Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 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 a**s 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. ● Mechanisms for completing program of study-level (PLO) assessment in TracDat (including SLO-PLO mapping) is in progress in spring 2017. ● Student Services has a team lead by LaKisha Bradley (Grace Anongchanya and Chris Calima) working on TracDat planning for SAOs ● The PRIE committee has established initial tasks related to disaggregation of learning outcomes, identification of performance gaps, and evaluation of strategies to address gaps. Work groups for the tasks are being formed during the week of 4/17/17.
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 and is meeting. ● The job announcement for Dean of Planning, Research and Institutional Effectiveness (Interim) has been posted in April 2017. ● The PRIE committee has established initial tasks related to developing a process & calendar for assessing the college's progress and processes. Work groups for the tasks are being formed during the week of 4/17/17.
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	Academic Senate ● LAC Curriculum Advisory Committee	● 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.

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 2017)

	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)		• TracDat is in use for Course Reflections effective January 2017.
			• LAC has conducted TracDat training during Spring 2017 Flex, as well as at Division meetings in Social Sciences, Creative Arts, Physical Science, Physical Education, and Humanities. Thirteen (13) out of Sixteen (16) faculty in the initial training reported a positive change in their attitude towards Reflections/assessment.
			• As of March 2017, all divisions have completed at least one course assessment in TracDat. Anatomy and Astronomy have assessed 100% of their courses. 20 disciplines have assessed 75% of their courses.
			• Assessments for 75 courses taught in Fall 2016 have been completed, and 9 formative assessments have been completed for courses being taught in the Spring 2017 semester.
			• Academic Senate voted to help facilitate assessments (March 16, 2017).
			• At the February 15, 2017 meeting of AAAG, it adopted the following guideline:
			"If a course has not been offered in the last two years, and if it is not being scheduled and offered within the next academic year, it should be archived in CurricUNET and deleted in the Chancellor's Office."
			• 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%).
			  • In March 2017, 724 out of 1378 courses are reported as assessed (52.5%).
			  • In April 2017, 707 out of 1223 courses are reported as assessed (57.8%)

Dr. Walter Tribley   Board of Trustees   April 26, 2017

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 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. 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)	• PRIE	• The Planning Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting. • The job announcement for Dean of Planning, Research and Institutional Effectiveness (Interim) has been posted in April 2017. • PRIE has met four times since it was formed and is having good, foundational discussions. • PRIE has identified initial tasks related to the development of a broad-based system of integrated planning, resource prioritization, and resource allocation. Work groups are being formed during the week of 4/17/17. • Discussions of how to time activities related to program review and resource prioritization in order to integrate needs & data emerging from the plans into resource allocation with budget development activities are underway as of the 4/17/17 PRIE committee meeting.
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	• The MPC AP's are being reviewed to replace existing language in the current catalog defining complaints vs grievances • 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. • Student Services has a team lead by Dr. Kim McGinnis (Larry Walker, Nicole Dunne, Lyndon Schutzler). The team reviewed responses from other colleges, created a new template with a column for improvements, and is adding additional categories of student complaints to the log. • Reviewing all academic council petitions over the last five years. Pulling out petitions on residency and dismissal to look for trends and patterns. This task to be completed by April 30.

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 2017)
			• Moving forward, will revise the college catalog to remove the complaint section in catalog. The current Grievance Procedure will be the process to log and address student complaints. • Added an additional column, Analysis and Improvement, to the existing log that tracks the result of evaluations of our complaint processes and indicates what revisions/modifications/improvements we are making to the process.
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	• Library faculty/staff have developed a survey instrument with assistance from the Director of Institutional Research, with a plan to administer the survey to students and faculty at the Monterey, Marina, Seaside, and online locations prior to the end of the spring 2017 semester. • A link to the Library survey was emailed to all students on 4/18/17, and will be emailed to MPC faculty and staff between 4/19/17 and 4/21/17.
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. • A team lead by LaKisha Bradley (Larry Walker, Grace Anongchanya, Alethea DeSoto, Nicole Dunne) met to define the available services at outreach centers and online. • Conversations regarding gaps in student services in Marina, PSTC and online have begun. • Counseling through online "Cranium Café" is being provided. Counselors are going through training to serve students through this means at all physical sites and online. • Have met with Dr. Rosaleen Ryan to develop a survey for all four

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 2017)
			campuses to cover students' awareness and usage of student services, their satisfaction with service levels, and their needs for additional services. Survey will be conducted during the early/middle of the fall term. ● Had discussion with Catherine Webb to review the Service Area Planning sections of TracDat. Team will be working to update the Student Services Program Review Calendar and develop a cycle for program level outcome assessments. ● Reviewed data in SARS Track to identify traffic levels and requests for counseling support at the Marina Center. Discussions are in progress to identify increased counseling support at the Marina Center to accommodate these traffic hours, an expected increase in student traffic as a result of the implementation of the ACE (Dual Admissions with CSUMB) program, and increased general education course scheduling for Fall 2017. The goal is that in Fall 2017, we will offer twice the amount of counseling hours that were available in Fall 2016. ● Planning May 5 All Student Services Meeting Agenda. Will discuss Program Review: program review calendar, assessment cycle, and program review template and components; transition from Program Reflections to TracDat; review and identification of current SAOs/SLOs; need to include evaluation of service delivery to four MPC campuses (Monterey, Marina, PSTC, Online).

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 2017)
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. • HR is searching for a professional expert to work on this.

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.
			• HR is compiling data on outstanding evaluations.
			   • Full-time faculty evaluations for 2016 have been completed.
			   • Some adjunct faculty, classified, and MSC evaluations are still to be completed.
			   • We are striving for 100% completion by June 2017.
			• Second part of the recommendation is in negotiations at this time,.
			• The District has proposed changes to contract language to MPCTA to include assessment in the self-evaluation.
			• The District and CSEA have negotiated and agreed on tentative language.
			• The MSC evaluation process now includes the appropriate language.

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	• Information	• Information Services Dept. has completed key changes to improve the

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 2017)
	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)	Services Dept.	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. ● Additional hardware and software have been procured and will be installed prior to the end of March 2017. **RECOMMENDATION HAS BEEN MET.**
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 Committee began review of the plan February 10, 2017 and recommended approval to the President. The plan is being reviewed at the Governing Board on March 22, 2017. **RECOMMENDATION HAS BEEN MET.**
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 AAAG and Academic Senate on April 19 and April 20. ● 31 Board Policies were reviewed by the Board Subcommittee (March 13, 2017). 30 of these are included for a first reading on the March 22, 2017 Board Agenda.

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 2017)

			● At the April 26, 2017 Board of Trustees meeting
			    ● 30 Board Policies are being recommended to the Board for adoption
			    ● 11 Board Policies are being brought to the Board for a First Reading

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.
			 ● Faculty prioritization process has been improved and hiring is taking place in productive and efficient disciplines.
			 ● Position control and review is being implemented.
			 ● Short term classes were added to the second half of spring 2017 to increase FTES while focusing on high productivity.
			 ● Marketing has been ramped up for second half of spring and summer enrollments.
			 ● Measures to increase enrollment are in process.
			    ● Admission by Co-Enrollment (ACE) with CSUMB was approved by the MPC Board in March.
			    ● Dual Enrollment with MPUSD will go to MPC Board for its second reading on April 26, 2017.
			    ● Dual Enrollment with PGUSD will go to MPC Board for its first reading on April 26, 2017.
			    ● Scheduling in Marina is being expanded. 50% more FTES is being planned for Marina in summer 2017 and 100% more FTES is being planned for fall 2017.

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. ● Transfer of the 2017-17 ARC (March 22, 2017 Board meeting) **RECOMMENDATION HAS BEEN MET.**

Dr. Walter Tribley   Board of Trustees   April 26, 2017

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by March, 2017) (Blue font = Completed by April, 2017)
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 and is meeting ● Roles are now clarified at meetings - committees and groups - to educate the campus. ● Senate retreat in Fall 2016 that included discussions on roles and a focus on procedures/processes. ● ASCC visit Fall 2016 – open session Regarding Roles: ● Presentation of 10+1 at all campus Flex Days clarifies roles of Senate
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	● PRIE has identified initial tasks related to the development of a calendar/timeline for evaluation of policies, procedures, and processes. Work groups are being formed during the week of 4/17/17.