

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OF TRUSTEES**

**STUDY SESSION
Curriculum Development, Enrollment Management,
and Education Master Plan**

11:00am, Open Session, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

WEDNESDAY, JANUARY 18, 2012

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Loren Steck called the Study Session to order at 11:02am.
- B. Roll Call – present:
 - Mr. Charles Brown, Vice Chair
 - Dr. Margaret-Anne Coppernoll, Trustee
 - Dr. Douglas Garrison, Superintendent/President
 - Ms. Marilyn Dunn Gustafson, Trustee
 - Mr. Rick Johnson, Trustee
 - Dr. Loren Steck, Vice Chair

2. RECOGNITION

- A. Recognition of Visitors – none.
- B. Comments from Visitors – none.
- C. Comments from Dr. Doug Garrison – Dr. Garrison advised the Governing Board that he had visited today with Joe Bissell, MPC's retired Vice President for Administrative Services. Mr. Bissell extends his greetings to the Board. / The Governing Board was provided with their Board packet for the January 24th Regular Board Meeting, and Dr. Garrison explained several changes have been instituted to reduce labor and printing costs, and that the President's Office is exploring options for electronic filing of Governing Board Meeting agendas, reports and minutes.

3. STUDY SESSION – Marty Johnson, Interim Vice President for Academic Affairs.
[1 18 2012 VP M Johnson Academic Affairs Presentation.pdf](#)

Interim Vice President Johnson provided the Governing Board an interactive Study Session, with a detailed overview of the five primary topics in curriculum development, enrollment management, and MPC's Education Master Plan.

Topics for Study Session:

- A. Academic Affairs Responsibilities
- B. Curriculum Development Process
- C. Enrollment Management
- D. Program Review
- E. Education Master Plan

The presentation was a thorough review of the process Academic Affairs engages for curriculum development, enrollment management, and the updating of the five-year Education Master Plan.

- A. Academic Affairs Responsibilities:
 - Divisions: Creative Arts / Life Sciences / Library / Business & Technology / Cooperative Education / Distance Learning / Humanities / English & Study Skills Center / Physical Education / Physical Sciences / Math Learning Center / Social Sciences
 - Dean of Instructional Planning Michael Gilmartin supervises: Maurine Coburn Church School of Nursing / MATE Center / Grants, Carl Perkins and Tech Prep / Curriculum Approval Process
 - Dean of Instruction Laura Franklin supervises: Division operational matters / Older Adult Program / Basic Skills / Education Center at Marina / Public Safety Training Center Fire Academy and Policy Academy
- B. Curriculum:
 - Process
 - Curriculum Advisory Committee
 - Board Approval
 - Chancellor's Office Approval
- C. Enrollment Management:
 - Administrative Guidance
 - Schedule Development
 - Administrative Review
 - Schedule Published
 - Enrollment Watch
- D. Program Review:
 - 6-year Review Cycle
 - Program Reflections
 - Similar Calendar for Academic Affairs, Student Services and Administrative Services
 - Action Plans
 - Shared Governance Process

E. Education Master Plan (EMP)

Basis for Planning:

- Mission
- College Goals and Objectives
- Student Learning
- Program Reflections
- Program Review
- Unit Plans
- Strategic Initiatives
- Academic Focus
- EMP Development Timelines

Current Strategic Initiatives:

- Multi-site College: Marina, PSTC, MOUT, Parker Flats
- MPC Online Education
- Basic Skills

New Strategic Initiatives:

- Continuing/Community/Contract Education
- Career and Technical Education Review and Development
- International Students Program
- Technology Support Review

Proposed Academic Focus:

- Basic Skills, Transfer and CTE Programs
- Support for life-long learning
- Advancement of Student Success Requirements
- Implementation of repeatability requirements
- Expansion of SB 1440 programs
- Restoration of full-time faculty
- Restoration of instructional equipment funding
- Collaboration with Student Services
- Updating and revising curriculum and programs
- Building responsive, efficient and supportive institutional and instructional technology services
- Completion of campus facilities plans

Recognition of EMP Committee:

- Josh Gess, AAAG Student Representative
- Roseann Erwin, Library Circulation Desk Coordinator
- Diane Boynton, Speech Communication/Humanities Division Chair
- Anita Johnson, English/Academic Senate
- Kathleen Clark, Cooperative Work Experience/Academic Senate
- DJ Singh, CSIS
- Marty Johnson, Interim Vice President for Academic Affairs
- Rosaleen Ryan, Institutional Research Director as resource

The Governing Board thanked Marty Johnson for his thorough description of the complete process of developing avenues of student learning at MPC.

4. ADVANCE PLANNING

- A. Regular Board Meeting, Tuesday, January 24, 2012
(Final Board Meeting on fourth Tuesday of the month)
- Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

Regular Board Meeting Wednesday, February 22, 2012
(First Board Meeting on the fourth Wednesday of the month)

- Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
- Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

- B. Future Topics:
1) Institutional Report – SB 1440, the Transfer Act

5. ADJOURNMENT – Chair Loren Steck adjourned the Study Session at 12:41pm.

Respectfully submitted,



Douglas R. Garrison, Ed.D.
Superintendent/President

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an agenda item will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu.

Posted February 23, 2012