

From: [Celine Pinet](#)
To: [Leslie Procive](#)
Subject: FW: Substantive Change Report
Date: Friday, January 04, 2013 10:19:47 AM

For evidence

From: Susan Clifford [mailto:sclifford@accjc.org]
Sent: Tuesday, January 01, 2013 4:39 PM
To: Celine Pinet
Cc: Mindy Graham
Subject: RE: Substantive Change Report

Dear Celine:

I have reviewed the Monterey Peninsula College Distance Education (DE) draft Proposal, and based on my observation of the Committee's deliberation, I have the following suggestions: 1) the process for student authentication needs to be provided, 2) there needs to be more detail about distance education when addressing the Accreditation Standards, for example, Standard II.B regarding student support services for DE, and Standard III.D regarding budget and sustainability for DE programs and services, 3) provide comparability data for the programs, degrees and certificates being offered in DE, rather than courses only.

I hope this helps and please don't hesitate to contact me if you have further questions.

Happy New Year,

Susan

Susan B. Clifford, Ed.D.
Vice President of Commission Operations
Accrediting Commission for
Community and Junior Colleges
10 Commercial Blvd Ste 204
Novato, CA 94949
Telephone: 415-506-0234
FAX: 415-506-0238
E-mail: sclifford@accjc.org

From: Celine Pinet [mailto:cpinet@fastmail.fm]
Sent: Friday, December 21, 2012 6:05 PM
To: Susan Clifford
Subject: FW: Substantive Change Report

Dear Dr Clifford,

You should have received a draft substantive change proposal in attachment and you should have received a copy via snail mail as well. We will await for your feedback and should then be able to let you know which of the next two meetings (March 18 and May 9) will work best for us to submit a final version of the proposal.

Best Wishes for a Happy New Year,

Celine

Celine Pinet, Ph.D.
Vice President for Academic Affairs
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940-4799
(831)646-4034
cpinet@mpc.edu

From: Leslie Procive [<mailto:lprocive@mpc.edu>]
Sent: Monday, December 17, 2012 12:17 PM
To: Celine Pinet; Catherine Webb; Jon Knolle
Subject: Substantive Change Report

Hi Everyone,

The draft substantive change proposal for distance education went out in the mail today for the initial review. I sent a hard copy along with a CD that contains the document and the evidence library.

Attached is the document that went out.

Thanks,
Leslie

Leslie Procive
Administrative Assistant to the Vice President
Academic Affairs Office
646-4033

From: Susan Clifford [<mailto:sclifford@accjc.org>]
Sent: Friday, December 07, 2012 2:15 PM
To: Celine Pinet
Cc: Mindy Graham
Subject: RE: Substantive Change Report - Online Programs

Dear Dr. Pinet:

Thank you for this formal communication that Monterey Peninsula will be submitting a Substantive Change Proposal for programs, degrees or certificates offered 50% or more via distance education. I am happy to review a draft proposal at any time. The final submission will need to arrive electronically in Word (evidence can be in Pdf format), with a hard copy to follow, 30 days prior to the scheduled

meeting. The next two meetings are scheduled for March 18 and May 9, 2013. Please let me know which one will work the best for the College.

Have a good weekend,

Susan

Susan B. Clifford, Ed.D.
Vice President of Commission Operations
Accrediting Commission for
Community and Junior Colleges
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Telephone: 415-506-0234
FAX: 415-506-0238
E-mail: sclifford@accjc.org

From: Celine Pinet [<mailto:cpinet@fastmail.fm>]

Sent: Monday, December 03, 2012 6:35 PM

To: Susan Clifford

Cc: 'Douglas Garrison'; 'Michael Gilmartin'; 'Catherine Webb'; 'Carsbia Anderson'; 'Barbara Lee'; 'Stephen Ma'

Subject: Substantive Change Report - Online Programs

Dear Dr. Clifford,

In 2009, Monterey Peninsula College submitted a Substantive Change Report to ACCJC to support offering a degree where 50% or more of the program is offered online. The proposal was reviewed and approved by ACCJC. The offering of this degree has been a successful endeavor on behalf of our students.

Based on the experience acquired since submitting this report, Monterey Peninsula College has gotten a better understanding of the Distance Education needs of its student population, and we are seeing a growth in demand for online course offerings. To date, MPC has responded to the demand for and growth in its online course offerings by developing structures and protocols to support online course delivery, ensure quality, and enable student success consistent with the mission and institutional goals of the college. Planning for long-term growth in online course offerings has also been recognized as a strategic initiative for the college in our 2012-2017 Education Master Plan, approved by our Board in Summer 2012. In addition, the college recently hired a new Associate Dean of Instructional Technology and Development who will have oversight for Distance Education programs; he begins December 10th.

Thanks to these efforts, we believe that Monterey Peninsula College is ready to expand its online offerings of programs, necessitating submission of a Substantive Change Proposal for the "Addition of Programs where 50% or More of a Program is Offered Through a Mode of Distance or Electronic Delivery." The anticipated effect of expanding our offerings in this mode of instruction is that it will greatly benefit our student population. Graduation from MPC with a transfer or occupational degree or certificate has and continues to be a primary goal of MPC's students; however, the majority of MPC's students (69.8% as of Spring 2011) attend part-time. Many of these students

have commitments such as full-time jobs or family responsibilities that make it difficult to attend classes on a traditional schedule. Distance learning supports graduation goals of non-traditional students by providing convenient, flexible access to course materials. The college has long recognized that distance learning supports the learning and success of all students, traditional and non-traditional alike, by allowing for the incorporation of interactive technologies and a variety of media applications into courses and services. The purpose of the proposal is to request approval to offer 50% or more of a group of specific programs through a mode of distance education either through electronic delivery or correspondence education.

Unless directed otherwise by ACCJC, this Substantive Change Proposal will be submitted within the next month. We look forward to working with ACCJC to address feedback from the Commission as we prepare for the submission of the college's forthcoming Midterm report. Monterey Peninsula College's Midterm Report is due to ACCJC in March 2013.

Let us know if you have any questions.

Best,

Celine

Celine Pinet, Ph.D.
Vice President for Academic Affairs
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