



MONTEREY PENINSULA
College

Resource Guide to Institutional Decision Making at MPC

Monterey Peninsula College
Academic Year 2022-2023

Revised November 2022

Mission Statement

Monterey Peninsula College is actively committed to student access and success and to fostering an equitable, inclusive, respectful, and supportive community by providing excellent academic programs and student services that respond to the needs of our richly diverse region. The College welcomes all students seeking to enrich their lives, advance their careers, complete certificates, earn associate degrees, and transfer to continue their education.

Adopted by the Governing Board of Trustees on June 23, 2021

Values Statement

To attain the mission of the college and enhance the intellectual, cultural, and economic vitality of our diverse community, MPC strives to:

- Cultivate collaboration to promote student success
- Recruit and retain highly qualified faculty and staff
- Provide students and staff with clean, accessible, attractive, and safe facilities
- Provide equipment and training sufficient to support student learning and achievement

Adopted by the Governing Board of Trustees on October 22, 2014

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INTRODUCTION

Purpose of the *Resource Guide to Institutional Decision Making at MPC*

This *Resource Guide to Institutional Decision Making at MPC (Resource Guide)* documents the practices for institutional decision-making at Monterey Peninsula College (MPC) and has been developed to improve College-wide communication and trust. By documenting institutional decision-making practices, this resource guide promotes a common understanding of processes, helps to ensure consistent application of policies and practices, encourages broad participation in campus matters, and supports the institution's continuous quality improvement.

Importance of Collaboration in Making Institutional Decisions

The decision-making processes described in this *Resource Guide* reflect the mechanisms by which MPC ensures that the voices of the constituent groups are heard in making decisions. The constituent groups are MPC faculty, staff, administration, and students.

Since each constituent group has specific responsibilities within the College, each group has a specific role in decision-making; the constituent groups' roles differ from one another. Collaboration on institutional decisions requires that the members of all constituent groups understand and respect the roles and responsibilities assigned to each group.

Constituent groups contribute their perspectives and voices to institutional decision-making by making recommendations to those who have the responsibility for making final institutional decisions: the Superintendent/President and the Board of Trustees. This document describes the processes that constituent groups use to develop recommendations that are forwarded to the Superintendent/President and/or Board.

Evaluation of the *Resource Guide to Institutional Decision Making at MPC*

The *Resource Guide* is reviewed and updated annually to maintain credibility as a valuable resource by reflecting minor changes, such as in descriptions, timelines, or processes. A small task force appointed by the Superintendent/President is charged with the responsibility for making annual updates to this document. This task force will include at least these three members: Academic Senate President or designee, CSEA President or designee, and a co-chair of the President's Advisory Group.

In addition to an annual review for minor revisions, the Planning, Research and Institutional Effectiveness Committee (PRIEC) evaluates the processes described in the *Resource Guide* every three years. This assessment occurs as part of MPC's assessment of its planning processes. This timeline and assessment process is described in the "Assessment of Planning and Decision-Making Processes" section of the *MPC Integrated Planning Handbook*.

This every-third-year assessment includes gathering College-wide input and preparing an assessment report that is submitted to the Superintendent/President and his/her President's Advisory Group and the Academic Senate. Both groups review the assessment report and recommend revisions to institutional decision-making processes as warranted by that assessment. The Planning and Institutional Effectiveness Committee ensures that the *Resource Guide* is updated to reflect changes approved by the Superintendent/President.

Through these two processes, one on an annual basis and one every three years, the *Resource Guide* is maintained to reflect the inevitable changes in decision-making processes that are to be expected as part of MPC's cycle of continuous quality improvement.

ROLES OF MPC GROUPS IN INSTITUTIONAL DECISION MAKING

The roles in making decisions described below are derived from the California Code of Regulations; the MPC Board Policies; and MPC practices, procedures, and job descriptions.

Those with Responsibility for Making Final Decisions: Board of Trustees and Superintendent/ President

Board of Trustees

The Board of Trustees has responsibility for making final legal, fiduciary, and Board Policy decisions for the District and the College. The source of authority for these responsibilities is California State Education Code 70902 and the responsibilities are affirmed in ACCJC Standard IV.C.1. and [Board Policy 2200: Board Duties and Responsibilities](#), which includes the following specific duties.

1. Represent the public interest.
2. Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations.
3. Hire and evaluate the Superintendent/President.
4. Delegate power and authority to the Superintendent/President to effectively lead the District.
5. Assure fiscal health and stability.
6. Monitor institutional performance and educational quality.
7. Advocate for and protect the District.

An additional responsibility of the Board of Trustees is to prescribe the duties to be performed by all employees who provide service within the District. (California Education Code 72400) The Board delegates their responsibility for the overall quality of the institution and operational decisions to the Superintendent/President. The source of authority for the Superintendent/President to make final decisions related to institutional quality and operational issues is [Board Policy 2340: Delegation of Authority to the Superintendent/President](#), which is restated in ACCJC Accreditation Standard IV.B.

The Board receives and considers recommendations from the Academic Senate for the 10+1 academic and professional matters assigned to the Academic Senate in state regulations (California Code of Regulations, Title 5 § 53200) and affirmed in [Board Policy 2510 Participation in Local Decision Making](#).

MPC is a single-college district and the citizens of the Monterey Peninsula College District elect the members of MPC's Board of Trustees. The Board of Trustees consists of five locally elected Trustees who represent and must reside in the trustee area they represent. Trustees are elected by the qualified voters in the District to serve four-year terms. The Trustee areas are described in [Board Policy 2100: Board Elections](#).

A student trustee is elected annually as part of the Associated Students of MPC elections as described in [Board Policy 2105: Student Member](#). The Student Trustee has the same responsibilities as all Trustees to represent the interests of the entire community. In addition, the trustee provides a student perspective on the issues facing the Board. The Student Trustee receives all materials sent to other members of the Board except those pertaining to closed session matters; attends all open session board meetings; asks questions; participates in discussions; and casts an advisory, nonbinding vote on the matters that come before the Board.

Superintendent/President

The MPC Superintendent/President serves as the Superintendent of the Monterey Peninsula Community College District and the President of Monterey Peninsula College. These roles are defined in California Education Code 70902(d) and 72400 and affirmed in ACCJC accreditation standards IV.B. and IV.C.12. and [Board Policy 2430 Delegation of Authority to the Superintendent/President](#)

The Superintendent/President is the sole employee of the Board and is responsible directly to the Board. The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to the office by the Board and shall be specifically responsible to the Board for the execution of such delegated powers and duties.

Those with Responsibility for Developing Recommendations: Administrators/Managers, Faculty, Classified Employees, and Students

Administrators/Managers

The role of administrators/managers in developing recommendations at MPC is determined by the scope of responsibility and authority delegated to them by the Superintendent/President as described in [Board Policy 3100: Organizational Structure](#). The responsibilities and authority assigned to each administrative and managerial position are described in the job descriptions for these positions.

Departments and service areas at MPC are grouped into one of four administrative units based on whether the primary role of that unit is academic, administrative services, student support services, or under the auspices of the Superintendent/President's Office. A senior-level administrator leads each administrative unit, supported by a team of deans, directors and/or managers.

Drawn from typical job descriptions for administrative/managerial positions, the responsibilities of these positions related to developing recommendations include the following.

- Provide effective leadership and support in planning and accreditation
- Provide effective leadership and support for the college's participatory governance processes
- Implement and evaluate district objectives related to their area of supervision
- Adhere to legal and ethical standards as well as policies established by the Board of Trustees
- Oversee the effective use of institutional resources
- Make contributions to the development and improvement of all district functions
- Implement best practices and courses of action
- Assume responsibility for ensuring implementation of activities based on applicable recommendations and college goals
- Evaluate the effectiveness of activities in order to support and facilitate the educational process and ensure the institution's effectiveness
- Make improvements and promote quality and responsiveness in district operations

Faculty

The role of full- and part-time faculty members in developing recommendations on academic and professional matters at MPC is defined in Title 5 of the California Code of Regulations § 53200, [Board Policy 2511: Academic Senate](#) and [Board Policy 2510: Participation in Local Decision Making](#).

Following the state regulations, the Board has chosen to "rely primarily upon the recommendations of the Academic Senate regarding academic and professional matters," which consist of the following ([Board Policy 2511 Academic Senate](#)):

1. Curriculum
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success

6. Governance structure as related to faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed by the Board of Trustees and the Academic Senate.

The MPC Teachers Association (MPCTA) represents the faculty on working conditions within the scope of collective bargaining as confirmed in [Board Policy 2510: Participation in Local Decision Making](#).

Classified Employees

The role of full- and part-time classified staff members in developing recommendations at MPC is defined in California Code of Regulations Title 5 §51023.5. In summary, this regulation states that:

- The Board will inform staff of all policies and procedures being developed, invite participation, and provide opportunities for staff to express their views;
- Staff will be provided with opportunities to participate in the formulation and development of policies and procedures that have or will have a significant impact on them; and
- The Board will give every reasonable consideration to the recommendations and opinions of staff on matters that have or will have a significant impact on them.

Classified staff participate in developing recommendations through committee service as well as by contributing to the institutional dialogue within their units.

The MPC Employees Association (MPCEA) represents classified staff on working conditions within the scope of collective bargaining as confirmed in [Board Policy 2510: Participation in Local Decision Making](#). Since MPC does not have a Classified Senate, MPCSEA appoints classified staff as representatives to some committees.

Employees who serve as classified managers, supervisors, and confidential staff join MPC administrators/managers in dialogue related to working conditions.

Students

The role of students in developing recommendations at MPC is defined in California Code of Regulations Title 5 §51023.7 and [Board Policy 2510: Participation in Local Decision Making](#). The specific matters identified as having a significant effect on students are identified as:

1. Grading policies
2. Codes of student conduct
3. Academic disciplinary policies
4. Curriculum development
5. Courses or programs that should be initiated or discontinued
6. Processes for institutional planning and budget development
7. Standards and policies regarding student preparation and success
8. Student services planning and development
9. Student fees within the authority of the district to adopt
10. Any other district and college policy, procedure or related matter that the district governing board determines will have a significant effect on students.

In [Board Policy 2510: Participation in Local Decision Making](#), the Board recognizes the Associated Students of Monterey Peninsula College as the official voice for students. The Associated Students are given an opportunity to participate effectively in the formulation and development of policies and procedures that have a significant effect on them. This Board Policy confirms that the Board will give every reasonable consideration to recommendations and positions developed by students prior to action on matters that may have a significant impact on them.

NORMS FOR COLLABORATION IN INSTITUTIONAL DECISION MAKING

These norms or standards for institutional decision-making processes are intended to increase transparency and participation without detracting from efficiency and expediency in decision-making processes.

1. The first meeting in each fall is to include a review of the group's charge and membership as well as a review of the Norms for Collaboration in Institutional Decision Making.
2. All participants in MPC advisory groups and College-wide Committees agree to adopt institution-wide perspectives when developing recommendations.
3. All participants in MPC advisory groups and College-wide Committees agree that broad participation strengthens decision-making.
4. All participants in MPC advisory groups and College-wide Committees agree that the overall purpose of meetings is to create an environment in which all perspectives are heard collegially.
5. All College-wide Committees are co-chaired by an administrator and either a faculty member or a staff member. Where appropriate, committees will have tri-chairs.
6. The administrative co-chair of each College-wide Committee is responsible for providing administrative support staff to the Committee for the purposes of preparing agendas and minutes and is responsible for routing the Committee's work products to the appropriate next step.
7. All MPC meetings start and stop on time. A meeting time is extended only by agreement of all members at the meeting.
8. A period of time at each meeting is reserved for comments to the group or committee by members of the college community who are not members of the group or committee.
9. The last five minutes of each meeting is dedicated to summarizing the actions taken by the group including the assignment of tasks to be accomplished prior to the next meeting.
10. MPC groups whose work focuses on governance issues (Academic Senate and Curriculum Advisory Committee) conduct their meetings in compliance with the Brown Act. In addition, they may follow Robert's Rules of Order. Subcommittees of these governance groups are not necessarily required to conduct meetings in compliance with the Brown Act or Robert's Rules of Order, depending on their function and meeting frequency.
11. MPC operational groups (College-wide Committee and Advisory Groups) are not required to conduct their meetings in compliance with the Brown Act or Robert's Rules of Order.
12. MPC Staff Meetings may or may not have agendas and minutes.
13. The agendas and minutes for all MPC meetings are action-based in that they are simply a record of topics discussed and agreements. See Appendix A for an example.
14. Minutes of MPC advisory groups and College-wide Committees are posted online within two weeks after the meeting.

15. If group members are to be asked to discuss a document in a meeting, every effort is made to distribute the document(s) to the group's members at least two days prior to the meeting. Exceptions are made for emergent issues.
16. College faculty, staff and administrators who agree to serve on MPC decision-making groups also agree to complete pre-meeting tasks, such as reading documents, in order to fully participate in the group's work.
17. College faculty, staff and administrators who agree to serve on MPC decision-making groups also agree to report the group's deliberations and recommendations to those in the college community that they represent.
18. Once the group reaches a final recommendation, committee members agree to honor that recommendation.
19. When a committee member is absent, they may send a substitute to ensure that the information is gathered and shared within the unit represented by the committee member.
20. Unless appointed by position, a committee member will serve a term limit of 2 years unless stated otherwise in the bylaws for that committee.

TYPES OF TASKS IN INSTITUTIONAL DECISION MAKING

Governance Tasks

Governance tasks involve developing recommendations on Board Policies and on the academic and professional matters defined in California Code of Regulations Title 5 §53200 (10+1), such as developing and revising processes for program review and planning, drafting policies related to academic and professional matters such as a Program Discontinuance Policy, and recommending curricular additions and revisions.

The groups at MPC that are charged with governance tasks are Academic Senate and Curriculum Advisory Committee. Members in these governance groups are selected to represent specific units or areas within the college. Each member is responsible to bring information and perspectives from that unit or area into the governance group dialogue as well as to bring information and perspectives from the governance group back to the unit or area.

These two governance groups, the Academic Senate and Curriculum Advisory Committee, are required to conduct their meetings in compliance with the Brown Act. In addition, they may follow Robert's Rules of Order. Subcommittees of these governance groups are not necessarily required to conduct meetings in compliance with the Brown Act or Robert's Rules of Order, depending on their function and meeting frequency.

Recommendations on Board Policies on matters other than academic and professional matters (10+1) are developed by the senior administrator of the administrative unit most appropriate to the content of that Board Policy. The Advisory Group for the specific administrative unit is generally asked by the senior administrator of that unit to provide feedback on such recommendations.

Operational Tasks

Operational tasks are everything the College does other than develop Board Policies. These tasks are focused on implementation of MPC's procedures and policies. The authority for performing operational tasks is derived from the Superintendent/President, who assigns specific responsibilities to committees and/or to positions within the institution. Operational group members are assigned or appointed to College-wide Committees or Advisory Groups by virtue of their unique expertise or the position they hold within the College.

Operational groups are charged with the task of collaborating to implement Board Policies or any 10+1 processes approved by governance groups, such as program review and planning. Operational groups also develop and implement operational-level processes and policies, such as scheduling classes and evaluating planning outcomes.

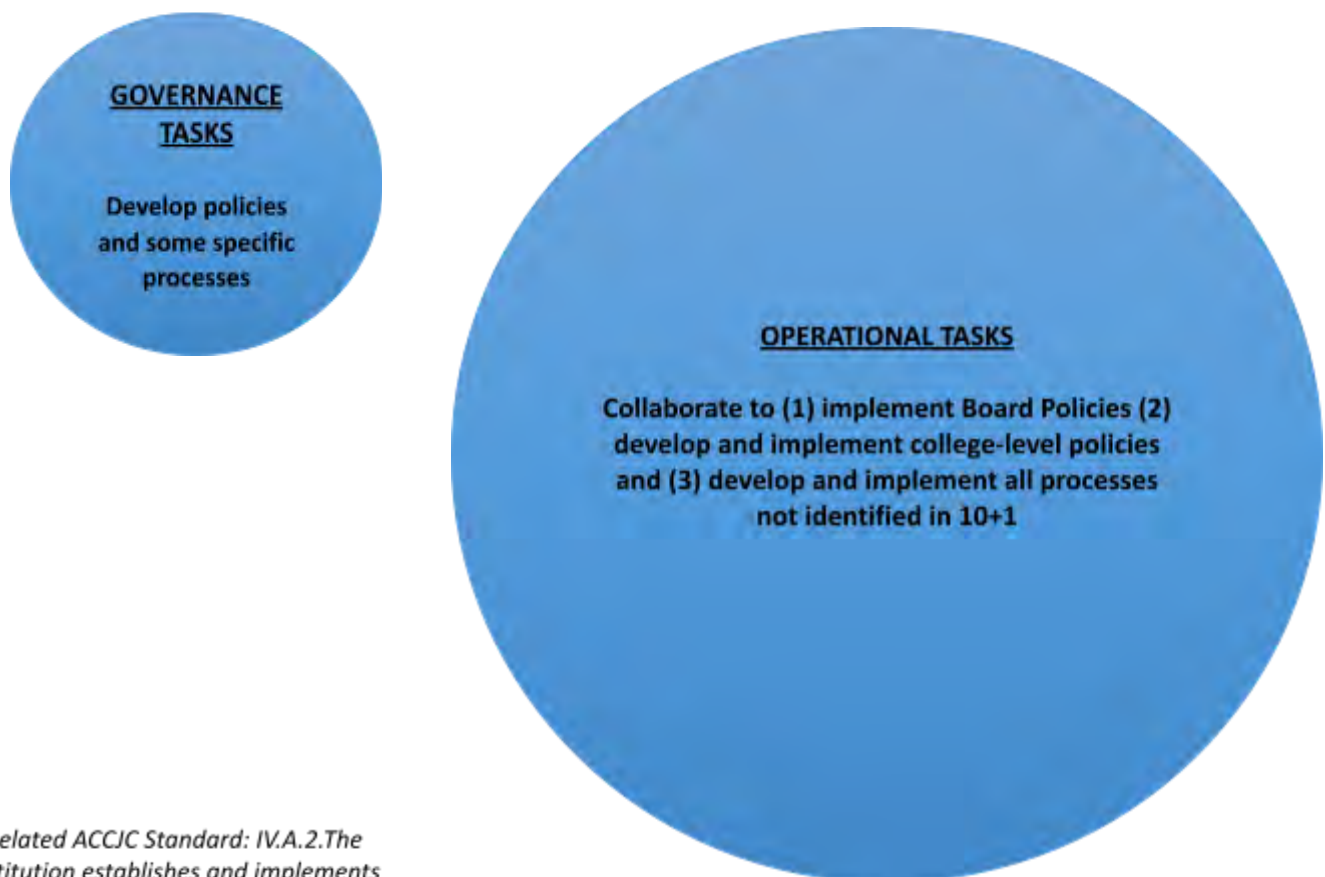
Operational groups are not required to conduct their meetings in compliance with the Brown Act or Robert's Rules of Order. However, the Norms for Collaboration in Decision-Making in this document are designed to provide the same type of transparency and openness that was the genesis for the Brown Act without detracting from efficiency and expediency.

Governance and Operations in Institutional Decision-Making

Governance tasks consume a relatively small portion of the College's time and energy. College committees and administrators spend most of their time on operations, meaning they spend most of their time implementing, rather than developing, policies and processes.

Participatory governance refers to state regulations that require broad participation in the academic and professional matters identified in those state regulations (10+1).

Although broad participation in operations is not required by state regulation, "MPC Norms for Collaboration in Institutional Decision-making" affirm that decisions are strengthened when employees from across the College contribute their perspectives and insights.



** Related ACCJC Standard: IV.A.2. The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning and specific-purpose committees.*

MPC GOVERNANCE GROUPS

Academic Senate

Charge

The Academic Senate is a governance and consultative body that represents full-time and part-time faculty. The charge of the MPC Academic Senate is to give the faculty a primary voice in the formation and implementation of MPC policies on academic and professional matters, which are identified as the following:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-studies
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate

Documented in [Board Policy 2510: Participation in Local Decision Making](#), the Board relies primarily upon the advice and judgment of the Academic Senate in decisions related to these academic and professional matters. To rely primarily upon the advice and judgment of the Academic Senate means that the Board will accept the recommendations of the Academic Senate except under exceptional circumstances and for compelling reasons. If a recommendation is not accepted, the Governing Board or its designee shall promptly communicate its reasons in writing to the Academic Senate.

Reports to

Board of Trustees and/or Superintendent/President contingent on the type of recommendation

Membership

The Academic Senate consists of full- and part-time faculty who are employed in positions that are not designated as supervisory or management. The voting members of the Academic Senate are one representative from each of the following divisions or areas.

1. Access Resource Center
2. Career Education
3. Creative Arts
4. Humanities
5. Kinesiology
6. Library
7. Life Science
8. Nursing
9. Physical Science
10. Social Sciences
11. Student Services
12. TRIO
13. ASMPC Student Representative

There are four additional at-large seats elected by all full-time and part-time faculty to serve staggered three-year terms. At least one at-large seat is reserved for a part-time faculty member, which is elected only by part-time faculty.

In addition, the Academic Senate has the following non-voting members: The current Academic Senate President (who may submit a vote in the event of a tie) and the immediate past Academic Senate President, if not serving as a voting member

The Academic Senate provides faculty voices in academic and professional matters through Academic Senate subcommittees. See the table below for the alignment of academic and professional matters assigned to the Academic Senate in California Education Code Title 5 § 53200 and corresponding MPC groups assigned to those tasks.

Implementation of Title 5 Section 53200 at Monterey Peninsula College	
Academic and Professional Matters	Recommendations Developed by...
1. Curriculum 2. Degrees/Certificates 4. Educational Program Development	Curriculum Advisory Committee
3. Grading Policies 5. Standards on Student Preparation and Success	Curriculum Advisory Committee Academic Senate
6. Faculty Roles in Governance 7. Faculty Roles in Accreditation 8. Policies for Faculty Professional Development	Academic Senate
9. Processes for Program Review	Academic Senate Planning, Research, & Institutional Effectiveness
10. Processes for Institutional Planning	Academic Senate Planning, Research, & Institutional Effectiveness

Academic Senate Subcommittees

The Academic Senate conducts its business in part through the efforts of the following subcommittees, which report to the Academic Senate.

Academic Senate Subcommittees		
Title	Purpose	Membership
Academic Senate Executive Board	<ul style="list-style-type: none"> Develop and approve the agenda for each Academic Senate meeting Monitor progress on the tasks assigned to Academic Senate Subcommittees Monitor progress on Academic Senate annual goals 	<ul style="list-style-type: none"> MPC Academic Senate President MPC Academic Senate Vice President MPC Academic Senate Secretary Committees Chair Immediate past president of the MPC Academic Senate

		<ul style="list-style-type: none"> • MPC Academic Senate ASCCC Representative
Academic Freedom Committee	<ul style="list-style-type: none"> • Report and advise on academic freedom at MPC through the following functions: <ul style="list-style-type: none"> o Keep up-to-date on Academic Freedom case law o Provide information and guidance to faculty concerning their rights, responsibilities, and recourse concerning violations of academic freedom o Advise those, students and faculty, with questions about academic freedom at the college o Revise MPC’s BP 4030 Academic Freedom as needed if requested by Academic Senate • Convened as needed; does not schedule regular meetings 	<ul style="list-style-type: none"> • 3 faculty members appointed by MPC Academic Senate
Equivalency Committee	<ul style="list-style-type: none"> • Review equivalency for faculty hires as requested by faculty hiring committees • Convened as needed; does not schedule regular meetings 	<ul style="list-style-type: none"> • 3 faculty members appointed by MPC Academic Senate • Resource: Representative of Human Resources • Resource: MPC Academic Senate President

Curriculum Advisory Committee (CAC)

Charge

The Curriculum Advisory Committee is a governance and consultative body granted authority by the District and the Academic Senate to:

- Ensure MPC compliance with state regulations related to curriculum;
- Review and recommend all proposed changes and additions to MPC curriculum (courses and programs);
- Review and recommend courses for inclusion in general education patterns; and
- Review and recommend graduation requirements.

Reports to

Board of Trustees and Superintendent/President

Membership

Curriculum Advisory Committee voting members are appointed as follows:

- One faculty member appointed by the Academic Senate
- SLO Coordinator

- Articulation Officer
- One faculty member representing each of the following areas:

Access Resource Center	Kinesiology
Basic Skills	Library
Career Education	Life Science
Counseling	Nursing
Creative Arts	Physical Science
Humanities	Social Science
- One student appointed by Associated Students of Monterey Peninsula College (ASMPC)
- Resource members:
 - VP Academic Affairs
 - All academic deans
 - Academic Technician
 - CurricUNET Specialist

The Vice President of Academic Affairs supports the Curriculum Advisory Committee by collaborating with the Committee to ensure that MPC is in compliance with state regulations on curriculum.

MPC OPERATIONAL GROUPS

Operational groups implement MPC’s operations, procedures, and policies. This implementation of policies or operations constitutes the majority of the College’s work. The authority to do these operational tasks of implementing policies and developing operational-level policies and procedures is derived from the Board of Trustees and the Superintendent/President, who assign specific responsibilities to committees and to positions within the institution. There are two types of operational groups at MPC: College-wide Committees and Administrative Unit Groups.

College-wide Committees	
Meets Regularly	Convened as Needed
Budget Committee	Academic Council
Equal Employment Opportunity Committee	Calendar Committee
Facilities Committee	Graduation Committee
LGBTQIA+, Gender, and Racial/Ethnic Diversity Advocacy Committee	Health & Welfare Cost Containment Committee
Marketing Committee	Professional Recognition Board
Online Education Committee	Student Discipline Committee
Planning, Research, & Institutional Effectiveness Committee	Student Grievance Committee

Administrative Unit Groups	
Advisory Groups	Staff Meetings
President’s Advisory Group	President’s Cabinet
Academic Affairs Advisory Group	Academic Affairs Council
Administrative Services Advisory Group	Administrative Services Council
Student Services Advisory Group	Student Services Council

Professional Development			
Safety & Emergency Preparedness Committee			
Student Success Committee			
Teaching and Learning Committee			
Technology Committee			

College-wide Committees

College-wide Committees are the vehicle for including the voices of constituent groups in institutional operations and activities of ongoing importance to the College’s continued growth and improvement.

College-wide Committees report their recommendations and reports of their work to the Academic Senate or one of the four advisory groups contingent on the type of work product.

Each College-wide Committee reviews its charge and membership annually and makes minor revisions as needed.

MPC College-wide Committees with Regular Meetings		
Title	Charge	Membership
Budget Committee	<p>Evaluates previous year’s budget (revenue projections, actuals, etc.), timelines, processes, and reports findings to the President's Advisory Group.</p> <p>Contextualizes institutional information in respect to the budget. Information to include, but not limited to, the following:</p> <ul style="list-style-type: none"> • Institution-set standards • Education Master Plan/institutional goals and objectives updates • Program reflections summary • Program review updates and action plans • The District’s progress with regards to the Student Centered Funding Formula or other relevant metrics related to the college’s revenue. <p>Reviews, receives, analyzes and/or makes recommendations on budget information, including, but not limited to the following:</p> <ul style="list-style-type: none"> • The Governor’s January budget • The Superintendent’s/President’s planning assumptions • The Governor’s May Revise • The college’s enrollment trends/revenue projections 	<ul style="list-style-type: none"> • VP Administrative Services • VP Academic Affairs • VP Student Services • 2 Deans, one Academic Affairs and one Student Services • President of MPC Teachers’ Association • 1 faculty member appointed by the MPC Teachers’ Association • President of MPCEA • 2 classified employees appointed by MPCEA • President of MPC Academic Senate • 1 faculty member appointed by MPC Academic Senate • President of Associated Students of MPC • 1 student appointed by Associated Students of MPC • 1 representative appointed Managers, Supervisors, Confidentials • Resource members: <ul style="list-style-type: none"> o Controller o Note taker

	<ul style="list-style-type: none"> • The college’s budget trends • The macro budgeting process <p>Reviews and makes recommendations to improve budget packets and other forms of communication with the campus community about the annual budget.</p> <p>Facilitates budget workshops and budget forums to help inform the campus community about budget construction and process.</p>	
<p>Equal Employment Opportunity Committee</p>	<ul style="list-style-type: none"> • Develop and implement the MPC Equal Employment Opportunity Plan • May also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. • Receive training in all of the following: <ul style="list-style-type: none"> ○ requirements of Title 5 §53003 and of state and federal nondiscrimination laws; ○ identification and elimination of bias in hiring; ○ educational benefits of workforce diversity; and ○ the role of the advisory committee in carrying out the District's EEO plan 	<ul style="list-style-type: none"> • Chief of Human Resources/EEO Officer (Chair) • 1 faculty member appointed by MPC Academic Senate • 1 classified employee appointed by MPCEA • 1 representative appointed by Managers, Supervisors, Confidentials • At least 3 but not more than 7 community members • No more than 2 students appointed by ASMPC <p>*The total membership shall consist of a minimum of 7 but shall not exceed 15. Community representatives shall represent organizations that have a priority interest in equal employment opportunity and the fair treatment of all. A quorum is four (4) or more members.</p>
<p>Facilities Committee</p>	<ul style="list-style-type: none"> • Develop a long range Facilities Plan driven by the Institutional Planning, Institutional Goals and Objectives, and Advisory Group Component Goals • Review requests for facility changes (remodeling, new construction) • Prioritize and recommend minor capital improvement projects • Review and recommend Scheduled Maintenance Projects • Make recommendations on minor capital improvement projects and scheduled maintenance projects made 	<ul style="list-style-type: none"> • VP Administrative Services (Chair) • VP Academic Affairs • VP Student Services • Director of Facilities or Facilities Operations Supervisor • Director of Information Systems/Technology • 5 faculty members representing various departments or programs appointed by MPC Academic Senate • 5 classified employees appointed by MPCEA • 1 student appointed by ASMPC

	<p>after consultation with each of the Advisory Groups</p> <ul style="list-style-type: none"> • Receive bond program updates including project budgets, scheduling and other matters related to the bond program operations 	
LGBTQIA+, Gender, and Racial/Ethnic Diversity Advocacy Committee	<p>LGBTQIA+, Gender, and Racial/Ethnic Diversity Advocacy Committee works towards increasing diversity and promoting student success by advocating for a campus climate that nurtures MPC students, faculty, and staff most impacted by legacies of discrimination and oppression.</p>	<ul style="list-style-type: none"> • 3 faculty members appointed by MPC Academic Senate • 3 classified representatives appointed by MPCSEA • 2-3 student representatives appointed by ASMPC • 3 administrative representatives <ul style="list-style-type: none"> ○ Student Equity/ Student Services ○ Academic Affairs ○ HR Representative
Marketing Committee	<p>The mission of the Marketing Committee is to provide input regarding target audiences, messaging, branding, and marketing strategies to achieve the College’s goals relating to marketing and communications, including: increasing enrollment, maximizing student retention, and strengthening community awareness and engagement.</p> <p>Specific duties and responsibilities of the committee include but are not limited to:</p> <ul style="list-style-type: none"> • Serve as advisors to the marketing staff. • Review and provide feedback on strategic marketing plans and institutional initiatives. • Evaluate and review specific marketing activities & results and make recommendations for future planning. • Review and recommend institutional policies regarding logo and brand standards, campus communications & social media marketing. • Review and provide feedback on institutional collateral and advertising campaigns. • Communicate marketing efforts/results back to the campus community. 	<p>The membership shall consist of 11 individuals, two of whom are the Director of Marketing & Communications (Co-Chair) and Vice President of Advancement (Co-Chair), and an additional 9 members with diverse backgrounds from across the campus (see below).</p> <ul style="list-style-type: none"> • 3 faculty members chosen by Academic Senate (suggest faculty representation from both Academic Affairs and Student Services) • 3 classified staff members chosen by MPCEA (suggest representation from staff members who are involved in outreach) • 1 individual at the manager/director level • 2 students appointed by the Associated Students of Monterey Peninsula College

<p>Online Education Committee</p>	<ul style="list-style-type: none"> • Recommend procedures for new online course and program approvals in collaboration with the Curriculum Advisory Committee. • Recommend technical support policies and procedures for online instructors and students. • Identify technical and academic needs and solutions for online learning success. • Review and assist in the development of distance education reports, proposals, policies, and procedures. • Review and recommend improvements to the MPC website to support online students. • Develop and implement professional development activities for online faculty and students. • Assist in developing yearly objectives and follow-up reports for the MPC Online Center to continually improve distance education at Monterey Peninsula College. • Recommend the potential role, scope, and directions of online instruction at Monterey Peninsula College. 	<ul style="list-style-type: none"> • Dean of Instruction (Chair) • Faculty Coordinator of Distance Education (or co-coordinators) • 1 faculty member appointed by MPC Academic Senate representing each of the following areas: <ul style="list-style-type: none"> ○ CTE ○ Counseling ○ Liberal Arts ○ Library ○ STEM • 1 Student Services representative • 1 IT representative • Online Instructional Technology Specialist • Online Instructional Design and Accessibility Specialist • 1 student appointed by ASMPC • Non-voting Resources: <ul style="list-style-type: none"> ○ Institutional Researcher ○ Administrative Assistant
<p>Planning, Research, and Institutional Effectiveness</p>	<p>Guide MPC’s Planning</p> <ul style="list-style-type: none"> • Initiate and oversee activities related to integrated planning processes including the development, implementation, and evaluation of MPC model for integrated planning • Support and monitor the development of the master plans, the Institutional Action Plan, and the Institutional Action Plan Annual Evaluation Report <p>Assess Institutional Processes</p> <ul style="list-style-type: none"> • Evaluate MPC decision-making and planning processes every three years, prepare an assessment report, and revise the Integrated Planning Manual as needed • Annually review the Integrated Planning Manual for minor corrections and update as needed <p>Guide Program Review</p>	<ul style="list-style-type: none"> • VPs of Academic Affairs, Administrative Services, and Student Services (or their designee) • Accreditation Liaison Officer • Dean of Planning, Research, and Institutional Effectiveness • Director of Information Services • Representative from Student Success Committee • Academic Senate President (or designee) • MPCSEA President (or designee) • 1 student appointed by ASMPC • 3 faculty members appointed by MPC Academic Senate, at least 1 from Student Services • Teaching & Learning Committee* representative (*formerly LAC) • Guided Pathways Coordinator • Classified Representative(s)

	<ul style="list-style-type: none"> • In consultation with Academic Senate, make recommendations to college community on the process and format for program review • Review all program reviews and provide feedback • Create annual summary of program reviews and action plans. • Provide annual training on how to prepare effective program reviews <p>Support Accreditation</p> <ul style="list-style-type: none"> • Support Accreditation Liaison Officer (ALO) in developing plans for Institutional Self-Evaluation Report • Review MPC's approach for setting institution-set standards and stretch goals, and provide recommendations for changes if needed 	
Professional Development	<ul style="list-style-type: none"> • Promote a culture of professional development at MPC • Review draft surveys of the professional development needs of staff, faculty, and management and review data about campus professional development needs (bi-annual) • Identify annual goals for staff, faculty and management professional development that guide the planning of on-campus events (May) • Review annual professional development planning calendar • Assess the success of on-campus events, pilot programs, and other professional development opportunities • Make recommendations related to all processes, agreements and expenditures related to professional learning • Coordinate necessary on-campus training programs with online education committee, PRIE, HR, etc • Draft FLEX schedules for schedule Fall and Spring events • Consider applications for new faculty mentors • Draft plans for new faculty cohort meetings • Draft plans for Classified/ Confidential Leadership events 	<ul style="list-style-type: none"> • Professional development coordinator • Dean assigned to Professional Development Program • CHRO or designee • Director and/or supervisor • 3 faculty representatives appointed by the Academic Senate • 3 classified representatives appointed by Classified Senate/MPCEA • Assistant to VPAA • 1 (+) student representative(s) appointed by ASMPC

<p>Safety and Emergency Preparedness Committee</p>	<ul style="list-style-type: none"> • Review safety and health procedures for the District’s multiple plans and programs such as the MPC Emergency Preparedness Plan, IIPP, AED and the Emergency Action Guide. • Monitor and facilitate feedback on unsafe conditions • Recommend improvements 	<ul style="list-style-type: none"> • Vice President for Administrative Services (ex-officio) • Director of Facilities, Facilities Supervisor • MPC Nurse • Director of Security • Director of Early Childhood Lab School • Human Resources Representative • 2 Senate Appointed Faculty Members • 2 MPCEA appointed Classified Staff Members • 1 Management/Supervisory/Confidential (MSC) Staff Member appointed by the MSC group • 2 ASMPC appointed Student Members <p>*Representatives from the above areas participate in these meetings when the actual members as listed above are unable to attend.</p>
<p>Student Discipline Committee</p>	<p>The purpose of this committee is to provide a prompt and equitable means of addressing student conduct violations.</p>	<p>The Superintendent/President or designee shall at the beginning of each semester including any summer session, establish a standing panel pool of 12 members of the college community, including</p> <ul style="list-style-type: none"> • 3 students • 3 faculty members • 3 classified employees • 3 management/administrators <p>From which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit three (3) names to the Superintendent/President or designee for inclusion on the panel.</p>
<p>Student Grievance Committee</p>	<p>The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances.</p>	<p>Superintendent/President or designee shall at the beginning of each semester including any summer session, establish a standing panel pool of 12 members of the college community, including</p> <ul style="list-style-type: none"> • 3 students • 3 faculty members • 3 classified employees • 3 management/administrators <p>From which one or more Grievance Hearing Committees may be appointed. The panel will</p>

		<p>be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit three (3) names to the Superintendent/President or designee for inclusion on the panel.</p>
<p>Student Success Committee</p>	<p>This committee is a college-wide operational committee charged with the following:</p> <ul style="list-style-type: none"> • Evaluate the progress being made on the accomplishment of the objectives stated in the Guided Pathways Action Plan and annual SOAA as well as the Student Equity Plan • Review institutional data to identify equity gaps, recommend improvements to appropriate stakeholders, and evaluate progress toward the outcomes set forth by the SSC • Ensure that student success and equity efforts are aligned with state goals and initiatives and the college’s mission and institutional goals (e.g., EMP, FTMP, SEMP) • Support student success related professional development opportunities in concert with MPC’s Professional Development Program • In collaboration with appropriate departments, divisions, and programs, support college wide collaboration and discussion regarding the challenges and successes of AB 705 implementation • Provide guidance and support to the Guided Pathways Leadership/Coordination Team in their implementation of Guided Pathways at MPC and champion the integration of GP essential practices and equity considerations into college culture, structures, and processes • Through a subcommittee, review and approve requests for available discretionary SEA funding to support 	<ul style="list-style-type: none"> • 1 faculty member appointed by MPC Academic Senate • Access Services and Outreach Librarian • ARC Coordinator • 1 classified employee appointed by MPCEA • Counseling Department Chair • Dean of Instruction, Liberal Arts • Dean of Instruction, STEM • Dean of Student Services/Student Equity and Achievement Program Coordinator • Director of Admissions and Records • Director of Hispanic Serving Institution and Initiatives • Director of Information Systems/Technology • Director of Student Financial Services • Director of the Reading and Writing Center • Director of Tutoring and Academic Success Center • English as a Second Language Department Representative • English Department Representative • EOPS Coordinator, Foster Youth Liaison • FYE Coordinator/Counselor • Guided Pathways Faculty Coordinator • Math Department Representative • Student Activities Coordinator • 2 students appointed by ASMP • TRiO/SSS Coordinator • Veterans Resource Center Representative • Vice-President of Student Services • Resources: <ul style="list-style-type: none"> o Dean of Planning, Research, and Institutional Effectiveness o Institutional researcher

	efforts and activities outlined in the Student Equity Plan.	
Teaching and Learning Committee	<p>Professional Development</p> <ul style="list-style-type: none"> Determine professional development needs involving the development and assessment of learning outcomes. Provide/organize professional development opportunities designed to address the development and assessment of learning outcomes. Develop a learning community around assessment and its benefits. <p>Development of Learning Outcomes</p> <ul style="list-style-type: none"> Develop/review/revise guidelines for the development of course, program, service area and Institutional learning outcomes. Review course and program learning outcomes submitted during the curriculum development/review process to ensure quality according to guidelines developed by the committee. Review service area outcomes during their development/review process to ensure that outcomes are measurable and meet LAC's guidelines. Review institutional learning outcomes at appropriate times. <p>Assessment of Learning Outcomes</p> <ul style="list-style-type: none"> Provide support for instructional and service areas as they establish cycles of assessment for course, program, service area and institutional outcomes. Collaborate with area deans and managers to support adherence to established assessment cycles (including adjusting cycles when necessary). Develop/review/revise guidelines for appropriate assessment of course, program, service area and institutional learning outcomes. Review course, program, service area and institutional SLO assessments submitted during the Reflections process to ensure 	<ul style="list-style-type: none"> VPs of Academic Affairs, Administrative Services, and Student Services (or their designee) Accreditation Liaison Officer Dean of Planning, Research, and Institutional Effectiveness Director of Information Services Representative from Student Success Committee Academic Senate President (or designee) MPCSEA President or designee Student appointed by ASMPC Three faculty appointed by the Academic Senate, at least one from Student Services Teaching & Learning Committee* representative (*formerly LAC) Guided Pathways Coordinator Classified Representative(s)

	<p>quality according to guidelines developed by the committee.</p> <ul style="list-style-type: none"> Collaborate with appropriate campus committees to ensure integration of assessment results into planning and resource allocation activities. <p>Accreditation</p> <ul style="list-style-type: none"> Organize and provide information for the learning outcomes portions of the ACCJC annual reports related to learning outcomes and the use of outcomes assessment results. 	
Technology Committee	<ul style="list-style-type: none"> Annually assess campus technology resources and needs. Create and update the College Technology Plan. Act as a recommending resource to the President’s Advisory Group regarding technology issues. Make recommendations regarding priorities for the acquisition of technology, hardware and software, during budget development and review processes. Such recommendations could include priorities for support staff, training and access to computer resources and laboratories. Recommend specifications and standards for the purchase, placement, operation, repair and replacement of technology resources as part of the Institutional Action Plan process, grants, renovation and building projects and technology refreshment. Review and make recommendations on the design and use of facilities and related technology resources. Develop and recommend campus policy regarding use and control of technology resources. 	<ul style="list-style-type: none"> Director of Information Systems/Technology (Co-Chair) 1 Co-Chair selected by committee members 8 representatives from one or more of the following areas: <ul style="list-style-type: none"> Distance education technology Open computer labs Alternative platforms and mobile computing Adaptive technology for students with disabilities Classroom instructional technology Library Specialized computer instruction Staff use of technology Institutional technology Website technology 3 faculty appointed by MPC Academic Senate 3 classified employees appointed by MPCEA 1 student appointed by ASMPC 1 member-at-large appointed by the committee

The following College-wide Committees are convened as needed to address specific issues or complete specific tasks. The purpose of each of these College-wide Committees is identified in the title of the group.

- Academic Council
- Calendar Committee
- Graduation Committee

- Health and Welfare Cost Containment Committee
- Professional Recognition Board
- Student Discipline Committee
- Student Grievance Committee

Administrative Unit Groups

The second type of operational groups is Administrative Unit Groups. The first of these is the advisory groups for each of the College’s four administrative units. Administrators/managers have the authority to implement Board Policies and develop processes and procedures by virtue of the assignment of responsibilities through their job descriptions. College employees other than those identified in this section may be invited to attend meetings to share information or expertise as needed.

Advisory Groups		
Title	Charge	Membership
President’s Advisory Group	<p>The President’s Advisory Group advises the Superintendent/President about issues of college-wide importance. It ensures that college members and the S/P are informed of institutional perspectives on major initiatives that impact the campus community and/or will be submitted to the Board of Trustees. For example, the President’s Advisory Group will:</p> <ul style="list-style-type: none"> • Represent institutional perspective on issues of college-wide importance • Collaborate on solutions to institutional challenges • Review and make recommendations to the Superintendent/President on such matters as: <ul style="list-style-type: none"> o Board policies and administrative procedures as appropriate o Institutional Goals and Objectives o Resource allocation decisions of institutional significance o Reports, including those related to accreditation, Institution Set Standards, institutional planning, and resources o Initiate a review of the College mission every six years (2020, 2026, and every six years thereafter) • Organize open forums for discussion of important or controversial issues 	<ul style="list-style-type: none"> • VP Academic Affairs • VP Student Services • VP Human Resources • VP Administrative Services • VP of Advancement • 2 students appointed by ASMPC • 4 classified employees appointed by MPCEA • Academic Senate President • 1 faculty appointed by MPC Teachers’ Association • 5 faculty appointed by MPC Academic Senate • 2 representatives appointed by the management team (one Manager/Supervisor and one Dean) • Non voting members <ul style="list-style-type: none"> o Superintendent/President o Tri Chair (Tri Chair) o Minute/taker
Academic Affairs Advisory Group	<p>AAAG provides a forum for communication among its membership about campus issues of common interest. Members are charged with representing the interests of their constituency at AAAG and with communicating back to their</p>	<ul style="list-style-type: none"> • VP Academic Affairs (Chair) • All Division Chairs • All Deans of Instruction • Director of Nursing

	<p>constituency the discussions and decisions of AAAG.</p> <ul style="list-style-type: none"> • AAAG makes recommendations to the President’s Advisory Group (PAG) on issues of policy (including Board Policy), planning, and resource allocation. • AAAG makes recommendations to the Vice President for Academic Affairs on issues related to Academic Affairs operations. • AAAG makes recommendations to the Academic Senate on issues related to academic and professional matters. 	<ul style="list-style-type: none"> • Library representative • 1 representative of Student Services faculty • 1 student appointed by ASMP • 1 classified employee appointed by MPCEA • 1 representative appointed by Managers, Supervisors, Confidentials • Non-Voting Resources: <ul style="list-style-type: none"> ◦ Director of Information Systems/Tech. ◦ Academic Senate President ◦ Dean of Planning, Research, and Institutional Effectiveness ◦ A classified or confidential employee assigned to record minutes and provide data processing and organizational support.
<p>Administrative Services Advisory Group (ASAG)</p>	<p>ASAG provides a forum for communication among its membership about campus issues of common interest. Members are charged with representing the interests of their constituency at ASAG and with communicating back to their constituency the discussions and decisions of the committee.</p> <ul style="list-style-type: none"> • Make recommendations on policies and procedures in Administrative Services • Communicate with the groups on current issues being reviewed as needed • Advise the VP Administrative Services on matters related to the implementation of policies, procedures and day-to-day operations • Share operational challenges and solutions 	<ul style="list-style-type: none"> • VP Administrative Services • 1 faculty member appointed by MPC Academic Senate • 2 representatives of Managers, Supervisors, and Confidentials. • 1 classified employee appointed by MPCEA • Purchasing Coordinator • Budget and Operations Analyst • Fiscal Services Controller • Director of Security • Director of Facilities • 1 student appointed by ASMP
<p>Student Services Advisory Group</p>	<p>SSAG provides a forum for communication among its membership about campus issues of common interest. Members are charged with representing the interests of their constituency</p>	<ul style="list-style-type: none"> • Vice President of Student Services (Chair) • 1 faculty member appointed by MPC Academic Senate

	<p>at SSAG and with communicating back to their constituency the discussions and decisions of SSAG.</p> <ul style="list-style-type: none"> • SSAG implements procedures related to Student Services • Advises the VP Student Services on matters related to the implementation of policies, procedures and day-to-day operations • Collaborates on solutions to operational challenges related to Student Services • Makes recommendations to the Superintendent/President on Board Policies, planning and resource allocation related to Student Services • Reviews and provides input to the faculty prioritization process • Develops priorities for instructional equipment 	<ul style="list-style-type: none"> • 1 classified employee appointed by MPCEA • 1 student appointed by the ASMPC • Deans of Student Services (3) • 1 representative of the Library Technology Center • Departmental lead or designee from each of the following: <ul style="list-style-type: none"> ○ Access Resource Center ○ Admissions & Records ○ Athletics/Kinesiology ○ Basic Needs Services ○ Counseling ○ Early Childhood Education Lab School ○ EOPS/CARE/CalWORKs ○ International Students Program ○ Marina Education Center ○ Student Activities ○ Student Financial Services ○ Student Health Services ○ Student Equity and Achievement (SEA) Program ○ Student Outreach and Retention ○ TRIO ○ Veterans Resource Center
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The second type of Administrative Unit Groups is Staff Meetings. The purpose of staff meetings at the administrative level is the same as department or division meetings: to create a venue for communication among its membership about issues of common interest.

Staff Meetings		
Unit	Title	Members
<p>Superintendent/ President</p>	<p>President's Cabinet</p>	<ul style="list-style-type: none"> • Superintendent/President • VP Academic Affairs • VP Administrative Services • VP Student Services • VP of Advancement • VP, Human Resources & Employee Relations
		<ul style="list-style-type: none"> • VP Academic Affairs

Academic Affairs	Academic Affairs Council	<ul style="list-style-type: none"> • All Academic Deans
Administrative Services	Administrative Services Council	<ul style="list-style-type: none"> • VP Administrative Services • All Administrative Services Directors, Managers, and Supervisors • Purchasing Agent • Classified Confidentials
Student Services	Student Services Council	<ul style="list-style-type: none"> • VP Student Services • All Student Services Directors, Managers, and Coordinators

APPENDIX A: EXAMPLE OF ACTION MINUTES

Title of Committee Minutes

Date:	Location:
Member 1 of Group*	
Member 2 of Group	
Etc.	

*Check boxes of attendees

Guests:

Meeting Chair:

Notes Submitted by:

Agenda Item	Discussion/Comments	Action

Next meeting (date and time):

Example

**Curriculum Advisory Committee
Meeting minutes: MPC.EDU**

DATE: September 21, 2016 LOCATION: BMC 206 @ 3:00-5:00pm		
Attendees:		
Richard Abend, Humanities	✓	Laura Loop, Nursing
✓ Catherine Webb, Library	✓	Gamble Madsen, Chairperson/Creative Arts
Vacant, Life Science		Laura Patterson, CurricUNET Specialist
✓ Michael Gilmartin, Dean of Instructional Planning	✓	Beth Penney, Basic Skills
✓ Laura Franklin, Dean of Instruction	✓	Jon Knolle, Dean of Instruction
✓ He Seon Ihn, Articulation Officer	✓	Fred Hochstaedter, Academic Senate
✓ Lynn Iwamoto, Physical Sciences	✓	Tom Rebold, Business and Technology
✓ LaRon Johnson, Student Services	✓	Rachel Whitworth, Social Sciences
✓ Kim Kingswold, Curriculum/Catalog Technician		Adrian Ellaga, Student Representative
Vacant, ESL		Vacant, Physical Education
Vacant, CurricUNET		Kiran Kamath, Vice President of Academic Affairs

Meeting Chaired by: Gamble Madsen

Notes Submitted by: Sara Metz/Gamble Madsen/Kim Kingswold

Agenda Item	Discussion / Comments	Action
Announcements	Public Comments (Agenda item III.) Read by Gamble Madsen	
Comments from Visitors		
Visitors Present	David Brown, DJ Singh, Lyndon Schutzler	
Approval of September 21, 2016 Agenda	Corrections noted: none	Motion to approve: Beth Penney Seconded: Laura Loop CAC Committee Voted: Aye
Approval of Sept 14, 2016 Minutes	No corrections	Motion to approve: Lynn Iwamoto Seconded: Fred Hochstaedter CAC Committee Voted: Aye

APPENDIX B: GLOSSARY for *Resource Guide to Institutional Decision Making at MPC*

Administrative unit

MPC has divided responsibilities and personnel into four administrative units based on the primary focus of the work in each unit: Academic Affairs, Administrative Services, Superintendent/President's Office, and Student Services.

Bylaws

MPC bylaws are rules developed by governance groups to regulate their affairs and members. Operational groups (College-wide Committees and Advisory Groups) follow the norms contained in this *Resource Guide* and do not develop bylaws.

Board Policy

A Board Policy is any standard, statement, or procedure of general applicability adopted by the Board of Trustees pursuant to authority delegated by law or the Board of Governors.

Charge

The Board of Trustees delegates College operations to the Superintendent/President. To accomplish these varied tasks, the Superintendent/President assigns or charges MPC College-wide Committees and Advisory Groups with specific tasks.

College Policies

In contrast to Board Policies, College policies are developed at the College to provide guidelines or operational procedures for the purposes of internal consistency. Examples of local college-level policies are the Library's Collection Policy and the Campus Non-smoking Policy.

Consensus

Consensus refers to the group's general agreement about a recommendation or decision. Consensus does not require agreement by all members of the group, but rather refers to agreement or understanding shared by the majority of the group's members.

Constituent groups

Constituent means a part of the whole. The term is often used in politics to refer to the larger group that leaders are elected or chosen to represent. MPC's constituent groups are faculty, staff, administration/managers, and students.

Governance

Governance tasks involve developing recommendations on Board Policies and on the academic and professional matters defined in California Code of Regulations Title 5 § 53200 (10+1), such as developing and recommending to the College processes for program review and planning, drafting policies related to academic and professional matters such as a Program Discontinuance Policy, and recommending curricular additions and revisions. The groups at MPC that are charged with governance tasks are Academic Senate and Curriculum Advisory Committee.

Recommendations on Board Policies on matters other than academic and professional matters (10+1) are developed by the senior administrator of the administrative unit most appropriate to the content of that Board Policy. The Advisory Group for the specific administrative unit is generally asked by the senior administrator of that unit to provide feedback on such recommendations.

Operations

Operational tasks are focused on implementation of MPC's procedures and policies. The authority for performing operational tasks is derived from the Board of Trustees and the Superintendent/President, who assign specific responsibilities to committees and to positions within the institution through job descriptions.

Operational groups are charged with the task of collaborating to implement Board Policies or any 10+1 processes approved by governance groups, such as program review and planning. Operational groups also develop and implement operational-level processes, such as scheduling classes and evaluating planning outcomes.

Reasonable consideration

In the context of community college decision-making, the term "reasonable consideration" describes the responsibility of local Boards of Trustees to include the opinions of faculty, staff and students as one of the factors in their decision-making.

California Education Code 70902 (b)(7)

(b) ...the governing board of each community college district shall do all of the following:

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students with the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.