

**Monterey Peninsula College
Academic Affairs
Component Goals 2008-09
Draft**

Operational Goal	Completion Date
1.0 Ensure that Academic Affairs processes support the academic mission of Monterey Peninsula College.	
<i>Institutional Goals: #4 Identify barriers that prevent students from achieving their goals; Increase collaboration between Student services and Academic Affairs to provide systems and programs that better assist students; Improve the delivery of academic support for diverse student learners.</i>	
Objective	
1.1 Ensure that MPC maximizes student access and equity in its course offerings as well as facility utilization.	
Activity	
1.1.1 In collaboration with Student Services, the Public Information Office, Division Chairs and Academic Deans, review the academic schedule development and production processes.	At the start of each schedule production
Objective	
1.2 Enhance communication between Academic Affairs offices and faculty.	
Activity	
1.2.1 Provide opportunities for Division Chairs, Academic Deans and Division Office Managers for face-to-face and electronic communication to ensure optimum level of communication and a proactive approach to problem solving.	Electronic – ongoing Face to face - once per semester
Objective	
1.3 Create an academic schedule based on historical student demand while maximizing potential programmatic growth patterns.	
Activity	
1.3.1 Academic Affairs Deans will collect, analyze and distribute historical enrollment data to Division Chairs to assist with the schedule development process.	At the start of each schedule production
1.3.2 Academic Affairs Deans, in collaboration with Division Chairs, will review class schedule patterns to ensure that student needs are being met.	During each schedule production

1.3.3	Academic Affairs Deans and Division Chairs will review the results of the student schedule survey in preparation for schedule production to ensure that student needs are being met.	After survey data is analyzed by institutional research
1.3.4	Collaborate with the Public Information and Institutional Research staff on future student surveys and focus groups on scheduling patterns.	When planned
1.3.5	Division Chairs and Academic Affairs Deans will monitor enrollment on a daily basis during the enrollment cycle and make schedule adjustments to maximize student access.	During each enrollment cycle
Objective		
1.4	In collaboration with Division Chairs and other college constituent groups, review the Program Review process to ensure that it informs the budget planning and strategic planning processes as well as the educational master plan.	
Activity		
1.4.1	Assist the Academic Affairs Advisory Group and its support subgroups in reviewing data provided to programs and divisions undergoing program review as well as self-studies to identify overarching issues and inform the budget planning and college-wide strategic planning processes. (Add Act. RE: annual updates & continuous improvement)	Annually in spring
Operational Goal		Completion Date
2.0	Promote collaboration between academic, administrative and student services deans and managers to ensure the free flow of communication as well as the adoption of programmatic policies that enhance student success, retention and persistence.	Ongoing
<i>Institutional Goals: #4 Identify barriers that prevent students from achieving their goals; Increase collaboration between Student services and Academic Affairs to provide systems and programs that better assist students; Improve the delivery of academic support for diverse student learners.</i>		
Objective		
2.1	Support enhanced communication between academic, administrative and student services deans and managers.	

Activity		
2.1.1	Schedule regular meetings between deans in Academic Affairs and Student Services.	Once per month
2.1.2	Schedule meetings between constituents in Academic Affairs and Student Services at least once a semester to enhance communication and ensure that processes are streamlined.	Once per semester
Objective		
2.2	In collaboration with Administrative and Student Services, ensure that operational procedures have a customer service orientation.	
Activity		
2.2.1	In cooperation with Student Services, review the schedule for printing of class rosters and delivery process to facilitate faculty access to the latest information.	Ongoing
Objective		
2.3	In collaboration with Student Services and the Public Information Office staff, ensure that public documents such as the Class Schedule and the College Catalog achieve their inherent purpose.	
Activity		
2.3.1	In cooperation with Student Services and the Public Information Office staff, including a graphic designer, review the Class Schedule and the College Catalog to enhance the content, feel, look, and layout of these public documents.	At the start of each production
2.3.2	In cooperation with Student Services, the Public Information Office staff and the Institutional Research Office, conduct student focus groups to obtain feedback from the users' perspective on public documents such as the Class Schedule and the College Catalog.	Once per year

Operational Goal	Completion Date
3.0 In collaboration with the Academic Senate, Division Chairs and other constituent groups, continue to review and update Board policies pertaining to Academic Affairs	
<i>Institutional Goals:</i>	
Objective	
3.1 Continue to review Board policies pertinent to Academic Affairs for possible revision.	
Activity	
3.1.1 Participate in dialogues with other constituent groups, as appropriate, to develop Board policies and refine existing ones as needed.	As needed
Operational Goal	Completion Date
4.0 With the collaboration of Administrative Services, Student Services, Division Chairs, the MPC Education Center project team and other constituents, continue the development and implementation of a transitional and long-range plan leading to the construction and occupancy of the MPC Education Center at Marina.	
<p><i>Institutional Goals: #3 Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment; Establish and strengthen industry, government, and community partnerships; Establish and strengthen partnerships with high schools and transfer institutions; Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services.</i></p> <p><i>Institutional Goals: #5 Develop class and service delivery schedules based on assessment and analysis of community needs; Provide support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings.</i></p> <p><i>Institutional Goals: #7 Create safe, attractive, functional facilities through the allocation of bond funds; Provide a stable and secure technical environment for the entire institution.</i></p>	
Objective	
4.1 Coordinate schedule development to achieve desired program development and expansion based on community needs assessment and faculty feedback through Division Chairs.	

Activity		
4.1.1	Provide regular communication to campus constituencies regarding the plan for the MPC Education Center in Marina.	Ongoing
4.1.2	Review and incorporate the results of the latest community needs assessment into the planning process of the MPC Education Center in Marina.	When results are available
Objective		
4.2	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		
4.2.1	Communicate the planned academic program for the Center and provide opportunity for constituent groups to collaboratively discuss and plan the appropriate support services.	Ongoing
Operational Goal		Completion Date
5.0	In collaboration with the Academic Senate, Division Chairs, Student and Administrative Services, and other constituents, develop or update Student Learning Outcomes for courses, programs, and general education.	
	<i>Institutional Goals: #1 Support faculty and staff development for effective teaching, learning, and service delivery; Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms; Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.</i>	
Objective		
5.1	In collaboration with the Academic Senate, Division Chairs and the Curriculum Advisory Committee, devise a process by which Student Learning Outcomes are established and/or updated for courses, programs, and general education.	
Activity		
5.1.1	In collaboration with the Academic Senate, Division Chairs and other constituents, identify professional opportunities to support a better understanding of the process of establishing Student Learning Outcomes and designing effective assessment procedures	Ongoing

5.1.2 In collaboration with the Academic Senate, Division Chairs and the Curriculum Advisory Committee, design a strategy to expand the knowledge base on SLO's and assessment strategies.	Ongoing
Operational Goal	Completion Date
<p>6.0 In collaboration with Division Chairs and Student Services, develop and expand a formalized Concurrent Enrollment program to meet the educational needs of the community.</p> <p><i>Institutional Goals: #3 Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment; Establish and strengthen industry, government, and community partnerships; Establish and strengthen partnerships with high schools and transfer institutions; Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services.</i></p>	
Objective	
6.1.0 In collaboration with Student Services, work with district superintendents, high school principals, and high school counselors determine the need for a formalized and expanded Concurrent Enrollment program.	
Activity	
6.1.1 In collaboration with Student Services, work with district superintendents, high school principals and counselors to identify a comprehensive list of MPC courses that will enrich the high school curricula.	Fall 2008
6.1.2 In collaboration with Division Chairs, identify additional MPC courses that can be offered through a Concurrent Enrollment program.	Fall 2008
Objective	
6.2 In collaboration with Division Chairs and Student Services, plan and implement said formalized concurrent enrollment program.	
Activity	
6.2.1 In collaboration with Division Chairs, Student Services and high school representatives take the necessary steps for successful implementation of such a program, including the establishment of an MOU and identification of "site coordinators".	Fall 2008

Operational Goal	Completion Date
<p>7.0 In collaboration with Division Chairs and other constituents, explore viable expansion opportunities of partnership between MPC and other educational institutions in the area including CSUMB (California State University at Monterey Bay), DLI (Defense Language Institute), and NPS (Naval Postgraduate School).</p> <p><i>Institutional Goals: #3 Improve the college’s financial stability by diversifying the college’s revenue sources and increasing enrollment; Establish and strengthen industry, government, and community partnerships; Establish and strengthen partnerships with high schools and transfer institutions; Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services..</i></p>	
Objective	
<p>7.1 In collaboration with representatives from other educational institutions (including CSUMB, DLI, and NPS) and Division Chairs, identify areas for possible partnership expansion.</p>	
Activity	
<p>7.1.1 In collaboration with Division Chairs, organize internal meetings to identify areas of opportunity for partnership expansion.</p>	Ongoing
Objective	
<p>7.2 In collaboration with Division Chairs, CSUMB, DLI, and NPS representatives, plan and implement identified partnership opportunities if warranted.</p>	Ongoing
Activity	
<p>7.2.1 In collaboration with Division Chairs, CSUMB, DLI, and NPS representatives, take the necessary steps to implement partnership opportunities.</p>	Ongoing
Operational Goal	Completion Date
<p>8.0 In collaboration with Division Chairs, Student Services and other constituents implement a student success, program based on the recommendations of the Student Success Task Force.</p>	

<p><i>Institutional Goals: #1 Support faculty and staff development for effective teaching, learning, and service delivery; Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms; Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.</i></p> <p><i>Institutional Goals: : #4 Identify barriers that prevent students from achieving their goals; Increase collaboration between Student services and Academic Affairs to provide systems and programs that better assist students; Improve the delivery of academic support for diverse student learners.</i></p>	
Objective	
8.1	In concert with Division Chairs, Student Services and developmental program representatives, plan the implementation of a student success program.
Activity	
8.1.1	In collaboration with Division Chairs, Student Services and other campus representatives, take the necessary steps in preparation for program implementation in 2009-10.
Operational Goal	
Completion Date	
9.0	In collaboration with the Academic Senate, Division Chairs and the Institutional Research Office, explore the possibility of program development and expansion based on information gathered from community needs assessments and statewide data on potential industry clusters and identify possible funding sources.
<p><i>Institutional Goals: #3 Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment; Establish and strengthen industry, government, and community partnerships; Establish and strengthen partnerships with high schools and transfer institutions; Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services..</i></p>	
Objective	
9.1	In collaboration with the Academic Senate, Division Chairs, Student Services and other constituents, identify potential areas for program expansion and development.

Activity	
9.1.1 In collaboration with the Academic Senate, Division Chairs and other constituents, review local, regional and statewide labor market information and data on industry clusters to determine viable areas for program expansion and development and identify potential funding sources and implications.	June 30, 2009
Objective	
9.2 In collaboration with Division Chairs and with the support of the Academic Senate, plan the implementation of program development and expansion if warranted.	
Activity	
9.2.1 In collaboration with Division Chairs and with the support of the Academic Senate, take the necessary steps to expand and develop programs if warranted. Such programs may include TSA (Transportation Security Administration) in collaboration with the Homeland Security Consortium, CIT (Crisis Intervention Training), and community education.	Ongoing
Operational Goal	
10.0 In collaboration with Division Chairs and the Curriculum Advisory Committee and the support of the Academic Senate, revise curriculum and curriculum approval processes to ensure compliance with Title 5 guidelines.	Completion Date
<i>Institutional Goals: #1 Support faculty and staff development for effective teaching, learning, and service delivery; Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms; Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.</i>	
Objective	
10.1 In collaboration with Division Chairs, the Curriculum Advisory Committee and the support of the Academic Senate, establish curriculum development and review guidelines to ensure compliance with Title 5 guidelines.	

Activity	
10.1.1 In collaboration with Division Chairs and the Curriculum Advisory Committee, review and revise MPC curriculum when necessary and develop new curriculum following Title 5 guidelines.	Ongoing
Objective	
10.2 In collaboration with the Curriculum Advisory Committee and IT staff, initiate 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	
10.2.1 Working with Curricunet staff, plan for the campus implementation of a customized Curricunet curriculum approval and tracking system, pilot test the system, upload college course and program materials, implement the use of the system and provide initial training for faculty in its use.	Spring 2009
Operational Goal	Completion Date
11.0 In collaboration with the Academic Senate President, prepare the Accreditation Self Study Steering Committee and the campus-wide community to conduct a thorough and honest assessment of the various processes at MPC under the Accreditation Standards, including Planning, Program Review, and SLOs.	
<i>Institutional Goals:</i>	
Objective	
11.1 In collaboration with the Accreditation Self Study Steering Committee and other constituents, complete the draft of the Accreditation Self Study.	June 30, 2009
Activity	
11.1.1 Working with the Academic Senate President, conduct professional development and information sessions for the Accreditation Self Study Steering Committee.	Ongoing
11.1.2 Update collegial groups on progress toward completion of the Self Study.	Ongoing

11.1.3 With the support of various areas of the College, complete and submit a substantive changes report with ACCJC (The Accrediting Commission for Community and Junior Colleges).

August 2008