rationale for running courses with less than 15 students was revised by deleting rationale numbers 7) retained to allow space for new enrollees; all other sections are filled; 9) retained to allow space for students in other sections cancelled; all other sections are filled and 12) retaining one section with low enrollment to accommodate students from other sections that have been cancelled. Students in cancelled sections will be referred to this section. Instead, the College created one new rationale that addresses these three items. The new rationale is as follows: section retained to allow space for new enrollees and students in other cancelled sections. Other sections are filled.
- The Guideline was also revised to include an objective to cancel classes that we do not think will meet minimum enrollment as soon as possible so students can move to other classes.
- Revised staff responsibilities are also included

This revised guideline was shared with the Learning Leadership Team, which includes all Deans and Associate Deans, on August 10, 2011, and will now move through the college's final policy approval process. The revised guideline will be posted to the College intranet site by September 30, 2011, and will take effect in January of 2012 for the Winter term.

Finding: Repetitive Course Enrollment

The College had not developed an effective policy to fully address repetitive course enrollments and their impact on student academic progress and the College's efficient use of resources.

Recommendation:

We recommend that the College develop an effective policy to fully address repetitive course enrollments and their impact on student academic progress and the College's efficient use of resources.

Agency Response:

Macomb Community College concurs with the recommendation that the College had not developed an effective policy to fully address repetitive course enrollments and their impact on student academic progress and the College's efficient use of resources. Therefore, on July 19, 2011, the College completed a review of the Learning Unit Guideline entitled "Academic Renewal," which includes the "Course Repeat Policy." The College revised the guideline as follows:

- Title was changed from "Academic Renewal" to "Academic Renewal and Course Repeat Policy"
- Student is now required provide evidence to demonstrate why they will be successful this time in the course they wish to repeat

- The Approver, i.e., the person approving the waiver must make the student aware of college interventions available to help him/her succeed. Interventions include tutoring, student success seminars, etc.
- Approver must enter the approval and any other pertinent such as what interventions were suggested to the student in Datatel screen “XWVR.”

This revised guideline was shared with the Learning Leadership Team, which includes all Deans and Associate Deans, on August 10, 2011, and will now move through the college’s final policy approval process. The revised guideline will be posted to the College intranet site by September 30, 2011, and will take effect on October 3, 2011.