



**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OF TRUSTEES**

**REGULAR MEETING
WEDNESDAY, OCTOBER 28, 2015**

REPORTS AND PRESENTATIONS

Board of Trustees Meeting

October 28, 2015

Academic Affairs Report

1. New Curriculum:

Three new courses are being forwarded for Board approval this month.

2. Enrollment Management:

In our continuing efforts to grow college enrollments, there are ongoing operations meetings about gathering accurate enrollment data among various units of the college that include the President/Superintendent, Academic Affairs, Student Services, Administrative Services, IT, and Research. This effort includes modifying some of our curriculum and scheduling practices, and also exploring computer software to assist in developing reports.

3. Monterey Small Business & Nonprofit Seminar and Resource Expo at MPC:

MPC's Business and Technology Division partnered with the California State Board of Equalization to host the Monterey Small Business & Nonprofit Seminar and Resource Expo at MPC on October 8th. Over 200 small business owners and non-profit managers attended the event at MPC, where they heard from representatives of the Board of Equalization, Franchise Tax Board, IRS, Small Business Administration, and the Employee Development Department. Attendees also learned about MPC's Business & Technology programs and course offerings, designed to help them gain knowledge and skills to run a successful business.

4. Online Education Initiative (OEI) Pilot:

MPC is participating in the Chancellor's Office Online Education Initiative Pilot designed to coordinate efforts to make online courses accessible to students across the state. As a pilot college, MPC has been invited to participate in the OEI Consortium and in conversations to help shape the OEI initiative. Jaye Luke, MPC's Faculty Coordinator of Distance Education, attended the first consortium meeting on October 21 to represent MPC Online.



College Council Report

TO: MPC Board of Trustees

FROM: Diane Boynton and Stephanie Perkins, Co-Chairs

DATE: October 19, 2015

During the end of September and much of October, College Council accomplished the following:

Recommendations. College Council recommended unanimously (by vote) the following to the President:

1. The **Basic Skills Initiative (BSI) Report** as presented by Laura Franklin.
2. A revised **Integrated Planning Model** to highlight student learning assessment, as well as the significance of the Institutional Action Plan. (Please see attached.)

Information/Discussion Items. At its most recent meetings, College Council listened to and discussed information regarding:

1. **Google Campus Update.** Mike Midkiff and members of the Tech Committee shared information regarding the college's plan to become a google campus. The timeline and other elements of the plan are available on the MPC IT webpage.
2. **The assessment backlog.** Kiran Kamath shared information regarding the college's response to ACCJC's recommendation to improve assessment of SLOs and programs. The college plans to:
 - a. Get an accurate number and list of "active" MPC courses.
 - b. Create a course cycle of assessment, a plan of assessing all course SLOs within a cycle.
 - c. Create a program cycle of assessment designed to assess all programs in a cycle, which will inform program review.
3. **Accreditation.** Catherine Webb reminded College Council to read and respond to the draft of the Self Study, especially in regards to Standard I and Standard IV.
4. The college's **Institutional Action Plan.** This plan tracks progress made on each of the college's goals, objectives, and initiatives, allowing College Council to review (and perhaps revise) the goals and objectives. VPs have indicated that they are fairly comfortable with the template as designed, although Kiran expressed concerns regarding redundancy. The form will be simplified if possible and hopefully completed by mid-November.
5. **An operational audit.** Council members reviewed information regarding four companies that are known to complete operational audits. Only two of the four firms—Financial Crisis Management Team (FCMAT) and Collaborative Brain Trust—appeared to offer the breadth of services we desire. A representative of Collaborative Brain Trust, John Sivak, attended College Council's September 22, 2015 meeting to explain what CBT had to offer and to gain insight into

the college's expectations/goals for an operational audit. He was asked to create a proposal prior to the Council's October 13, 2015 meeting. During the October 13 meeting, College Council reviewed this proposal and suggested further direction to Dr. Tribley. At that meeting, Dr. Steve Crow indicated that he had approached FCMAT for a similar proposal; the request for proposal was denied. College Council will meet on October 27, 2015 to discuss and possibly recommend entering into an agreement with Collaborative Brain Trust to complete an operational audit.

6. **Board policies.** College Council generally reviewed board policies related to General Institution, Computer and Network Use (3720) and Business and Financial Affairs (6100, 6150, 6200, 6210, 6250, 6320, 6330, 6340, 6400, 6450, 6500, 6520, 6540, 6550, 6600, 6700, 6750, 6800, 6900). A closer reading will occur at College Council's October 27, 2015 meeting.
7. **College Council bylaws.** College Council's bylaws will be reviewed and revised as needed soon. Policies named in the bylaws have changed; the changes need to be reflected in the bylaws. In reading the bylaws, College Council has also discovered that an annual report is supposed to be completed, as is a shared governance evaluation. These items have been added to College Council's agenda.

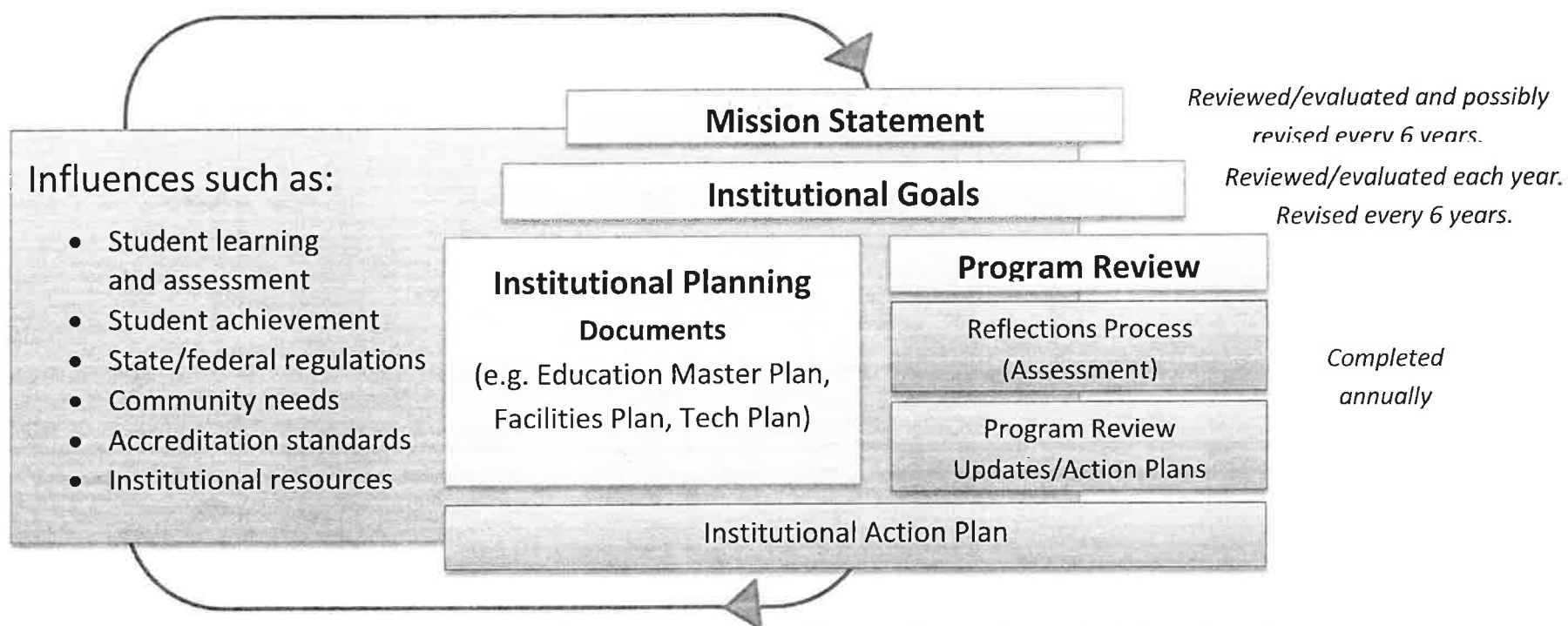
The College Council is the central campus body of the shared governance process. It serves to confirm the institutional support for recommendations brought to the Board by the President/Superintendent and is a key component of MPC's integrated planning and institutional review processes. College Council is responsible for establishing the institution's direction by developing the institutional mission statement and long-term goals, in concert with the Governing Board and Accreditation Standards.

College Council subcommittees are

- *Budget Committee*
- *Technology Committee*
- *Facilities Committee*

MPC's Integrated Planning Model

Setting, Evaluating, and Revising the College's Mission, Goals and Objectives



Mission Statement (the purpose of the institution): Reviewed and possibly revised every 6 years by College Council.

Institutional Goals (the steps the college plans to take to further its mission): Reviewed every year. Revised every 6 years or as needed by College Council.

Institutional Action Plan: Designed to operationalize the college's goals and objectives and support institutional planning. Updated by vice presidents and president in February with review by advisory groups and College Council. Evaluated in September of each year.

Program review: Completed by each area or program every 6 years.

Reflections Process: Instructor Reflections completed each semester. Program Reflections completed at the beginning of every academic year.

Program Review Updates/Action Plans: Created by each area or program annually to implement program review and institutional goals and objectives. Annual program review updates keep action plans relevant.