

# Monterey Peninsula College

Academic Affairs  
Component Goals 2006-07

Operational Goal	Completion Date
<p><b>1.0 Ensure that Academic Affairs processes support the academic mission of Monterey Peninsula College.</b></p> <p><i>Institutional Goals: #1 Enhance or maintain MPC's instructional programs; its comprehensive, high quality curriculum; and the student services which support them to keep pace with the changing needs of student learning and the community.</i></p>	<p><b>June 30, 2007</b></p>
<b>Objective</b>	
1.1 Ensure that MPC maximizes student access and equity in its course offerings as well as facility utilization.	
<b>Activity</b>	
1.1.1 In collaboration with Division Chairs and Academic Deans, review the academic schedule development and production processes.	
<b>Objective</b>	
1.2 Enhance communication between Academic Affairs offices and faculty.	
<b>Activity</b>	
1.2.1 Provide opportunities for Division Chairs, Academic Deans and Division Office Managers for face-to-face and electronic communication to ensure optimum level of communication and a proactive approach to problem solving.	
<b>Objective</b>	
1.3 Create an academic schedule based on historical student demand while maximizing potential programmatic growth patterns.	

**Activity**

1.3.1 Academic Affairs Deans will collect, analyze and distribute historical enrollment data to Division Chairs to assist with the schedule development process.

1.3.2 Academic Affairs Deans, in collaboration with Division Chairs, will review class schedule patterns to ensure that student needs are being met.

1.3.3 Academic Affairs Deans and Division Chairs will review the results of the student schedule survey in preparation for schedule production to ensure that student needs are being met.

1.3.4 Collaborate with the Public Information and Institutional Research staff on future student surveys and focus groups on scheduling patterns.

1.3.5 Division Chairs and Academic Affairs Deans will monitor enrollment on a daily basis during the enrollment cycle and make schedule adjustments to maximize student access.

**Objective**

1.4 In collaboration with Division Chairs and other college constituent groups, review the Program Review process to ensure that it informs the budget planning and strategic planning processes as well as the educational master plan.

**Activity**

1.4.1 Assist the Academic Affairs Advisory Group and its support subgroups in reviewing data provided to programs and divisions undergoing program review as well as self-studies to identify overarching issues and inform the budget planning and collegewide strategic planning processes.

Operational Goal	Completion Date
<p><b>2.0 Promote collaboration between academic, administrative and student services deans and managers to ensure the free flow of communication as well as the adoption of programmatic policies that enhance student success, retention and persistence.</b></p> <p><i>Institutional Goals: #8 Ensure effective leadership, communication, and collaborative skills of faculty, staff, students, and administration, and promote effective committee decision-making.</i></p>	<p><b>June 30, 2007</b></p>
<b>Objective</b>	
<p>2.1 Support enhanced communication between academic, administrative and student services deans and managers.</p>	
<b>Activity</b>	
<p>2.1.1 Schedule regular monthly meetings between deans in Academic Affairs and Student Services.</p>	
<p>2.1.2 Schedule meetings between constituents in Academic Affairs and Student Services at least once a semester to enhance communication and ensure that processes are streamlined.</p>	
<b>Objective</b>	
<p>2.2 In collaboration with Administrative and Student Services, ensure that operational procedures have a customer service orientation.</p>	
<b>Activity</b>	
<p>2.2.1 In cooperation with Student Services, review in-person enrollment schedule to ensure maximum student access.</p>	
<p>2.2.2 In cooperation with Student Services, review the schedule for printing of class rosters and delivery process to facilitate faculty access to the latest information.</p>	

<b>Objective</b>	
2.3 In collaboration with Student Services and the Public Information Office staff, ensure that public documents such as the Class Schedule and the College Catalog achieve their purpose.	
<b>Activity</b>	
2.3.1 In cooperation with Student Services and the Public Information Office staff, review the Class Schedule and the College Catalog to enhance the content, feel, look, and layout of these public documents.	
2.3.2 In cooperation with Student Services, the Public Information Office staff and the Institutional Research Office, conduct student focus groups to obtain feedback from the users' perspective on public documents such as the Class Schedule and the College Catalog.	
<b>Operational Goal</b>	<b>Completion Date</b>
<b>3.0 In collaboration with Division Chairs, the Academic Senate and other constituent groups, continue to review and update Board policies pertaining to Academic Affairs.</b>	<b>June 30, 2007</b>
<i>Institutional Goals: #1 Enhance or maintain MPC's instructional programs; its comprehensive, high quality curriculum; and the student services which support them to keep pace with the changing needs of student learning and the community.</i>	
<b>Objective</b>	
3.1 Continue to review Board policies.	
<b>Activity</b>	
3.1.1 Participate in dialogues with other constituent groups, as appropriate, to develop Board policies and refine existing ones as needed.	

Operational Goal	Completion Date
<p><b>4.0 With the collaboration of Administrative Services, Student Services, Division Chairs, the MPC Education Center project team and other constituents, continue the development and implementation of a transitional and long-range plan leading to the construction and occupancy of the MPC Education Center at Marina.</b></p> <p><i>Institutional Goals: #1 Enhance or maintain MPC's instructional programs; its comprehensive, high quality curriculum; and the student services which support them to keep pace with the changing needs of student learning and the community.</i></p> <p><i>Institutional Goals: #3 Collaboratively plan and establish a satellite campus at Fort Ord, with up to 2,000 FTES, including student support and administrative services, as well as a Public Safety Training Center.</i></p>	<p><b>June 30, 2007</b></p>
<b>Objective</b>	
<p>4.1 Coordinate schedule development to achieve desired program development and expansion based on community needs assessment and faculty feedback through Division Chairs.</p>	
<b>Activity</b>	
<p>4.1.1 Provide regular communication to campus constituencies regarding the plan for the MPC Education Center in Marina.</p>	
<p>4.1.2 Review and incorporate the results of the latest community needs assessment into the planning process of the MPC Education Center in Marina.</p>	
<b>Objective</b>	
<p>4.2 In collaboration with Administrative and Student Services staff and other constituent groups, plan and coordinate the support services needed to complement the academic programs planned for the Center.</p>	
<b>Activity</b>	
<p>4.2.1 Communicate the planned academic program for the Center and provide opportunity for constituent groups to collaboratively discuss and plan the appropriate support services.</p>	