

Governing Board of Trustees
October 26, 2016

Academic Affairs Report
Presented by Kiran Kamath, VPAA

1. Enrollment Update:

A tremendous amount of work has been and continuous to be done in terms of enrollment management at the college. Mid-way in to the fall semester, enrollment is holding at 2% below fall 2015. Productivity continuous to be around 14.3, not including contracts and reassigned time. Productivity drops to 13.1 when reassigned time is included. As a reminder, the state funds the college at a productivity of 17.5.

Our way forward is to continue to work towards improving efficiency and productivity on a course by course basis, as well as grow enrollments through *dual enrollment with the high schools, dual admissions with CSUMB, increase the number of international students, grow and support the ESL program, enroll more full time students, develop the Marina Education Center in terms of both the programs and services, and make improvements in retention, so that more students continue from semester to semester*. It is everything from Recruitment to Completion (R2C). It will take the entire MPC village to accomplish this.

2. Dual Enrollment with our Feeder High School Districts (AB288):

A core team comprised of instructional and student service administrators/managers have been studying the new AB288 law that came into effect in January 2016. The “toolkit” to help understand the law and implement it became available in late spring.

MPC’s Superintendent/President hosted a kick-off meeting of the Superintendents and Principals of our feeder high school districts in August. Teams from the high schools and MPC have begun work to explore and develop pathways from each high school district to the MPC District with the goal of enrolling students in this program effective fall 2017. The programs and courses will be managed by Academic Affairs and the operations of dual enrollment such as recruitment, assessment, counseling, admission etc will be addressed by Student Services. Student Services will begin to take on the leadership of this work at MPC.

A Memorandum of Understanding will need to developed between the College District and each high school district. This will come to our Board for information at a future meeting followed by approval at a subsequent meeting.

3. Dual Admission with CSUMB :

MPC Superintendent/President and CSUMB President have been committed to this vision for the last four years. There were discussions on this a few years ago which led to 2+2 programs in Business and Sustainable Hospitality.

Focused discussions are currently ongoing with CSUMB to direct students to MPC since CSUMB has declared 'impaction'. Work is ongoing to establish additional 2+2 agreements, focus on establishing pathways in the ADT degrees beginning with Business, Sustainable Hospitality, Computer Science and Kinesiology. The partnership will also include directing international students to take the majority of their courses in the first two years at MPC, while living in the CSUMB residences. The goal is for the plans to be in place by spring 2017 to serve students starting in the fall 2017 semester.

4. English as a Second Language:

This is an area of great importance to the college in terms of serving a large underserved population in northern Monterey County. MPC is a Hispanic Serving Institution and now more than 30% of our students are Hispanic.

Problems with student completion of certificates and issuing certificates have been resolved and corrected in the 2016-17 catalog. We are working with Student Services to provide more 'wrap-around' services to these students to better serve them and our community. We continue to work to make ESL an 'anchor' program in Marina as we look to grow Marina enrollments.

5. Marina Education Center:

The Enrollment Management Workgroup formed in Spring 2016 at the request of the Collaborative Brain Trust is working on programming and services at the Marina Education Center. Faculty and administrators from both Academic Affairs and Student Services are part of this group.

The goal of this work is to develop strong programming in Marina, a well-planned schedule to serve the community of Northern Monterey, and offer a full complement of student support services, food services, security etc to grow this site.

CSUMB is interested in offering courses at this site as part of their collaboration with MPC.

6. Faculty Entrepreneurship Champion Mini Grant just awarded to MPC:

As a result of the good work of Dr. Jon Knolle and the faculty in the Business Division, we have been awarded a mini grant in the amount of \$7,500 to:

- a. Strengthen an entrepreneurship career pathway from high school/adult school to MPC to CSUMB
- b. Establish a Small Business/Entrepreneurship Student Club at MPC.

7. Strong Workforce Program:

As presented in the September 2016 Academic Affairs Report to the Board, Dr. Tribbley, Michael Gilmartin and Kiran Kamath have been attending 1-2 regional and statewide meetings a month on the Strong Workforce Program. The MPC plan is due in January 2017. The college will need to build capacity in CTE as part of the expectation of this new state mandate to improve the college's ability to serve the workforce needs of the region. This will need to include a Career Technical Education administrator (dean), focus on program development based on data and technical support provided by the state, and demonstrate strong completion and job placement.

8. Summary of other work in progress currently in Academic Affairs.

A. Enrollment Management

- a. Enrollment Management System (EMS) – Programming of EMS software to provide data for planning scheduling and monitoring productivity began in August 2015 and is nearing completion. Training is being scheduled for December, 2016.
- b. Student Information System (SIS) – Additional programming has begun on SIS software of Santa Rosa Junior College. One of the projects is to implement unpaid waitlists, so that students can add themselves to a waitlist when a class section is full. This feature will be ready for piloting for summer 2017 enrollment. Efforts are also being made to automate the complicated manual process called Notice of Employment (NOE). SIS training is being planned for spring 2017 Flex.
- c. Enrollment Management Workgroup – The group formed in spring 2017 to work with the Collaborative Brain Trust (CBT) is continuing to meet and make progress on planned scheduling in Marina and General Education.

B. Scheduling

- a. Spring 2017 schedule is complete and is based on the new schedule blocks adopted in spring 2016.
- b. Summer and Fall 2017 scheduling has begun. Enrollment management and EMS processes are not yet in place to markedly improve scheduling practices.

C. Curriculum - The Curriculum Advisory Committee (CAC) members along with the academic administrators and staff are working hard to improve our curriculum development and review process, as well as streamline our curriculum.

D. Student Learning Outcomes Assessment - The Learning Assessment Committee (LAC) has developed 4-year cycle of assessment with courses being assessed every two

years. Courses that have not been assessed will not be offered in the not too distant future.

- E. **Grants:** Work on many grants continues in our office. They include Perkins, SVEPT, Basic Skills Initiative, AB86, among others. We are getting ready to develop the plan for the Strong Workforce Program plan due in January 2017. This will include funds for a dean of CTE, pathways, marketing and outreach, a focusing on a few select programs to address the outcomes of the mandate.
- F. **Cooperative Work Experience Taskforce:** The task force completed its work in spring 2016 to develop a sustainable, scalable and systemic model to offer cooperative work experience and internship to more programs and students at the college. The key was to develop a model that is affordable and efficient.
- G. **Distance Education** – MPC is moving to the statewide learning platform called Canvas in fall 2017. This is the transition year. Five MPC faculty are participating in the statewide pilot and are testing their course design alongside other outstanding faculty and online course designers. MPC faculty are going through training at this time and migrating to the new program.
- H. **Basic Skills** – Faculty in math and English are working on accelerating completion time of students taking basic skills courses to get ready for college-level English and math. The MPC Math Department is collaborating with CSUMB’s math department on teaching. The ESL program has changed its certificate requirements effective with the 2016-17 Catalog to clarify and facilitate student completion of certificates.
- I. **Processes** – We routinely work to clarify, document and uploading clear and simple processes on the OAA webpage
- J. **Publications**
 - a. Schedule - spring 2017 schedule production is in progress. It will follow the format changes made effective spring 2016.
 - b. Catalog – work is in progress to redesign the 2017-18 catalog to make it easier for students to read
- K. **Academic Affairs Advisory Group**
 - a. Faculty prioritization is in process
 - b. Instructional equipment process is beginning

L. **New Faculty Orientation** -The Nexus Program was established this year to orient new faculty and facilitate their transition in MPC.

M. **Evaluations** -Evaluations of faculty and staff in October

N. **Hiring:**

- a. An interim dean of instruction has been hire
- b. Administrative Assistants III and IV