Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Green font = Completed by February, 2017)
1	In order to meet the Standards, the team recommends that the College completes the implementation of TracDat and begins to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulations of students, and when the institution identifies performance gaps, implement strategies to mitigate those gaps and evaluate the efficacy of those strategies. (Standards I.B.2, II.A.11, ER 11)	• PRIE • LAC	• TracDat is in use for Course Reflections since January 2017. • TracDat planning for Service Area Outcomes (SAO) assessment in progress in spring 2017.
2	In order to meet the Standards, the team recommends the College develop a process and calendar to assess College's progress and planning processes in a timely manner. (Standards I.B.2, I.B.7, II.A.1, II.A.3, IV.A.6, ER 9, ER 11)	• PRIE	• The Planning Research and Institutional Effectiveness (PRIE) committee has been formed. • Dean of Planning, Research and Institutional Effectiveness position will go through participatory governance process in spring 2017.
3	In order to meet the Standards, the team recommends the College attain the sustainability level per the ACCJC rubric for Student Learning Outcomes (SLO) assessment by raising the percentage of courses for which SLOs have been evaluated and increasing the percentage of programs that have had PLOs assessed. To do so, the team recommends that the College complete the implementation of their planning and outcomes assessment software as identified by their QFE1 and begin to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulation of students. (Standards I.B.2, I.B.6, I.C.1, I.C.3, II.A.3, II.A.11, ER 11)	Academic Senate • LAC • CAC	• Progress is being made in SLO assessment. In March 2014, 181 out of 830 courses were reported as assessed (21.8%). In October 2016, 664 out of 1417 courses were reported as assessed (46.9%). • According to the LAC plan approved by Academic Senate, AAAG and CAC, all courses will be assessed by July 1, 2017 or be archived in CurricUNET. Only assessed courses will be included in the 2018-19 College Catalog. • Timelines for cycles of assessment have been established by LAC and endorsed by Academic Senate AAAG, and CAC. • All instructional divisions have established course assessment plans for at least one program of study. • TracDat is in use for Course Reflections effective January 2017.
4	In order to meet the Standards, MPC needs to engage in continuous, broad-based, systematic evaluation, and planning. The institution needs to integrate program review, planning, and resource prioritization and allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality.	• PRIE	• The Planning Research and Institutional Effectiveness (PRIE) committee has been formed. • Dean of Planning, Research and Institutional Effectiveness position will go through participatory governance process in spring 2017.

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	Institutional planning needs to be linked to short-range and long-range needs based on assessment of student learning and student achievement data. (Standards I.B.2, I.B.4, I.B.7, I.B.9, I.C.3, II.A.1, II.A.3, III.D.2, IV.A.6, IV.B.3, ER 11, ER19)		
5	In order to meet the Standard, the team recommends the College develop a process to ensure student complaints can be logged, resolved, reviewed, and analyzed for improvement. (Standard I.C.8)	• Student Services Council	• A full student complaint log was developed prior to the on-site visit and was provided to the on-site team. Will continue to review process for improvement.
8	In order to meet the Standards, the team recommends the College conduct regularly scheduled library surveys of all students and faculty, regardless of location, in order to gauge user satisfaction, knowledge of services, behavior and experience, and to use the results as the basis for improvement. (Standards II.B.1, II.B.3)	• Office of Institutional Research • Library Division	
9	In order to meet the Standards, the team recommends the College improve its evaluation process of student support and learning services to include discussion of services offered at all centers and for distance education based on robust Service Area Outcomes and SLO assessments that lead to quality improvement of student support programs and services in support of the college's mission. (Standards II.C.1, II.C.2)	• Student Services Council	• Full review of student services at the Centers and for distance education is in process. • Dean of Student Services/Marina has been approved by the Board. Hiring process has begun. Dean will be in place in fall 2017 to provide full time leadership.
13	In order to meet the Standards, the team recommends the College create a Human Resources staffing plan to ensure that staffing levels and assignments for faculty, staff, and administrators are sufficient and appropriately distributed to support the institution's mission and purpose and are interwoven into a larger integrated planning process of the college. (Standards III.A.9, III.A.10, ER 8)	• HR • Cabinet	• Cabinet members presented a high level staffing plan to the college in August 2016.

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14	In order to meet the Standards, the team recommends the College regularly and consistently conduct employee evaluations for all employee groups. The team further recommends that faculty, academic administrators, and others directly responsible for student learning have, as a component of their evaluation, consideration of how these employees use the results of learning outcomes assessment to improve teaching and learning. (Standards III.A.5, III.A.6)	• HR • Cabinet • Negotiations	• Full-time and part-time faculty, and classified staff evaluations are being regularly and consistently conducted. • Administrative and Executive evaluations are being tracked and will be completed more regularly and consistently in spring 2017 and on. • Second part of the recommendation is in negotiations at this time.
15	In order to meet the Standard, the team recommends the College establish a review schedule of policy and procedures relevant to Human Resources. (Standards III.A.11, III.A.12, III.A.13)	• HR • Cabinet	
16	In order to meet the Standards, the team recommends the college immediately address network vulnerabilities starting with implementing a firewall solution in order for the College to ensure its technology infrastructure are appropriate and adequate to support the institution's management and operational functions. (Standards III.C.1, III.C.3)	• Information Services Dept.	• Information Services Dept. has completed key changes to improve the security of the District's technology. • Information Services Dept. has identified the need to upgrade key components of the District's networking infrastructure. • Additional hardware and software has been procured and is in the process of being installed.
17	In order to meet the Standards, the team recommends the college complete and roll out the Information Technology Disaster Preparedness/Recovery Plan in order to recover data and system functionality for the College to operate in the event of a disaster. (Standards III.C.1, III.C.2)	• Information Services Dept.	• The Information Technology Disaster Preparedness/Recovery DRAFT Plan has been completed. • The Technology Council begins review of the plan February 10, 2017.

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18	In order to meet the Standards, the team recommends the College complete the revisions and implementation of all board policies. The Board should fully implement the newly adopted board policies review cycle. The College should ensure that all existing, new, and revised Board policies and administrative regulations are easily accessible through the College's website and other methods it deems appropriate for the College community and the public. (Standards III.C.5, IV.C.6, IV.C.7)	• President • Board of Trustees	• 30 Administrative Board Policies were reviewed and approved by the Board of Trustees in 2016. • 28 Student Services policies were approved in PAG in January and are ready for Board Sub-committee review. • 9 Academic Affairs Board policies have been approved. 3 are being forwarded to the Board Sub-Committee for review; and 6 have been forwarded to the Academic Senate for review. Last 3 are being reviewed in Academic Affairs.
19	In order to meet the Standards, the team recommends the College discontinue deficit spending by adopting budgets that match ongoing revenue and expenditures in the unrestricted general fund without the need to make significant draws against unrestricted fund balance, one-time resources, or transfers from other funds. (Standards III.D.1, III.D.11, ER 18)	• President • CBO • Board	• Measures to improve efficiency have been implemented such as EMS and changes to scheduling practices. • Measures to increase enrollment are in process such as Dual Enrollment with high schools and Dual Admission with CSUMB. • Faculty prioritization process has been improved and hiring is taking place in productive and efficient disciplines. • Position control and review is being implemented.
20	In order to meet the Standard, the team recommends the College develop a funding plan and set aside funds in each year's budget to fund the Other Post-Employment Benefits (OPEB) annual required contribution (ARC) each year (Standard III.D.12)	• President • CBO • Board	• The latest, required OPEB actuarial has been completed as of February 7, 2017. Funds have been identified to transfer to the OPEB trust. • The ARC will be included in budget development for 2017-18.
21	In order to meet the Standard, the team recommends the College clarify Board, administrators, classified and faculty roles in the decision-making process and routinely evaluate and monitor these roles. These roles are not distinctly differentiated at faculty level between Academic Senate and the faculty bargaining unit's role in participatory governance and labor relations. (Standard IV.A.6)	• Academic Senate • Cabinet	• New "Decision Making Process" (handbook) was adopted by the college in fall 2016 and is being implemented. • President's Advisory Group (PAG) was re-envisioned. • Planning, Research and Institutional Effectiveness (PRIE) committee has been formed.
22	In order to meet the Standard, the team recommends that the College develop a calendar to regularly evaluate its policies, procedures, and processes to assure their integrity and effectiveness (Standard IV.A.7)	• PRIE	

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