

**Monterey Peninsula College
Academic Affairs
Component Goals 2009-10
Draft**

Operational Goal	Completion Date	Update
1.0 Ensure that Academic Affairs processes support the academic mission of Monterey Peninsula College.	Ongoing	Ongoing
<p><i>Institutional Goal: #4 Create pathways to success that address the diverse, holistic needs of all MPC students.</i></p> <p><i>Objectives:</i></p> <p style="margin-left: 20px;"><i>a. Identify barriers that prevent students from achieving their goals;</i></p> <p style="margin-left: 20px;"><i>b. 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		
1.1 Ensure that MPC maximizes student access and equity in its course offerings as well as facility utilization.	Ongoing	This objective is particularly critical during these difficult economic times.
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	Ongoing
Objective		
1.2 Enhance communication between Academic Affairs offices and faculty.	Ongoing	Existing channels of communication are emphasized. Academic Affairs and AAAG websites have been updated.
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	Ongoing
Objective		
1.3 Create an academic schedule based on historical student demand while maximizing potential programmatic growth patterns.	Every term	Strategic planning of the class schedule has increased student

		access and increased efficiency.
Activity		
1.3.1 With the Assistance of the Institutional Researcher, the 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	Done consistently.
1.3.2 Academic Affairs Deans, in collaboration with Division Chairs, will review class scheduling patterns to ensure that the schedule is built strategically and that student needs are met.	During each schedule production	This practice has contributed to an increase in the average class size.
1.3.3 Academic Affairs Deans and Division Chairs will review the results of student schedule surveys in preparation for schedule production to ensure that student needs are being met.	After survey data is analyzed by the Institutional Researcher	This practice was placed on hiatus while the Institutional Researcher was on leave. However, the practice was re-instituted in spring 2010.
1.3.4 Collaborate with the Public Information Officer and the Institutional Researcher on future student surveys and focus groups on scheduling patterns.	When planned	Same as above.
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 based on faculty and facility availability.	During each enrollment cycle	This practice is being followed during each enrollment cycle.
Objective		
1.4 In collaboration with Division Chairs, College Council and other college constituent groups, ensure that the program review process informs the planning and resource allocation process as well as the Educational Master Plan.	Every year as stipulated by the planning and resource allocation process.	The two program reviews scheduled this year are not complete.
Activity		
1.4.1 In collaboration with the Institutional Researcher, assist the Academic Affairs Advisory Group and its support teams in reviewing data provided to programs and divisions undergoing program review to identify overarching issues and inform the planning and resource allocation process.	Annually in spring	This step in the program review process was completed for the current academic year.
1.4.2 In support of a continuous improvement model and to ensure that the program review process is linked to the planning and resource allocation process, Academic Affairs Deans will work with Division Chairs to ensure that Annual Updates are developed and submitted in conjunction with Action Plans.	Annually in spring	This step in the program review process was completed for the current academic year.
Objective		

1.5	In collaboration with other college components and representatives from the various shared governance groups, review alternative academic calendar options to determine whether the current calendar or alternative options would be in the best interest of the institution.		
Activity			
1.5.1	In collaboration with Administrative Services and Student Services, form an ad hoc group to study the various academic calendar options, including pros and cons for each alternative. Also, study the possible unintended consequences associated with the alternatives and projected benefits and costs, if any.	December 2009	
Operational Goal		Completion Date	Update
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	Ongoing
<p>Institutional Goal: #4 Create pathways to success that address the diverse, holistic needs of all MPC students.</p> <p>Objectives:</p> <ul style="list-style-type: none"> a. Identify barriers that prevent students from achieving their goals; b. 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. 			
Objective			
2.1	Support enhanced communication between academic, administrative and student services deans and managers.	Ongoing	Ongoing
Activity			
2.1.1	Support the ongoing Deans' Council meetings and solicit their input on collegewide initiatives and challenges.	Once per month	The Deans' Council meetings are regularly scheduled.
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	This practice was suspended temporarily to focus on the Accreditation Self Study and Site Visit.
Objective			
2.2	In collaboration with Student Services and the Public Information Officer, ensure that public documents such as the Schedule of Classes and the College Catalog	Ongoing	This objective is re-visited at the beginning of each

achieve their inherent purpose.		publication cycle.
Activity		
2.2.1 In cooperation with Student Services and the Public Information Officer, including a graphic designer, review the Schedule of Classes and the College Catalog to enhance the content, feel, look, and layout of these public documents.	At the start of each production	A major revision of each document was conducted. Subsequently, the documents have undergone minor revisions.
2.2.2 In cooperation with Student Services, the Public Information Officer and the Institutional Researcher, 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	This practice is extremely labor intensive. It is not feasible to effect every academic year.
Operational Goal	Completion Date	Update
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	Ongoing	Several board policies underwent review this year.
<i>Institutional Goal: #1 Promote academic excellence and critical thinking across all areas and disciplines.</i>		
Objective		
3.1 Continue to review Board policies pertinent to Academic Affairs for possible revision.	Ongoing	Several board policies underwent review this year.
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	Discussions were held with the President of the Academic Senate. As a result, each constituent group will play a lead role in revising the appropriate board policies.
Operational Goal	Completion Date	Update
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.	Ongoing	This topic was the subject of discussion at several AAAG meetings. The Deans' Council have held several discussions and are working on a document to be shared in the coming academic year.

Institutional Goal: #3 Grow enrollment and build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.

Objectives:

- a. Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment;
- b. Establish and strengthen industry, government, and community partnerships;
- c. Establish and strengthen partnerships with high schools and transfer institutions;
- d. Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services.

Institutional Goal: #5 Provide educational programs and services in Seaside and Marina that meet community needs.

Objectives:

- a. 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.

Institutional Goal: #7 Maintain and improve district facilities.

Objectives:

- a. Create safe, attractive, functional facilities through the allocation of bond funds; Provide a stable and secure technical environment for the entire institution.

Objective			
4.1	Coordinate schedule development to achieve desired program development and expansion based on community needs assessment and faculty feedback through Division Chairs.	As needed	The current fiscal constraints preclude from expanding programs.
Activity			
4.1.1	Provide regular communication to campus constituencies regarding the plan for the MPC Education Center at Marina.	Ongoing	This was accomplished through communication with the Project Team.
4.1.2	Review and incorporate the results of the latest community needs assessment into the planning process of the MPC Education Center at Marina.	When results are available	A scheduling survey was conducted in spring 2010 with students in courses offered at the Ed. Center. Results are being considered in schedule development.
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.	Ongoing	Discussions have been held at AAAG. This objective is currently being addressed at the dean level.

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 on an incremental basis.	Ongoing	This topic has been discussed at various venue including AAAG, the Deans' Council, and the Project Team.
4.2.2	In collaboration with the other components of the College, participate in the application process for full center status for the MPC Education Center at Marina.	When called upon	This activity has not been set in motion yet.
Operational Goal		Completion Date	Update
5.0	In collaboration with the SLO Coordinator, the SLO (Student Learning Outcomes) Committee, the Academic Senate, Division Chairs, Student Services, and other constituents, develop or update Student Learning Outcomes for courses, programs, and general education, and develop a timeline for meeting the ACCJC requirement on the SLO rubric.	Continue to work on this goal until completion.	Faculty continue to develop course and program SLO's. The timeline for meeting the ACCJC requirement on the SLO rubric has been developed and discussed through the shared governance process.
<p>Institutional Goal: #1 <i>Promote academic excellence and critical thinking across all areas and disciplines.</i></p> <p>Objectives:</p> <p>a. <i>Support faculty and staff development for effective teaching, learning, and service delivery;</i></p> <p>b. <i>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>			
Objective			
5.1	In collaboration with the SLO Coordinator, the SLO Committee, the Academic Senate, and Division Chairs, follow the established process by which Student Learning Outcomes are identified and/or updated for courses, programs, and general education.	Ongoing	Ongoing
Activity			
5.1.1	In collaboration with the SLO Coordinator, the SLO Committee, the Academic Senate, Division Chairs and other constituents, identify professional opportunities to support the established process of identifying Student Learning Outcomes and designing effective assessment procedures to promote a continuous improvement model.	Ongoing	Ongoing
5.1.2	In collaboration with the SLO Coordinator, the SLO Committee, the Academic Senate, and Division Chairs, design a strategy to expand the knowledge base on SLOs and assessment strategies.	Ongoing	Ongoing

Operational Goal	Completion Date	Update
6.0 In collaboration with Division Chairs, Student Services, the Enrollment Advisory Committee, and other constituents, promote student success, retention, and persistence.	Ongoing	This goal is being addressed at various venues including the Basic Skills Committee, PASS, the Math Learning Center, ESSC, EAC, etc.
<p>Institutional Goal: #1 Promote academic excellence and critical thinking across all areas and disciplines.</p> <p>Objectives:</p> <ul style="list-style-type: none"> a. Support faculty and staff development for effective teaching, learning, and service delivery; b. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms; c. Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC. <p>Institutional Goal: #4 Create pathways to success that address the diverse, holistic needs of all MPC students.</p> <p>Objectives:</p> <ul style="list-style-type: none"> a. Identify barriers that prevent students from achieving their goals; b. Increase collaboration between Student Services and Academic Affairs to provide systems and programs that better assist students; c. Improve the delivery of academic support for diverse student learners. 		
Objective		
6.1 In concert with Division Chairs, Student Services, developmental program representatives, and other constituents, plan the implementation of a pilot study that promotes student success.	Ongoing	With support from BSI funding, several projects are currently in place including PASS.
Activity		
6.1.1 In collaboration with Division Chairs, Student Services and other campus representatives, take the necessary steps in preparation for pilot program implementation in 2009-10.	Fall 2009	PASS is being pilot tested.
6.1.2 In concert with members of the Academic Senate, the Basic Skills Committee, Student Services, and other constituents, promote the implementation of the BSI Annual Action Plan and the Five-Year Action Plan to address the disconnects identified by the BSI assessment.	Ongoing	Ongoing

Operational Goal	Completion Date	Update
<p>7.0 — In collaboration with the Academic Senate, Division Chairs and the Institutional Researcher, explore the possibility of program development and expansion based on information gathered from the community, county and statewide labor market data.</p>		
<p><i>Institutional Goal: #3 Grow enrollment and build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.</i></p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <i>a. Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment;</i> <i>b. Establish and strengthen industry, government, and community partnerships;</i> <i>c. 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> 		
Objective		
<p>7.1 — In collaboration with the Academic Senate, Division Chairs, Student Services and other constituents, identify potential areas for program expansion and development.</p>		
Activity		
<p>7.1.1 — 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.</p>	Ongoing	
Objective		
<p>7.2 — In collaboration with Division Chairs and with the support of the Academic Senate, plan the implementation of program development and expansion if warranted.</p>		
Activity		
<p>7.2.1 — In collaboration with Division Chairs and with the support of the Academic Senate, take the necessary steps to expand and develop programs if warranted.</p>	Ongoing	
Objective		
<p>7.3 — In collaboration with representatives from other educational institutions (including CSUMB, DLI, NPS, and local K-12, adult schools, and ROPs) and Division Chairs, identify areas for possible partnership development and expansion to address identified community training needs.</p>		

Activity			
7.3.1	In collaboration with Division Chairs and with support of the Academic Senate, organize internal meetings to identify areas of opportunity for partnership expansion.	Ongoing	
Objective			
7.4	In collaboration with Division Chairs and representatives from potential educational partners, plan and implement identified partnership opportunities if warranted.		
Activity			
7.4.1	In collaboration with Division Chairs and representatives from potential educational partners, take the necessary steps to implement partnership opportunities.	Ongoing	
Operational Goal		Completion Date	Update
8.0	In collaboration with Division Chairs and the Curriculum Advisory Committee and the support of the Academic Senate, review, and revise when appropriate, the curriculum and curriculum approval process to ensure compliance with Title 5 guidelines.	When appropriate	The newly adopted CurricUNET system is being utilized by CAC. The system seems to have streamlined the process.
<p>Institutional Goal: #1 Promote academic excellence and critical thinking across all areas and disciplines.</p> <p>Objectives:</p> <ul style="list-style-type: none"> a. Support faculty and staff development for effective teaching, learning, and service delivery; b. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms; c. Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC. 			
Objective			
8.1	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.	Ongoing	Ongoing
Activity			
8.1.1	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	Ongoing
Objective			

8.2	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.	Fall 2009	Implementation is complete.
Activity			
8.2.1	Working with CurricUNET staff, implement the use of the CurricUNET system and provide ongoing training for faculty and administrators in its use.	Fall 2009	Ongoing
Operational Goal		Completion Date	Update
9.0	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 and Resources Allocation, Program Review, and SLOs.	December 2009	This goal has been achieved.
<p>Institutional Goal: #1 <i>Promote academic excellence and critical thinking across all areas and disciplines.</i></p> <p>Objectives:</p> <ul style="list-style-type: none"> a. <i>Support faculty and staff development for effective teaching, learning, and service delivery;</i> b. <i>Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms;</i> c. <i>Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.</i> 			
Objective			
9.1	In collaboration with the Accreditation Self Study Steering Committee and other constituents, complete the draft of the Accreditation Self Study.	December 2009	This objective has been completed.
Activity			
9.1.1	Working with the Academic Senate President, conduct professional development and information sessions for the Accreditation Self Study Steering Committee and the college community.	Fall 2009	This activity has been accomplished.
9.1.2	Update shared governance groups, the Superintendent/President and the Board on progress toward completion of the Self Study.	Fall 2009	This activity has been accomplished.