

Institutional Action Plan

Purpose:

This document acts as tool for evaluating progress towards completion of institutional goals and objectives. Each institutional objective has one or more initiatives with which it is associated. In addition to a brief description of the initiative, the document names the individual with lead responsibility for the initiative, and lists the measurable outcomes that will be used during College Council's annual evaluation of the institutional objectives. Opportunities to request data (either for progress on the initiative or to be used in conjunction with the measurable objectives) are also built into the document.

Process:

The position listed as sponsor will provide support to the individual listed as lead responsibility, as well as will work to ensure the work is completed. The individual listed as lead responsibility will provide brief progress updates prior to College Council's annual evaluation of the objectives. *[Obviously need to build this out more.]*

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Goal 1: Help students achieve their educational goals.

Objective 1.1: Create, delete, and/or revise programs and curriculum to help students transfer or build job-related skills.

<i>Initiative 1.1a:</i>	Review potential [SB1440] programs completed by state committee and add programs when feasible.
<i>Description</i>	Develop SB 1440 programs in all relevant and appropriate areas.
<i>Sponsor</i>	Vice President of Academic Affairs
<i>Lead Responsibility</i>	Dean, Institutional Planning
<i>Support Members (Optional)</i>	Click here to enter text.
<i>External influence</i>	SB 1440

Measurable Outcomes

- Outcome 1:** Compare number of courses added to or revised in catalog due to student needs with SB 1440.
Target Date: Nov. 2014
Data Needed to Evaluate Progress: Current list of SB 1440 programs
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.
- Outcome 2:** Complete [SB1440] program and course work as needed in Biology, Chemistry, Spanish Economics, Geology, Music, and Theatre Arts.
Target Date: Click here to enter text.
Data Needed to Evaluate Progress: Current list of completed programs and course work
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.

Goal 1: Help students achieve their educational goals.

Objective 1.1: Create, delete, and/or revise programs and curriculum to help students transfer or build job-related skills.

<i>Initiative 1.1b:</i>	Develop and/or strengthen articulation agreements with transfer institutions.
<i>Description</i>	The Articulation Office will work collaboratively with the Counseling, instructional faculty and the Curriculum Advisory Committee (CAC) to establish campus based protocols and articulation agreements with other colleges and universities.
<i>Sponsor</i>	Vice President of Academic Affairs
<i>Lead Responsibility</i>	Articulation Officer
<i>Support Members (Optional)</i>	Click here to enter text.
<i>External influence</i>	SB 440

Measurable Outcomes

- Outcome 1:** Compare number of articulation agreements completed to prior year numbers.
Target Date: Nov. 2014
Data Needed to Evaluate Progress: Previous list of articulation agreements
Current list of articulation agreements
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.
- Outcome 2:** Identify the campus-based protocols established for articulation.
Target Date: Click here to enter text.
Data Needed to Evaluate Progress: List of campus-based protocols established for articulation
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.

Goal 1: Help students achieve their educational goals.

Objective 1.2: Develop and implement Student Success and Equity plans.

<i>Initiative 1.2b</i>	Create a 3SP planning shell to submit to the state.
<i>Description</i>	Each CCC is responsible for submitting a 3SP program plan and budget using the approved Chancellor's Office template and format.
<i>Support</i>	Vice President of Student Services
<i>Lead Responsibility</i>	Vice President of Student Services
<i>Support Members (Optional)</i>	Click here to enter text.
<i>External influence</i>	Student Success Initiative

Measurable Outcomes

- Outcome 1:** Submit 3SP to Chancellor's Office
- Target Date:** October 17, 2014
- Data Needed to Evaluate Progress:** Completed 3SP planning shell
- Progress Update:** Submitted 3SP to Chancellor's Office by October 17, 2014 deadline.
- Outcome achieved?** Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
- Next Steps:** Click here to enter text.

<i>Initiative 1.2b:</i>	Determine details of 3SP plan; submit to shared governance groups.
<i>Description</i>	Establish an institutional 3SP subcommittee to develop the details to be included in the 3SP plan and budget.
<i>Sponsor</i>	Vice President of Student Services
<i>Lead Responsibility</i>	Vice President of Student Services
<i>Support Members (Optional)</i>	Click here to enter text.
<i>External influence</i>	Student Success Initiative

Outcome 1: Establish 3SP institutional committees that includes representation from administration, management, faculty and classified that are responsible for completed and presenting the 3SP plan and budget to the various shared governance groups.

Target Date: [Click here to enter text.](#)

Data Needed to Evaluate Progress:

1. Evidence of an established 3SP institutional committee that includes representation from administration, management, faculty and classified that are responsible for completed and presenting the 3SP plan and budget to the various shared governance groups

Progress Update:

2. Minutes from shared governance groups referencing submitted 3SP plan

- Formed a 3SP subcommittee comprised of administration, faculty and classified.
- Presented 3SP plan and budget to the following groups:
 - SSAG
 - AAAG
 - ASMPC on 10/10/15
 - Senate
 - College Council
 - Board of Trustees

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: [Click here to enter text.](#)

Goal 1: Help students achieve their educational goals.

Objective 1.2: Develop and implement Student Success and Equity plans.

<i>Initiative 1.2c</i>	Create an equity plan.
<i>Description</i>	Each CCC is responsible for submitting a Student Equity plan and budget using the approved Chancellor’s Office template and format.
<i>Sponsor</i>	Vice President of Student Services
<i>Lead Responsibility</i>	Vice President of Student Services
<i>Support Members (Optional)</i>	Click here to enter text.
<i>External influence</i>	Student Success Initiative

Measurable Outcomes

Outcome 1: Create and submit an equity plan to the Chancellor’s Office
Target Date: January 1, 2015
Data Needed to Evaluate Progress: Completed student equity plan
Progress Update: Submitted Student Equity Plan to Chancellor’s Office prior to 1/1/15 deadline. Presented Student Equity Plan to the following groups: SSAG, AAAG, ASMPC, Academic Senate, College Council, and Board of Trustees.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.

Goal 1: Help students achieve their educational goals.

Objective 1.3: Continue to develop continuing education program encompassing community education, contract education, and workforce development.

<i>Initiative 1.3a</i>	Increase community education offerings.
<i>Description</i>	Click here to enter text.
<i>Sponsor</i>	Vice President of Academic Affairs
<i>Lead Responsibility</i>	Dean of Instruction
<i>Support Members (Optional)</i>	Click here to enter text.
<i>External influence</i>	Community needs

Measurable Outcomes

- Outcome 1:** Increase number of community education offerings by 15%.
- Target Date:** May 2015
- Data Needed to Evaluate Progress:** List of community education offerings as of September 2014
- Current list of community education offerings as of May 2015**
- Progress Update:** Provide brief (200 words max) update of progress.
- Outcome achieved?** Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
- Next Steps:** Click here to enter text.

Goal 1: Help students achieve their educational goals.

Objective 1.3: Continue to develop continuing education program encompassing community education, contract education, and workforce development.

<i>Initiative 1.3c</i>	Explore potential additional CE offerings with divisions/departments.
<i>Description</i>	Offer Pharmacy Technician training, Phlebotomy Technician training, and Certified Nurse Assistant training 2-3 times per year.
<i>Sponsor</i>	Vice President of Academic Affairs
<i>Lead Responsibility</i>	Dean of Instruction
<i>Support Members (optional)</i>	Click here to enter text.
<i>External influence</i>	Community needs

Measurable Outcomes

Outcome 1: Move Landscape Water Management course from ORNH to CE.

Target Date: June 2015

Data Needed to Click here to enter text.

Evaluate Progress:

Progress Update: Provide brief (200 words max) update of progress.

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: Click here to enter text.

Outcome 2: Explore possible studio portfolio course/s, additional Photography offerings, meeting with off-campus art studio training organization to explore possible partnership.

Target Date: Click here to enter text.

Data Needed to Click here to enter text.

Evaluate Progress:

Progress Update: Provide brief (200 words max) update of progress.

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: Click here to enter text.

Goal 1: Help students achieve their educational goals.

Objective 1.4: Provide essential support services for off-Monterey-campus students (Marina Education Center, PSTC, and Online Education).

<i>Initiative 1.4a</i>	Essential student services at the Marina Education Center
<i>Description</i>	Provide essential student services to enable student success at the Marina Education Center.
<i>Sponsor</i>	Vice President of Student Services
<i>Lead Responsibility</i>	Dean of Instruction, Vice President of Student Services
<i>Support Members (Optional)</i>	Click here to enter text.
<i>External influence</i>	Accreditation Standards

Measurable Outcomes

Outcome 1: Identify what enrollment, retention, and student success services are provided at the MEC.
Target Date: Click here to enter text.
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.

Outcome 2: Assess the level of utilization of services to determine the level of student need.
Target Date: Click here to enter text.
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.

Outcome 3: Provide essential student services for potential and enrolled students at the MEC.
Target Date: Click here to enter text.
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update:

- Student Portal Online Enhancement (see student portal)
- 20% of FT Counselor (BS emphasis) assigned to location to provide services;
- 60% of FT classified load assigned to location;
- Fall & Spring registration events;
- HS Counselors' Breakfast @ MEC;
- PT BSI Counselor assigned to locations;
- Admissions, registration, financial aid, veterans services onsite
- EPT/ESL assessments & accommodations provided at location;
- HS outreach to Marina High;
- Flex Day activity;
- Pers. Dev. Class offered;
- FA/Cash for College;

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- Student Health 101;
- Bookstore onsite for 1st week of each semester;
- Personal study areas;
- Go Print access for students;
- Student ID cards;

Online registration process implemented at PSTC

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: [Click here to enter text.](#)

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Goal 1: Help students achieve their educational goals.

Objective 1.4: Provide essential support services for off-Monterey-campus students (Marina Education Center, PSTC, and Online Education).

<i>Initiative 1.4b</i>	Essential student services at the PSTC
<i>Description</i>	Provide essential student services to enable student success at the PSTC.
<i>Sponsor</i>	Vice President of Student Services
<i>Lead Responsibility</i>	PSTC Director, Vice President of Student Services
<i>Support Members (optional)</i>	Click here to enter text.
<i>External influence</i>	Accreditation Standards

Measurable Outcomes

- Outcome 1:** Increase number of students registering at the PSTC by at least 10%.
Target Date: Click here to enter text.
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.
- Outcome 2:** Increase number of students receiving academic counseling.
Target Date: Click here to enter text.
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.

Goal 1: Help students achieve their educational goals.

Objective 1.4: Provide essential support services for off-Monterey-campus students (Marina Education Center, PSTC, and Online Education).

<i>Initiative 1.4c</i>	Essential student services for online students.
<i>Description</i>	Provide essential student services to enable student success in online courses.
<i>Sponsor</i>	Vice President of Student Services
<i>Lead Responsibility</i>	Vice President of Student Services, Associate Dean of Instructional Technology
<i>Support Members (optional)</i>	Click here to enter text.
<i>External influence</i>	Accreditation Standards

Measurable Outcomes

- Outcome 1:** Implement an online help desk to support distance education students.
Target Date: Fall 2014
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Implemented online help desk Fall 2014
Outcome achieved? Provide brief (200 words max) update of progress.
Next Steps: Click here to enter text.
- Outcome 2:** Integrate library systems into MPC Online for easier access to library resources by DE students.
Target Date: Fall 2015
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Provide brief (200 word max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.
- Outcome 3:** Develop online course template with embedded student support resource links.
Target Date: Summer 2015
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Developed online course template with embedded student support resource links in Summer 2015.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.
- Outcome 4:** Implement live chat support for online students.
Target Date: Fall 2015
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Provide brief (200 words max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.

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Outcome 5: Pilot online tutorial services to support distance education students.
Target Date: Fall 2015-Spring 2016
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Implemented online help desk Fall 2014
Outcome achieved? Provide brief (200 words max) update of progress.
Next Steps: Click here to enter text.

Outcome 6: Participate in the pilot for the Online Education Initiative, including student readiness and tutorial resources.
Target Date: Spring 2015
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Implemented Spring 2015.
Outcome achieved? Provide brief (200 words max) update of progress.
Next Steps: Click here to enter text.

Outcome 7: Develop online course template with embedded student support resource links.
Target Date: Summer 2015
Data Needed to Evaluate Progress: Click here to enter text.
Progress Update: Provide brief (200 word max) update of progress.
Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
Next Steps: Click here to enter text.

Goal 1: Help students achieve their educational goals.

Objective 1.5: Implement the online learning strategic plan that includes institutional support, protocols, and assessment.

<i>Initiative 1.5a</i>	Essential student services for online students.
<i>Description</i>	Implement the online learning strategic plan.
<i>Sponsor</i>	Vice President of Academic Affairs
<i>Lead Responsibility</i>	Associate Dean of Instructional Technology and Development
<i>Support Members (optional)</i>	Click here to enter text.
<i>External influence</i>	Accreditation Standards

Measurable Outcomes

Outcome 1: Obtain State authorization or exemption for all states as possible, document exceptions and requirements for compliance with State Authorization, and implement a process for managing student enrollment requests from states were MPC is not authorized.

Target Date: Fall 2014

Data Needed to Click here to enter text.

Evaluate Progress:

Progress Update: Provide brief (200 words max) update of progress.

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: Click here to enter text.

Outcome 2: Develop and implement strategies for gathering data about online student needs, exit/drop trends, demographics, and satisfaction.

Target Date: Summer 2014

Data Needed to Click here to enter text.

Evaluate Progress:

Progress Update: Provide brief (200 word max) update of progress.

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: Click here to enter text.

Outcome 3: Develop a faculty certification program and series of workshops for effective online instruction.

Target Date: Spring/fall 2014

Data Needed to Click here to enter text.

Evaluate Progress:

Progress Update: Provide brief (200 word max) update of progress.

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: Click here to enter text.

Outcome 4: Develop initial structure for online learning strategic plan.

Target Date: Click here to enter text.

Data Needed to Click here to enter text.

Evaluate Progress:

Progress Update: Provide brief (200 words max) update of progress.

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Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: [Click here to enter text.](#)

Outcome 5: Set strategic goals for distance education support, protocol, and assessment.

Target Date: Fall 2015-Spring 2016

Data Needed to [Click here to enter text.](#)

Evaluate Progress:

Progress Update: Provide brief (200 words max) update of progress.

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: [Click here to enter text.](#)

Outcome 6: Present first draft of online learning strategic plan to shared governance.

Target Date: Fall 2015

Data Needed to [Click here to enter text.](#)

Evaluate Progress:

Progress Update: Provide brief (200 words max) update of progress.

Outcome achieved? Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).

Next Steps: [Click here to enter text.](#)

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Goal 1: Help students achieve their educational goals.

Objective 1.6: Maximize systematic participation in the Instructor and Program Reflections Process for continuous quality improvement.

<i>Initiative 1.6a.</i>	Streamline the IR form.
<i>Description</i>	Acquire a new system for processing Instructor Reflections forms.
<i>Sponsor</i>	Vice President of Academic Affairs
<i>Lead Responsibility</i>	Vice President of Academic Affairs
<i>Support Members (optional)</i>	Click here to enter text.
<i>External influence</i>	Accreditation Standards

Measurable Outcomes

- Outcome 1:** Obtain a new system.
- Target Date:* Fall 2014
- Data Needed to Evaluate Progress:* Click here to enter text.
- Progress Update:* Provide brief (200 words max) update of progress.
- Outcome achieved?* Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
- Next Steps:* Click here to enter text.

Goal 1: Help students achieve their educational goals.

Objective 1.6: Maximize systematic participation in the Instructor and Program Reflections Process for continuous quality improvement.

<i>Initiative 1.6b.</i>	Create ongoing opportunities to participate in the Instructor Reflections and Program Review processes.
<i>Description</i>	Create systematic process to encourage all members to participate in reflections process.
<i>Sponsor</i>	Vice President of Academic Affairs
<i>Lead Responsibility</i>	Vice President of Academic Affairs
<i>Support Members (optional)</i>	Click here to enter text.
<i>External influence</i>	Accreditation Standards

Measurable Outcomes

- Outcome 1:** Offer flex day presentations and breakout sessions related to the reflections and program review processes.
- Target Date:* Click here to enter text.
- Data Needed to Evaluate Progress:* Click here to enter text.
- Progress Update:* Provide brief (200 words max) update of progress.
- Outcome achieved?* Y/N, with supporting evidence (evidence can be narrative or an attached supporting document).
- Next Steps:* Click here to enter text.

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