

Academic Affairs Projects Transitional Period 2010-2011

Both Academic Affairs deans will report to the Superintendent/President during the transitional period.

Projects Recommended for Michael

Project	Timeline	Rationale
Academic Affairs representation at PVP meetings	Spring 2011	<p>Academic Affairs representation at PVP meetings is essential; it must be consistent for continuity purposes.</p> <p>Having Academic Affairs representation at PVP will ensure clear communication and support strategic planning and problem solving.</p> <p>Since Michael's responsibilities are of an institutional planning nature, he has the background knowledge and access to data and information that can inform decision making at the PVP level.</p>
Joint responsibility for developing agendas and chairing AAAG meetings	Spring 2011	Because of their different areas of responsibility, Michael and Laura bring a different perspective in developing the agendas and chairing the meetings jointly.
<p>Joint responsibility for developing agendas and chairing Division Chairs' meetings</p> <p>These meetings have been calendared, but</p>	Spring 2011	Because of their different areas of responsibility, Michael and Laura bring a different perspective in developing the agendas and chairing the meetings jointly.

any of them can be cancelled if not needed.		
<p>Component Goals for Academic Affairs</p> <ul style="list-style-type: none"> ○ Joint responsibility for assessing the 2010-2011 Component Goals for Academic Affairs in collaboration with AAAG members ○ Joint responsibility for developing the 2011-2012 Component Goals for Academic Affairs in collaboration with AAAG members 	<p>Spring 2011</p> <p>Spring 2011</p>	<p>Michael and Laura bring unique experiences given their areas of responsibility.</p>
<p>Joint responsibility for implementing <i>Becoming a Multi-Site College</i> plan</p>	<p>2010-2011</p>	<p>The instructional deans need to work collectively and collaboratively with deans in Student Services and Administrative Services, as well as shared governance constituencies to implement the plan. All constituencies need to engage in strategic planning for a successful occupancy of the permanent facilities at the Education Center, which will involve planning for a significant enrollment growth.</p>
<p>Possibly share the responsibility of playing the role of administrative representative on faculty hiring committees</p>	<p>Spring 2011</p>	<p>The extent of the shared responsibility depends on the number of faculty searches.</p>
<p>Joint responsibility for VP, Academic Affairs' role in the instructional faculty hiring process--i.e., interview, provide input to the Superintendent/President, and conduct reference checks on finalists</p>	<p>Spring 2011 and possibly Summer 2011</p>	<p>Given the potential number of searches, responsibility for these activities will be divided among the two instructional deans.</p>
<p>Program Review for Physical Education</p>	<p>2010-2011</p>	<p>Michael has administrative responsibility for the curriculum approval process, which represents a significant portion of the</p>

		program review process.
Program Review for Law Enforcement Training Program	2010-2011	Michael deals with South Bay on curriculum matters and has an established working relationship with Linda Vaughn, from South Bay.
Program Review for interdisciplinary courses	2010-2011	Only two courses are classified as interdisciplinary. They are offered through instructional service agreements. Thus, they do not comprise a program. Therefore, a program review is not warranted. Thus, INDS should be deleted from the program review calendar.
Curriculum Approval Process	Spring 2011	The approval process in CurricUNET needs to be reviewed and possibly modified. As the administrative representative on CAC, Michael is required to sign off on curriculum review/development several times. He can sign off once for himself as the Dean of Instructional Planning and once for the VP, Academic Affairs during this interim period.
Conversion to the new Santa Rosa System	Spring Break 2011	Michael is responsible for the development of the Catalog and Schedule of Classes.
Accreditation Annual Report	Spring 2011	Michael has experience coordinating the data collection for this report from Student Services and Rosaleen. (Questions are usually made available online in mid-spring. There is normally no solid deadline for this report; last year, it was submitted prior to June 30.)

Accreditation Liaison Officer	Spring 2011	<p>If it is decided that Michael will be responsible for compiling the Accreditation Annual Report, it would make sense for him to be the Accreditation Liaison Officer during Spring 2011.</p> <p>Unless there is a survey from ACCJC or clarification needed for the Accreditation Follow-up Reports, there should be little to no interaction with the Commission during this period.</p>
Liaison with the office of the California Community Colleges Chancellor's Office	Spring 2011	<p>The primary communication between the District and the Chancellor's Office deals with curriculum. Michael has administrative responsibility for curriculum.</p>
<p>VP, Academic Affairs representation on the following shared governance committees:</p> <ul style="list-style-type: none"> ○ Budget Committee ○ College Council ○ Enrollment Advisory Committee ○ Facilities Committee ○ Institutional Research Advisory Group ○ Technology Committee 	Spring 2011	<p>Michael already has an official seat in all of these committees, except the Facilities Committee, where he plays the role of resource person, and is familiar with issues being discussed.</p>
Draft, review and approve Board agenda items for Academic Affairs	Spring 2011	<p>A large portion of Board agenda items generated by Academic Affairs are associated with curriculum development. Michael already drafts these items and has administrative responsibility for curriculum development and process.</p>

<p>Joint responsibility for Academic Affairs Reports at Board of Trustees' meetings</p>	<p>Spring 2011</p>	<p>Michael and Laura should share the responsibility for presenting reports to the Board based on the alignment of the topic and the area of responsibility.</p>
<p>Responsibility for supervision of classified staff</p>	<p>Spring 2011</p>	<p>He Seon Ihn – Michael is responsible for Catalog and Class Schedule development. Her evaluation will be completed in Fall 2010.</p> <p>Leslie Procive – Leslie has provided support for responsibilities that are being absorbed by Michael. Her evaluation will be completed in Fall 2010.</p> <p>Ruth Killens – Michael has responsibility for Class Schedule development and Ruth is responsible for LOTBA's. Her evaluation will be completed in Fall 2010.</p> <p>Francis Awitty – Francis is flexible and can report to anyone. However, since we normally funnel tasks through Leslie, and if it is decided to have Leslie report to Michael, Francis should report to him as well. His evaluation will be completed in Fall 2010.</p>

Projects Recommended for Barbara and Michael

Project	Timeline	Rationale
Collective Bargaining	<p>Spring 2011</p> <p>The new VP, Academic Affairs can absorb this responsibility starting in Fall 2011.</p>	<p>Barbara has extensive knowledge of the MPC/MPCTA Agreement, and has been involved in collective bargaining.</p> <p>Given Michael's longevity at MPC and his role overseeing districtwide planning matters, such as the Load History Sheets, etc., he has familiarity with the MPC/MPCTA Agreement. The primary focus of the negotiations for this year need to be:</p> <ol style="list-style-type: none"> 1. Article XIV on Faculty Evaluations. This is one of the items that the District and MPCTA agreed to revisit after the ratification of the last agreement. Evaluation of faculty who teach via Distance Education will need to be addressed prior to filing the Follow-up Report with ACCJC. 2. The issue of incorporating SLO's in faculty evaluations. There may not be sufficient time to arrive at a Tentative Agreement on this topic in Spring 2011. Consequently, it may need to be carried over to 2011-2012. This item needs to be addressed prior to filing the Follow-up Report on SLO's in October of 2012.

Projects Recommended for Laura

Project	Timeline	Rationale
Joint responsibility for developing agendas and chairing AAAG meetings	Spring 2011	Because of their different areas of responsibility, Michael and Laura bring a different perspective in developing the agendas and chairing the meetings jointly.
Joint responsibility for developing agendas and chairing Division Chairs' meetings These meetings have been calendared, but any of them can be cancelled if not needed.	Spring 2011	Because of their different areas of responsibility, Michael and Laura bring a different perspective in developing the agendas and chairing the meetings jointly.
Component Goals for Academic Affairs <ul style="list-style-type: none"> ○ Joint responsibility for assessing the 2010-2011 Component Goals for Academic Affairs in collaboration with AAAG members ○ Joint responsibility for developing the 2011-2012 Component Goals for Academic Affairs in collaboration with AAAG members 	Spring 2011 Spring 2011	Michael and Laura bring unique experiences given their areas of responsibility.
Joint responsibility for implementing <i>Becoming a Multi-Site College</i> plan	2010-2011	The instructional deans need to work collectively and collaboratively with deans in Student Services and Administrative Services, as well as shared governance constituencies to implement the plan. All constituencies need to engage in strategic planning for a successful occupancy of the permanent facilities at the Education Center, which will involve a significant

		enrollment growth.
Co-Chair the Institutional Committee on Distance Education with Judee Timm	Possibly until the ACCJC Follow-up Report is filed in October 2011. It would be rather unproductive for a new VP, Academic Affairs to absorb this responsibility in mid-stream.	Laura had administrative responsibility for Distance Education during her first year at MPC.
Represent Academic Affairs on the Foundation Committee on Faculty and Staff Advancement	Spring 2011	Laura oversees all of the divisions, except the School of Nursing. Therefore, she is cognizant of programmatic needs and can contribute to the proposal review process.
Operational responsibility for the Library	Spring 2011	Except for the School of Nursing, all divisions report to Laura. She has already agreed to be the administrative representative on Catherine Webb's evaluation committee.
Administrative representative on Catherine Webb's evaluation committee	2010-2011	Laura is on the evaluation committee of all probationary instructional faculty.
Focused fundraising liaison with the Foundation and individual programs	Spring 2011 for 2011-2012	Laura oversees all of the divisions, except the School of Nursing. She can be the conduit of information between the Foundation and individual programs.
Participation on VP, Academic Affairs search committee	Fall 2010 and Spring 2011	Representation on this search committee from the ranks of instructional deans is highly desirable. Laura has expressed an interest in serving and indicated that she will not apply for the position.
Possibly share the responsibility of playing the role of administrative representative on faculty hiring committees	Spring 2011	The extent of the shared responsibility depends on the number of faculty searches.
Joint responsibility for VP, Academic Affairs' role in the instructional faculty hiring process--i.e., interview, provide input to the Superintendent/President, and	Spring 2011 and possibly Summer 2011	Given the potential number of searches, responsibility for these activities will be divided among the two instructional deans.

conduct reference checks on finalists		
Select Education Center office and classroom furniture/equipment	Fall 2010 and possibly Spring 2011	As the administrator overseeing the Education Center, Laura is more intimately familiar with programmatic needs.
Academic Affairs representation at Fire Academy and Police Academy graduations	Spring 2011	Programs offered through the Public Safety Training Center report to Laura.
VP, Academic Affairs representation on Basic Skills Committee	Spring 2011	Since the instructional deans will report directly to the Superintendent/President, there will be a clear line of communication. As co-chair of the Basic Skills Committee, Laura can be the conduit of information between the committee and the Superintendent/President.
Joint responsibility for Academic Affairs Reports at Board of Trustees' meetings	Spring 2011	Michael and Laura should share the responsibility for presenting reports to the Board based on the alignment of the topic and the area of responsibility.
Responsibility for supervision of classified staff	Spring 2011	Art St. Laurent – Art has a dual reporting alignment—the VP, Administrative Services and VP, Academic Affairs. Art visits the Ed. Center and the PSTC Monday through Thursday to secure the facilities, is the “unofficial courier,” and Laura is responsible for both of these off-campus sites.

Projects Recommended for Doug

Project	Timeline	Rationale
Review and final approval of cost center budgets for 2011-2012	Spring 2011	The instructional deans will keep Doug informed of programmatic budget adjustments. He in turn can be the final signatory on these budget planning sheets.
VP, Academic Affairs review of faculty evaluation documents	Spring 2011	Laura will route these documents directly to Doug.

Projects Recommended for Alfred Hochstaedter

Project	Timeline	Rationale
Develop an Action Plan for addressing Accreditation Recommendations 1 and 2 and the overarching recommendation on SLO's. Also, present this plan to the various shared governance constituencies.	Fall 2010-Spring 2011	Fred has already started to develop this action plan. Several steps have been taken to address the recommendations.

Projects that Should be Postponed

Project	Timeline	Rationale
Development of an Educational Master Plan	2011-2012	With the projected further reduction in the administrative ranks, it would be impossible to undertake a project of this magnitude. This project should be reserved for the new VP, Academic Affairs. The foundation already exists in the compilation of a number of institutional documents, such as the

		<ul style="list-style-type: none">○ <i>Educational/Facilities Master Plan, 2004</i>○ <i>Fiscal Stability Report</i>○ <i>Long Term Financial Plan</i>○ <i>Substantive Change Proposal for the Education Center, etc.</i>
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