

Academic Affairs Re-Organization

Frequently Asked Questions

July 2009

A re-organization of Academic Affairs was necessary as a result of the fiscal constraints, which required MPC to defer filling the position of Dean of Instruction, Arts and Sciences. The list of Frequently Asked Questions below is meant to assist with operational and oversight questions in the Academic Affairs area. The list is not meant to be comprehensive. It is meant to clarify areas where there may be some overlap or a shift in the alignment. If you have any questions, please contact:

Laura Franklin - 4816
Michael Gilmartin – Extension 4039
John Gonzalez – Extension 4034

1. To whom do I send the paperwork related to the **operational aspects** of the division?

Send it to Laura, except for items from the Library and the School of Nursing. Items from the Library go to John, and from Nursing to Michael. Examples of such items are as follows:

- ◆ Budget Transfers
- ◆ Class Adds
- ◆ Class Alterations
- ◆ Class Cancellations
- ◆ Purchase Requisitions

2. To whom should I send **Perkins (VTEA) and Tech Prep paperwork** (i.e., purchase requisitions, NOE's using these funds, requests for funds)?

Michael

3. Who reviews **process** and seasonal documents?

Seasonal documents are processed in the same manner as above. Process and seasonal documents include the following:

- ◆ Action Plans
- ◆ Annual Updates
- ◆ Course Scheduling (i.e., fall, early spring, spring, summer)
- ◆ Program Review

4. To whom do I send **course outlines** and questions regarding **CurricUNET**?

Send them to Michael. As the administrative representative on the Curriculum Advisory Committee, Michael reviews all course outlines, including those for distance education and hybrid courses. Michael also answers questions about CurricUNET.

5. To whom do I send **Load History Sheets**?

John, Laura and Michael review Load History Sheets—John and Laura review them from a programmatic perspective and Michael from a legal and contractual perspective. For all divisions, Load History Sheets go to Laura and Michael. Load History Sheets for the Library go to John and Michael, and for Nursing, they go to Michael only.

6. To whom do I refer questions associated with the MPC **Education Center** at Marina and the **Public Safety Training Center** in Seaside?

The operational aspects of both of these sites are overseen by Laura. However, Michael will oversee the facilities planning.

7. Who handles matters related to facilities planning, project teams, and physical resources in Academic Affairs (i.e., Initial Project Proposals, Final Project Proposals, and District funded facilities projects)?

Michael

8. To whom do I refer **student complaints**?

Laura handles student complaints for those students whose last names begin with A-L. Michael handles student complaints for those students whose last names begin with M-Z.

9. Who oversees the production of the *MPC Catalog* and the *Schedule of Classes*?

Michael.

10. To whom do I refer questions regarding **Career Technical Education planning** and **advisory committees**?

Refer these types of questions to Laura.

11. Who oversees **Division Chair evaluations**?

John

12. Who oversees **faculty evaluations**?

Laura, except for faculty assigned to the Library. They are overseen by John.

13. Who oversees **new faculty orientation**?

Laura.

14.

Who oversees **Flex Day Attendance Verification**?

John

15. Who oversees **advisement time and Flex Contracts**?

Michael.

16. Who oversees **Travel Study**?

John

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