Monterey Peninsula College **Academic Affairs** **Component Goals 2009-10** Draft	
Operational Goal	**Completion Date**
1.0 Ensure that Academic Affairs processes support the academic mission of Monterey Peninsula College.	

Institutional Goal: *#4 Create pathways to success that address the diverse, holistic needs of all MPC students.*
 	
Objectives:
   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	
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 With the Assistance of the Office of Institutional Research, 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
1.3.2 Academic Affairs Deans, in collaboration with Division Chairs, will review class scheduling patterns to ensure that the schedule is being built strategically and that student needs are being met.	During each schedule production

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 Office of 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.	Annually in spring
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
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	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.	June 2009
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.** *Institutional Goal: #4 Create pathways to success that address the diverse, holistic needs of all MPC students.*	

Objectives:
    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	
2.1 Support enhanced communication between academic, administrative and student services deans and managers.	
Activity	
2.1.1 Support the ongoing Deans' Council meetings and solicit their input on collegewide initiatives and challenges.	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 Student Services and the Public Information Office staff, ensure that public documents such as the Schedule of Classes and the College Catalog achieve their inherent purpose.	
Activity	
2.2.1 In cooperation with Student Services and the Public Information Office staff, 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
2.2.2 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	
Institutional Goal: #1 *Promote academic excellence and critical thinking across all areas and disciplines.*	
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.**	

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;*
    b. *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;*
    b. *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.	
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
4.2.2	In collaboration with the other components of the College, participate in the application process for full center status for the MPC Ed. Center at Marina.	When called upon

Operational Goal	**Completion Date**
5.0	**In collaboration with the Academic Senate, Division Chairs, Student Services, Administrative Services, and other constituents, develop or update Student Learning Outcomes for courses, programs, and general education.**	

	Institutional Goal: #1 Promote academic excellence and critical thinking across all areas and disciplines.
	
	 Objectives:
	   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	
5.1	In collaboration with the SLO Coordinator, the SLO Committee, the Academic Senate, and Division Chairs, 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 SLO Coordinator, the SLO Committee, 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 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

Operational Goal	Completion Date
6.0 **In collaboration with Division Chairs, Student Services and other constituents implement a pilot study that promotes student success based on the recommendations of the Student Success Task Force.**	

Institutional Goal: #1 *Promote academic excellence and critical thinking across all areas and disciplines.*
 	
Objectives:
   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.*
 	
Institutional Goal: #4 *Create pathways to success that address the diverse, holistic needs of all MPC students.*
 	
Objecgtives:
   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 and developmental program representatives, plan the implementation of a pilot study that promotes student success.	

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

Operational Goal	Completion Date
7.0 **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 the community, county and statewide labor market data.**	
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.*	

Objective	
7.1 In collaboration with the Academic Senate, Division Chairs, Student Services and other constituents, identify potential areas for program expansion and development.	
Activity	
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.	Ongoing
Objective	
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.	
Activity	
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.	Ongoing
Objective	
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.	
Activity	
7.3.1 In collaboration with Division Chairs, 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**
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 processes to ensure compliance with Title 5 guidelines.**	

Institutional Goal: *#1 Promote academic excellence and critical thinking across all areas and disciplines.*
 	
Objectives:
   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.	

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

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.	

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

Operational Goal	**Completion Date**
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.	

Institutional Goal: #1 *Promote academic excellence and critical thinking across all areas and disciplines.*
 	
Objectives:
    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	
9.1 In collaboration with the Accreditation Self Study Steering Committee and other constituents, complete the draft of the Accreditation Self Study.	
Activity	
9.1.1 Working with the Academic Senate President, conduct professional development and information sessions for the Accreditation Self Study Steering Committee.	Ongoing
9.1.2 Update shared governance groups, the Superintendent/President and the Board on progress toward completion of the Self Study.	Ongoing

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