

CONCLUSION

DOCUMENTATION

STANDARD ONE: INSTITUTIONAL MISSION

1. *MPC Catalog*
2. MPC Community Needs Assessment
3. Education Code (Sections 66010.1-66010.4)
4. Title 5
5. MPC Institutional Goals 1999-2004
6. Annual Objectives 1999-2000
7. Focused Midterm Report
8. Second Midterm Report Plan
9. Accreditation Survey

STANDARD TWO: INSTITUTIONAL INTEGRITY

1. *MPC Catalog*
2. Monterey Peninsula College Website www.mpc.edu
3. *Board Policies Manual*
4. *Faculty Handbook*
5. Policies on academic freedom, codes of staff and student conduct, and academic honesty
6. *The Procedure for the Prevention of Sexual Harassment*
7. Agenda, minutes and selected documents from committee activities (e.g. Staff Diversity/Affirmative Action Advisory Committee, Equal Employment Opportunity Advisory Committee)
8. Agenda, activities from flex day activities and staff development opportunities
9. Curriculum Advisory Committee documentation

STANDARD THREE: INSTITUTIONAL EFFECTIVENESS

1. Copy of Title III, Activity Two Objectives
2. Faculty and Staff Grant to Conduct Institutional Research Proposal form
3. Institutional Research Agenda
4. Institutional Research Advisory Committee "Planning Packets"
5. Community Needs Assessment
6. Assessment of Long-Term Goals
7. Program Review Process
8. Copies of Program Reviews
9. NSR 153 report sample
10. Comprehensive Master Plan
11. Long-Term and Annual Goals and Objectives
12. Copies of Action Plans
13. Educational Master Plan 2003
14. Full-time faculty justification form

STANDARD FOUR: EDUCATIONAL PROGRAMS

1. Planning Materials
 - a. MPC Planning Trends and Assumptions
Institutional Research Advisory Committee
 - b. MPC Profile: Enrollment Trends
Office of Institutional Research
Institutional Research Advisory Committee
 - c. National Profile of Community Colleges: Trends and Statistics
American Association of Community Colleges
 - d. Cal Facts – California’s Economy and Budget in Perspective
California Legislative Analyst’s Office
 - e. Monterey County Profile
Various Sources
 - f. Community Needs Assessment
 - g. Annual Objectives for 2002-2003 and 2003-2004

2. Degree and Certificate Program
 - a. Assessment Plan
 - b. Assessment at Monterey Peninsula College
 - c. GE Learning Outcomes
 - d. Accreditation Survey Results
 - e. Articulation (e-mail communication)

3. General Education Program
 - a. *MPC Catalog*

4. Curriculum and Instruction
 - a. Curriculum Packet
 - b. Program Review Packets and Calendar 2003-2004 and a copy of the five-year calendar developed for the next cycle.
 - c. Sample Program Review binder and Board Report
 - d. Action plans for Academic Affairs, 2002-2003 and 2003-2004
 - e. Principles of Good Practice and Minimum Standards for Distance Learning Courses at Monterey Peninsula College.
 - f. *MPC Catalog*
 - g. Advisory committees at MPC
 - h. Transfer admissions agreements including Partnership to Degree Program with CSUMB.
 - i. Follow-up studies of transfer students to UC and CSU including progress reports from CSUMB.

STANDARD FIVE: STUDENT SUPPORT AND DEVELOPMENT

1. Student Handbook
2. Education as Emancipation: Women on Welfare Speak Out
3. Summaries of student characteristics

4. Organization chart for student services
5. Policies on student conduct, rights and responsibilities
6. Copies of published statements regarding admission criteria, and other policies related to attending MPC
7. Policies on student fees and refunds
8. Statistics on student financial aid, including loss default rates and management plans
9. The most recent financial aid reviews conducted by state/federal agencies
10. Program review documents for student services, including a site visit by the Chancellor's Office to evaluate matriculation
11. Catalog, brochures, schedule of classes, and other documents prepared by MPC to recruit or inform students and the general public
12. MPC's Matriculation Plan (California Community Colleges)
13. Copies of student record retention policies and their evaluation
14. Results of program reviews and student development and support evaluations

STANDARD SIX: INFORMATION AND LEARNING RESOURCES

1. General Student Library Survey of 02/03 and supporting data
2. Distance Learning Survey for Students – Spring 2003 – and supporting data

STANDARD SEVEN: FACULTY AND STAFF

1. Statistics concerning faculty, staff and administration characteristics, including gender, ethnic minorities, full-time and part-time status
2. *Faculty Handbook*, including personnel policies and procedures
3. Collective bargaining agreements
4. Partial list of faculty awards, publications, and other accomplishments and distinctions
5. List of faculty, with degrees earned (in 2002-2003 catalog)
6. Staff Handbook
7. Salary schedules
8. Equal Employment Opportunity policy and plan
9. Results of Adjunct Faculty Questionnaire (Spring 2003)
10. Criteria and procedures for employing, evaluating, and compensating faculty in the following special programs: off-campus, travel-study, non-credit and programs provided by contract with other organizations
11. Policies and procedures for evaluation of faculty, administrators and support staff
12. Documents listing or describing staff development opportunities, budgets and outcomes
13. Criteria and procedures for selection of faculty, administrators and support staff
14. The Office of Human Resources' annual report on the college's achievement of its employment equity objectives
15. Policies regarding retention of personnel records and confidentiality

STANDARD EIGHT: PHYSICAL RESOURCES

1. Space Inventory of October 15, 2002
2. Capital Inventory (latest is 1997)

3. Restricted Smoking Policy
4. Emergency Action Guide
5. Disruptive Student Policy
6. Disaster Preparedness Plan
7. Blood-borne Pathogen Control Plan
8. Hazardous Material Spills Emergency Plan
9. Chemical Hygiene and Hazardous Waste Disposal Plan/Integrated Waste Management
10. Restroom Survey
11. Facility Assessment
12. Five-Year Scheduled Maintenance Plan
13. Five-Year Construction Plan
14. Capital Outlay Budget Change Proposal Children's Center
15. Final Project Proposal Child Development Center
16. Initial Project Proposal for Math Science Wing

STANDARD NINE: FINANCIAL RESOURCES

1. Current year budget book
2. Long Term Institutional Goals
3. Prop 39 bond – Board Resolution and exhibits A & B
4. Facilities Master Planning Process
5. Bond Management Organization Chart
6. Budget Committee charge and makeup
7. Budget Planning Process and Timeline
8. Budget construction package
9. Action Plan package
10. 2002 self-study Accreditation Survey
11. California Community Colleges Apportionment Reports – Exhibit C
12. Salary Surveys (R Ryan)
13. Monthly Board Financial Summary
14. Fiscal Services functional organizational chart
15. Fiscal Services program review
16. Financial Audits (years ended 6/30/2001, 2002, 2003)
17. California Community College Annual Financial and Budget Report (CCFS311)
18. Foundation Renaissance Campaign
19. Retiree Medical Benefit Actuarial Study
20. Board Policy 2106 - Budget Standards & Policy

STANDARD TEN: GOVERNANCE AND ADMINISTRATION

1. Survey used to interview Board Members, and representatives of shared governance bodies, including College Council, the Academic Senate, Monterey Peninsula College Teacher Association, and Monterey Peninsula College Employees Association (See attached survey document)
2. *Board Policies Manual*

3. Manual of administrative procedures
4. Monterey Peninsula College Administrative Organizational Chart 2002-2003
5. Board Minutes (2000 to January 2003)
6. *Faculty Handbook*
7. Copies of institutional governance policies and procedures
8. *MPC Catalog*
9. The constitution and by-laws of the Academic Senate
10. Constitution and by-laws of the California School Employees Association, Chapter 245
11. Constitution and by-laws of the Associated Students of Monterey Peninsula College

A&X:Accreditation Exhibits

(9-15-03)