

DRAFT

To College Council 9/18/12.

**Monterey Peninsula College
(Progress/Update)**

Academic Affairs 2011-2012

Operational Goal	Completion Date
<p>1.0 In collaboration with the Academic Senate, Institutional Committee on Distance Education, Dean of Instructional Technology, Director of IT, and other constituents, ensure support for distance education offerings.</p> <p><i>Institutional Goal 1 – Promote academic excellence and student success.</i> <i>Objective 1.3 – Develop and prioritize the implementation of an online learning strategic plan that includes institutional support, protocols, and assessment of instruction.</i> <i>EMP Accreditation Recommendation #, Objective 2 - Develop an online MPC general education pattern, 3 to 5 online certificate programs. Also consider developing an online re-certification program, a CTE online associate degree program, and online components that support SB 1440* general education transfer patterns.</i></p>	Ongoing
Objective/Activity	
<p>Objective #1: Facilitate the efforts of the Institutional Committee on Distance Education in the area of technological and pedagogical support for distance education faculty.</p> <p>Activity #1: Academic Affairs will provide support in the form of administrative support for meetings, preparing announcements, coordinating times for workshops, and assisting in the preparation of reports for the Institutional Committee on Distance Education.</p> <p><i>The VP of academic affairs met on a weekly basis with the DE coordinator to plan forward, scheduled meetings, followed up with minutes, and supported the coordination and preparation of announcements, and the preparation of the ACCJC 2nd response to recommendation #4.</i></p> <p>Activity #2: Academic Affairs will assist in the dissemination of information to faculty regarding curricular development opportunities for distance education faculty.</p> <p><i>The office of academic affairs provided dissemination, emails, information to support curricular development opportunities.</i></p>	
Operational Goal	Completion Date

2.0 With the collaboration of Administrative Services, Student Services, Division Chairs, the Dean’s Council and other constituents, continue the development and implementation of a transitional and long-range plan for the occupancy and ongoing operation of the MPC Education Center at Marina.

Ongoing

Institutional Goal 3 – Manage the rate of growth in programs and services in Seaside and Marina, subject to funding and growth conditions.

Objective 3.1 – Based on assessment and analysis of community needs and district resources, develop appropriate class schedules and programs.

EMP Community needs as indicated in Environmental Scan, Objective 1- Based on assessment and analysis of community needs and district resources, develop appropriate class schedules and programs. Objective 3- Provide essential support services to enable student success at the Marina Education Center and the Seaside Public Safety Training Center.

Objective/Activity

Objective #1: Coordinate schedule development to achieve desired program development based on community needs assessment and faculty and student feedback through Division Chairs.

Activity #1: The Dean of Instruction will confer with Division Chairs and the Dean of Instructional Planning to develop Marina Education Center class schedules designed to continue progress toward generating the 500 FTES needed for complete center status.

Status: We surpassed the 500 FTES goal last year (550 FTES achieved including the PSTC and “sphere of influence”, however that target no longer qualifies for full center status. The new goal is 1000 FTES. MPC submitted a needs study on the Ft. Ord Education Center last summer. This study is the first step in working toward application for full center status; we are awaiting feedback from the Chancellor’s office on the needs study.

Activity #2: The Dean of Instruction will collaborate with Division Chairs and Counseling to coordinate class schedule options to meet Marina students’ needs.

Coordination continues with Div Chairs and Counseling, and the coordination with Counseling has resulted in a 50% assignment of one Counselor on site in Marina. This will provide not only more concentrated Counseling services in Marina, but also more coordination of all student services and outreach efforts in Marina (see also Obj 2, Activity 1 below).

Objective #2: In collaboration with Administrative and Student Services staff and other constituent groups, plan and coordinate the support services needed to complement the academic programs planned for the Center.

Activity #1: The Dean of Instruction will confer with the Dean of Student Services to coordinate the provision of support services related to the instructional program offered at the Marina Education Center.

In addition to the assignment of a 50% Counselor in Marina beginning in 2012-13, 50% of the Re-entry Center Specialist position’s assignment began in Marina in 2011-12 and continues in 2012-13. This position provides first level information on all student services and makes referrals for more in depth assistance when necessary to the appropriate student services personnel either on the Monterey campus or in Marina. This position also assists in the planning and delivery of outreach activities specifically for the Marina campus.

Operational Goal

Completion Date

3.0 In collaboration with the Division Chairs and the Curriculum Advisory Committee and with the support of the Academic Senate, review, and revise when appropriate, the curriculum and curriculum approval process to implement new programs based on the SB 1440 Transfer Degree model.

Ongoing

Institutional Goal 1 - Promote academic excellence and student success.

Objective 1.2 – Improve student experiences by supporting the quality of instruction and service delivery through

- a. creating a framework for faculty and staff to learn, share ideas, engage in dialog and collaborate*
- b. promoting efforts to analyze the effectiveness of programs and make improvements based on the results.*

Objective/Activity

Objective #1: In collaboration with faculty, Division Chairs, the Curriculum Advisory Committee and the support of the Academic Senate, implement new curriculum development according to the guidelines for the new SB 1440 Transfer Degrees.

Activity #1: Communicate with faculty the new transfer curriculum that has been developed for them to review and implement into new associate degrees for transfer.

The Dean of Instructional Planning has communicated information about the new transfer curriculum at several different venues including AAAG, Division Meetings, CAC, and individual meetings with faculty. Information on the C-ID course descriptors, TMC templates, and other materials on SB 1440 transfer degrees have been shared. A link to the C-ID website has been placed on the CAC website so faculty can access information about C-ID numbers and TMC templates for transfer degrees. This same link was also sent to all of the division chairs for their use in developing these SB 1440 programs in their areas.

Activity #2: Work with the Curriculum Advisory Committee to review and approve these transfer degrees in the quickest and most efficient manner so that at least two programs will be in place by the fall 2011 term.

The CAC has discussed the review and approval of transfer degrees several times. They have agreed to give a priority to any such degrees and the courses in them. There were two programs, Mathematics and Communication Studies, in place for the fall 2011 term. Since then, the Early Childhood Education program has been approved by the state. The CAC is currently working on the Kinesiology and Art Studio Transfer programs. Several other transfer programs are being developed by faculty at this time.

Activity #3: Provide updates for AAAG on the status of MPC's efforts to approve the new Transfer Associate Degrees.

The Dean of Instructional Planning who sits on the CAC provides regular updates to AAAG on the status of the college's efforts related to the approval of new SB 1440 programs.

Objective #2: In collaboration with the Curriculum Advisory Committee and IT staff, continue the implementation of the CurricUNET software program to automate the curriculum development and approval process and track the progress of individual course and program approvals.

Activity #1: Provide additional training and assistance to faculty in the use of CurricUNET for the approval of new programs.

Over 100 faculty have now been trained on CurricUNET. This has been done through flex day presentations, department meetings, and individual trainings with the CurricUNET specialist. This training is ongoing as there are new adjunct and full-time faculty each year. Changes in Title 5 have also necessitated some changes in the various screens and course information required. So, faculty will need continuing access to training. A new version of CurricUNET is planned for the future which will also require additional training when implemented.

Activity #2: Provide AAAG with regular information on curriculum development issues related to inputting courses and programs into CurricUNET.

The Dean of Instructional Planning provides regular reports at AAAG meetings on various issues related to CurricUNET and inputting courses. Additional information is always available for faculty and division chairs by contacting the CurricUNET specialist.

Operational Goal

Completion Date

4.0 In collaboration with the Academic Senate, support the efforts to link student learning outcomes with program review, planning, and resource allocation.

Fall, 2011

Institutional Goal 1 - Promote academic excellence and student success.

Objective 1.1 – Investigate ways to articulate student success that represent the diverse range of our student’s goals, and retain strong academic integrity and high academic standards.

Objective 1.2 – Improve student experiences by supporting the quality of instruction and service delivery through

- a. creating a framework for faculty and staff to learn, share ideas, engage in dialog and collaborate*
- b. promoting efforts to analyze the effectiveness of programs and make improvements based on the results*

Objective/Activity

Objective #1: Ensure that the Program Reflections from each program are included in their Program Review Annual Report.

Activity #1: The Dean of Instructional Planning will work with Division Chairs to develop an accountability process to insure that all divisions develop Program Reflections from each department.

Done. A check off list was developed to add accountability to the process and ensure all divisions develop Program Reflections. We have reached 100% results.

Objective #2: Ensure the effectiveness of Program Reflections in conjunction with the Program Review Annual Report in an effort to share what kind of conversations have been most useful and to encourage the use of Program Reflections for purposes most useful to individual programs.

Activity #1: Academic Affairs will schedule at least one special meeting of AAAG to review the documents from the previous Program Review Annual Reports specifically to discuss best practices used by departments in having dialog related to Program Reflections.

The information was collected and the conversations need to be formally continued. Other conversations about student learning have been ongoing at AAAG and other meetings in the context of action plans summaries presentations, the Education Master Plan, Basic Skills and other such venues.

Operational Goal

Completion Date

5.0 Working in collaboration with Division Chairs and program faculty and staff, develop and implement strategies to maintain the integrity of the college’s instructional program within the constraints of the current extraordinary fiscal limitations.

Fall, 2011

Institutional Goal 1 - Promote academic excellence and student success.

Objective 1.1 – Investigate ways to articulate student success that represent the diverse range of our student’s goals, and retain strong academic integrity and high academic standards.

Objective/Activity

Objective #1: Academic Affairs will work with the Division Chairs to evaluate the effect of the budget reductions of 2011-12 in relation to their Program Review Annual reports from the previous year.

Activity #1: AAAG will develop a summary program review document which can be used as a basis for planning.

Summaries were published, reviewed and discussed by AAAG in Spring 2011.