

**Monterey Peninsula College  
Academic Affairs  
FY 2009-2010 Action Plan Package**

Date: 3/27/09

To: Department Budget Managers

The 2009-10 Action Plan Package includes:

- Directions for Action Plan
- The Action Plan activities template for each department (The DIVISION Action plan template will be sent electronically to Division Chairpersons and Deans only.)
- Institutional Goals 2007-2010
- Academic Affairs Component Goals 2009-2010

**Directions:**

Each year the College uses the Action Plan process to help determine how its resources will be allocated. For the 2009-2010 Fiscal Year, please refer to the Institutional, Component, or Programs Goals in developing Action Plan activities. Please use the department template (Attachment #1) for correlating Action Plan activities with the institutional goals and objectives.

No new funds are anticipated to fund 2009-2010 Action Plans. However, in previous years action plans have been developed that did not involve added expenses.

Actions plans should be included for **budget** and **non budget-dependent** items. The following is an example of a completed Department Action Plan Template.

Action Plan Template – Academic Affairs Department Prioritization							
Please list Prioritized Budget-Dependent Items first, followed by the Non Budget-Dependent Items.							
① Department Priority Number (Only for Budget Dependent Items)	② DEPT	③ DESCRIPTION	④ AMOUNT	⑤ Ongoing (OG) Or One Time (OT) Funds	⑥ Meets Institio nal Goal(s) #	⑦ Meets Component Goal(s) #	⑧ Meets Program Goals (from Program Review) Yes (Y) or No (N)
1	BUSC	Replace lab machines (Dell 8100, over 5 years old) with MPC standard lab systems	\$12,000	OT	1	1	Y
4	BUSC	Software license fees – required for instructional software updates beyond the college site agreements	\$2,000	OT	2	3	Y

When the division office receives the department’s action plan templates, the division is to come up with a FINAL DIVISION PRORITIZED LIST for electronic submission to the appropriate dean. This template will only be emailed to the division chairs and/or deans.

**PLEASE NOTE:** Each Action Plan must be identified by department name and number. If you manage more than one department/cost center, please keep the Action Plans separate.

If your department is planning on including a full-time faculty position in your action plan, please use the following figures provided by Fiscal Services to estimate the cost: Annual Salary: \$64,566, Benefits (13%) \$8,394, Health and Welfare: \$21,899. Total: \$94,859

**Deadline:**

Completed DIVISION prioritized Action Plan list to be sent electronically to Dean – Friday, April 17, 2009.

Dean’s electronic submission of DIVISION completed prioritized Action Plan lists to the Vice President – Wednesday, April 22, 2009.

**Action Plan Template – Academic Affairs**  
**Department Prioritization**

Department: Library

Please list Prioritized Budget-Dependent Items first, followed by the Non Budget-Dependent Items.

① Department Priority Number (Only for Budget Dependent Items)	② DEPT LIBRARY 1510	③ DESCRIPTION	④ AMOUNT	⑤ Ongoing (OG) Or One Time (OT) Funds	⑥ Meets Institutional Goal(s) #	⑦ Meets Component Goal(s) #	⑧ Meets Program Goals (from Program Review) Yes (Y) Or No (N)
1		Add two part-time Instructional Technology Assistants (SvC3) 19 hours/ week for nine months (34 weeks) to assist in the computer labs. In addition to our regular workload in the computer labs, there is a newly implemented time intensive student email system and students come to the library for assistance setting up their accounts. Additional workload has also been created by the increased number of students who are digitally illiterate. Our workload has increased tremendously and we need additional help in the computer labs.	\$24,112  (Estimate)	OG	IG 4,6	1	Y
2		Add 2 Library Specialist positions for the Circulation desk (SvC4) 19 hours/week for nine months (34 weeks). With the new Education Center, reserve material needs to be processed and circulated. In the absence of these positions, we will have to reduce the number of hours the library is currently open. We are now open from 8:00 a.m. - 9:00 p.m. (Mon.-Thurs.) but if we do not receive the requested positions we will have to close at 8:00 p.m. (Mon.-Thurs.) with no Sunday hours. If we get the 2 Library Specialist positions we will be able keep the hours we are currently open and we will be able to provide some library services at the Education Center.	\$23,503 (Estimate)	OG	IG 4,6	1,4	Y
3	0917	Increase the amount for subscriptions to online databases from \$36,363 to \$67,426 which is the actual figure that we need to pay for the 2009-10 year. Prices for these databases increase every year, yet we have received no increase in funds. In fact, these funds have decreased. We will be cutting	\$31,093	OG	IG 1,4,5	1	Y

		database subscriptions for fall 2009 due to reductions in the TTIP budget. These databases are available to serve all of our students, faculty, staff, the community and the new Education Center at Marina.					
4		Establish a maintenance / service agreement with the 3M company for the security gates on the main floor of the library. These gates are the entrance and exit points for all users. They prevent users from stealing materials as well as providing statistics as to the number of users. With the increase in users in the building, the 3M gates are beginning to break down and they need to be maintained / serviced on a regular basis.	\$1924	OG	IG 7	1	Y
5		Restore District funds for library materials (\$33,500) along with a yearly annual increase based on inflation. Funds for library materials are now taken out of the Instructional Equipment, Library Materials Block Grant. The District has not returned to the practice of funding library capital outlay for materials (6300) from the District budget. According to the Consumer Price Index, the inflation rates for 2008-09 were 4+%.	\$33,500 + \$1,350	OG	IG 1,4,5	1	Y
6		Add adjunct Librarians for the Education Center and for additional sections of LIBR 50.	\$3400 for LIBR 50 \$12,000 for Ed Center	OG	IG 1,3,4,5,6	1,4	Y
7		Serials Solutions Search 360 software license.  Improving access to online resources via a federated search engine will enhance the ability of researchers including students, faculty and staff to locate various resources with a single search interface.	\$7,267	OT	IG 1,4,5	1	Y
8		Add an annual budget for staff training. With the rapidly changing technology affecting all of us, it is vital that staff be trained to obtain essential skills and knowledge.	\$4000	OG	IG 1,6	1	Y
		Analyze the entire collection for relevance and currency in coordination with the faculty. If we are successful in hiring a	-0-	OG	IG 1,4,5	1	Y

		Director of Library Services or an Associate Dean of Library and Learning Resources, the librarians will have more time for collection analysis.					
		Review learning outcomes and assessments for our courses; provide information resources through the library web page.	-0-	OG	IG 1,4,5	1	Y
		Continue to update our web page.	-0-	OG	IG 1,4,5	1	Y

**Action Plan Template – Academic Affairs**  
**FINAL DIVISION PRIORITIZED LIST**

**Division: Library**

Please list Prioritized Budget-Dependent Items first, followed by the Non Budget-Dependent Items.

① Department Priority Number (Only for Budget Dependent Items)	② DEPT 1510	③ DESCRIPTION	④ AMOUNT	⑤ Ongoing (OG) Or One Time (OT) Funds	⑥ Meets Institu- tional Goal(s) #	⑦ Meets Component Goal(s) #	⑧ Meets Program Goals (from Program Review) Yes (Y) Or No (N)
1		Add two part-time Instructional Technology Assistants (SvC3) 19 hours/ week for nine months (34 weeks) to assist in the computer labs. In addition to our regular workload in the computer labs, there is now a newly implemented time intensive student email system and students come to the library for assistance setting up their accounts. Additional workload has also been created by the increased number of students who are digitally illiterate. Our workload has increased tremendously and we need additional help in the computer labs.	\$24,112  (Estimate)	OG	IG 4,6	1	Y
2		Add 2 Library Specialist positions for the Circulation desk (SvC4) 19 hours/week for nine months (34 weeks). With the new Education Center, Reserve material needs to be processed and circulated. In the absence of these positions, we will have to reduce the number of hours the library is currently open. We are now open from 8:00 a.m. - 9:00 p.m. (Mon.-Thurs.) but if we do not receive the requested positions we will have to close at 8:00 p.m. (Mon.-Thurs.) with no Sunday hours. If we get the 2 Library Specialist positions we will be able keep the hours we are currently open and we will be able to provide some library services at the Education Center.	\$23,503 (Estimate)	OG	IG 4,6	1,4	Y
3	0917	Increase the amount for subscriptions to online databases from \$36,363 to \$67426 which is the actual figure that we need to pay for the 2009-10 year. Prices for these databases increase every year, yet we have received no increase in funds. In fact, these funds have decreased. We will be cutting	\$31,093	OG	IG 1,4,5	1	Y

		database subscriptions for fall 2009 due to reductions in the TTIP budget. These databases are here to serve all of our students, faculty, staff, the community and the new Education Center at Marina.					
4		Establish a maintenance / service agreement with the 3M company for the security gates on the main floor of the library. These gates are the entrance and exit points for all users. They prevent users from stealing materials as well as providing statistics as to the number of users. With the increase in users in the building, the 3M gates are beginning to break down and they need to be maintained / serviced on a regular basis.	\$1924	OG	IG 7	1	Y
5		Restore District funds for library materials (\$33,500) along with a yearly annual increase based on inflation. Funds for library materials are now taken out of the Instructional Equipment, Library Materials Block Grant. The District has not returned to the practice of funding library capital outlay for materials (6300) from the District budget. According to the Consumer Price Index, the inflation rates for 2008-09 were 4+%.	\$33,500 + \$1,350	OG	IG 1,4,5	1	Y
6		Add adjunct Librarians for the Education Center and for additional sections of LIBR 50.	\$3400 for LIBR 50 \$12,000 for Ed Center	OG	IG 1,3,4,5, 6	1,4	Y
7		Serials Solutions Search 360 software license.  Improving access to online resources via a federated search engine will enhance the ability of researchers including students, faculty and staff to locate various resources with a single search interface.	\$7,267	OT	IG 1,4,5	1	Y
8		Add an annual budget for staff training. With the rapidly changing technology affecting all of us, it is vital that staff be trained to obtain essential skills and knowledge.	\$4000	OG	IG 1,6	1	Y
		Analyze the entire collection for relevance and currency in coordination with the faculty. If we are successful in hiring a	-0-	OG	IG 1,4,5	1	Y

		Director of Library Services or an Associate Dean of Library and Learning Resources, the librarians will have more time for collection analysis.					
		Review learning outcomes and assessments for our courses; provide information resources through the library web page.	-0-	OG	IG 1,4,5	1	Y
		Continue to update our web page.	-0-	OG	IG 1,4,5	1	Y

April 2009

## **Institutional Goals 2007-2010**

- 1. Promote academic excellence and critical thinking across all areas and disciplines.**  
*Objectives:*
  - a. Support faculty and staff development for effective teaching, learning, and service delivery.
  - b. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms.
  - c. Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.
  
- 2. Foster a climate that promotes diversity throughout the institution.**  
*Objectives:*
  - a. Actively seek and enhance diversity in all college programs, curricula, extra-curricula, outreach and community events, and in the college population, students, employees and Board of Trustees.
  - b. Recruit and retain a diverse college-wide community.
  
- 3. Grow enrollment and build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.**  
*Objectives:*
  - a. Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment.
  - b. Establish and strengthen industry, government, and community partnerships.
  - c. Establish and strengthen partnerships with high schools and transfer institutions.
  - d. Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services.
  
- 4. Create pathways to success that address the diverse, holistic needs of all MPC students.**  
*Objectives:*
  - a. Identify barriers that prevent students from achieving their goals.
  - b. Increase collaboration between Student Services and Academic Affairs to provide systems and programs that better assist students.
  - c. Improve the delivery of academic support for diverse student learners.
  
- 5. Provide educational programs and services in Seaside and Marina that meet community needs.**  
*Objectives:*
  - a. Develop class and service delivery schedules based on assessment and analysis of community needs.
  - b. Provide support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings.
  
- 6. Ensure adequate levels of personnel to support current programs and establish priorities for future growth.**  
*Objectives:*
  - a. Provide adequate levels of well-trained support personnel to meet the needs of learning, teaching, college-wide communications, research and operational systems.
  - b. Attract and retain the best-qualified employees by continuing to increase compensation for full- and part-time staff and faculty.
  
- 7. Maintain and improve district facilities.**  
*Objectives:*
  - a. Create safe, attractive, functional facilities through the allocation of bond funds.
  - b. Provide a stable and secure technical environment for the entire institution.

**Monterey Peninsula College  
Academic Affairs  
Component Goals 2009-10  
Draft**

Operational Goal	Completion Date
<b>1.0 Ensure that Academic Affairs processes support the academic mission of Monterey Peninsula College.</b>	
<p><i>Institutional Goal: #4 Create pathways to success that address the diverse, holistic needs of all MPC students.</i></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Identify barriers that prevent students from achieving their goals;</li> <li>b. Increase collaboration between Student Services and Academic Affairs to provide systems and programs that better assist students;</li> <li>c. Improve the delivery of academic support for diverse student learners.</li> </ul>	
<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 Student Services, the Public Information Office, Division Chairs and Academic Deans, review the academic schedule development and production processes.	At the start of each schedule production
<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.	Electronic – ongoing Face to face – once per semester
<b>Objective</b>	
1.3 Create an academic schedule based on historical student demand while maximizing potential programmatic growth patterns.	
<b>Activity</b>	
1.3.1 With the Assistance of the Office of Institutional Research, the Academic Affairs Deans will collect, analyze and distribute historical enrollment data to Division Chairs to assist with the schedule development process.	At the start of each schedule production
1.3.2 Academic Affairs Deans, in collaboration with Division Chairs, will review class scheduling patterns to ensure that the schedule is being built strategically and that student needs are being met.	During each schedule production
1.3.3 Academic Affairs Deans and Division Chairs will review the results of student schedule surveys in preparation for schedule production to ensure that student needs are being met.	After survey data is analyzed by the Office of Institutional Research
1.3.4 Collaborate with the Public Information and Institutional Research staff on future student surveys and focus groups on scheduling patterns.	When planned
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.	During each enrollment cycle
<b>Objective</b>	
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.	
<b>Activity</b>	

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 college-wide strategic planning processes.	Annually in spring
1.4.2	In support of a continuous improvement model and to ensure that the program review process is linked to the planning and resource allocation process, Academic Affairs Deans will work with Division Chairs to ensure that Annual Updates are developed and submitted in conjunction with Action Plans.	Annually in spring
<b>Objective</b>		
1.5	In collaboration with other college components and representatives from the various shared governance groups, review alternative academic calendar options to determine whether the current calendar or alternative options would be in the best interest of the institution.	
<b>Activity</b>		
1.5.1	Form an ad hoc group to study the various academic calendar options, including pros and cons for each alternative. Also, study the possible unintended consequences associated with the alternatives and projected benefits and costs, if any.	June 2009
<b>Operational Goal</b>		<b>Completion Date</b>
<b>2.0</b>	<b>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>	
<i>Institutional Goal: #4 Create pathways to success that address the diverse, holistic needs of all MPC students.</i>		
<i>Objectives:</i>		
<ul style="list-style-type: none"> <li>a. Identify barriers that prevent students from achieving their goals;</li> <li>b. Increase collaboration between Student Services and Academic Affairs to provide systems and programs that better assist students;</li> <li>c. Improve the delivery of academic support for diverse student learners.</li> </ul>		
<b>Objective</b>		
2.1	Support enhanced communication between academic, administrative and student services deans and managers.	
<b>Activity</b>		
2.1.1	Support the ongoing Deans' Council meetings and solicit their input on collegewide initiatives and challenges.	Once per month
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.	Once per semester
<b>Objective</b>		
2.2	In collaboration with Student Services and the Public Information Office staff, ensure that public documents such as the Schedule of Classes and the College Catalog achieve their inherent purpose.	
<b>Activity</b>		
2.2.1	In cooperation with Student Services and the Public Information Office staff, including a graphic designer, review the Schedule of Classes and the College Catalog to enhance the content, feel, look, and layout of these public documents.	At the start of each production
2.2.2	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.	Once per year
<b>Operational Goal</b>		<b>Completion Date</b>
<b>3.0</b>	<b>In collaboration with the Academic Senate, Division Chairs and other constituent groups, continue to review and update Board policies pertaining to Academic Affairs</b>	

<i><b>Institutional Goal: #1 Promote academic excellence and critical thinking across all areas and disciplines.</b></i>		
<b>Objective</b>		
3.1	Continue to review Board policies pertinent to Academic Affairs for possible revision.	
<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.	As needed
<b>Operational Goal</b>		<b>Completion Date</b>
<b>4.0</b>	<b>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><i><b>Institutional Goal: #3 Grow enrollment and build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.</b></i></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>a. <i>Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment;</i></li> <li>b. <i>Establish and strengthen industry, government, and community partnerships;</i></li> <li>c. <i>Establish and strengthen partnerships with high schools and transfer institutions;</i></li> <li>d. <i>Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services.</i></li> </ul> <p><i><b>Institutional Goal: #5 Provide educational programs and services in Seaside and Marina that meet community needs.</b></i></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>a. <i>Develop class and service delivery schedules based on assessment and analysis of community needs;</i></li> <li>b. <i>Provide support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings.</i></li> </ul>		
<p><i><b>Institutional Goal: #7 Maintain and improve district facilities.</b></i></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>a. <i>Create safe, attractive, functional facilities through the allocation of bond funds;</i></li> <li>b. <i>Provide a stable and secure technical environment for the entire institution.</i></li> </ul>		
<b>Objective</b>		
4.1	Coordinate schedule development to achieve desired program development and expansion based on community needs assessment and faculty feedback through Division Chairs.	
<b>Activity</b>		
4.1.1	Provide regular communication to campus constituencies regarding the plan for the MPC Education Center in Marina.	Ongoing
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.	When results are available
<b>Objective</b>		
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.	
<b>Activity</b>		
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.	Ongoing

4.2.2 In collaboration with the other components of the College, participate in the application process for full center status for the MPC Ed. Center at Marina.	When called upon
<b>Operational Goal</b>	<b>Completion Date</b>
<b>5.0 In collaboration with the Academic Senate, Division Chairs, Student Services, Administrative Services, and other constituents, develop or update Student Learning Outcomes for courses, programs, and general education.</b>	
<p><i>Institutional Goal: #1 Promote academic excellence and critical thinking across all areas and disciplines.</i></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Support faculty and staff development for effective teaching, learning, and service delivery;</li> <li>b. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms;</li> <li>c. Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.</li> </ul>	
<b>Objective</b>	
5.1 In collaboration with the SLO Coordinator, the SLO Committee, the Academic Senate, and Division Chairs, devise a process by which Student Learning Outcomes are established and/or updated for courses, programs, and general education.	
<b>Activity</b>	
5.1.1 In collaboration with the SLO Coordinator, the SLO Committee, the Academic Senate, Division Chairs and other constituents, identify professional opportunities to support a better understanding of the process of establishing Student Learning Outcomes and designing effective assessment procedures.	Ongoing
5.1.2 In collaboration with the SLO Coordinator, the SLO Committee, the Academic Senate, and Division Chairs, design a strategy to expand the knowledge base on SLOs and assessment strategies.	Ongoing
<b>Operational Goal</b>	<b>Completion Date</b>
<b>6.0 In collaboration with Division Chairs, Student Services and other constituents implement a pilot study that promotes student success based on the recommendations of the Student Success Task Force.</b>	
<p><i>Institutional Goal: #1 Promote academic excellence and critical thinking across all areas and disciplines.</i></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Support faculty and staff development for effective teaching, learning, and service delivery;</li> <li>b. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms;</li> <li>c. Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.</li> </ul> <p><i>Institutional Goal: #4 Create pathways to success that address the diverse, holistic needs of all MPC students.</i></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>a. Identify barriers that prevent students from achieving their goals;</li> <li>b. Increase collaboration between Student services and Academic Affairs to provide systems and programs that better assist students;</li> <li>c. Improve the delivery of academic support for diverse student learners.</li> </ul>	
<b>Objective</b>	
6.1 In concert with Division Chairs, Student Services and developmental program representatives, plan the implementation of a pilot study that promotes student success.	

<b>Activity</b>		
6.1.1	In collaboration with Division Chairs, Student Services and other campus representatives, take the necessary steps in preparation for pilot program implementation in 2009-10.	Fall 2009
<b>Operational Goal</b>		<b>Completion Date</b>
<b>7.0</b>	<b>In collaboration with the Academic Senate, Division Chairs and the Institutional Research Office, explore the possibility of program development and expansion based on information gathered from the community, county and statewide labor market data.</b>	
<p><i><b>Institutional Goal:</b> #3 Grow enrollment and build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.</i></p> <p><i><b>Objectives:</b></i></p> <ul style="list-style-type: none"> <li><i>a. Improve the college's financial stability by diversifying the college's revenue sources and increasing enrollment;</i></li> <li><i>b. Establish and strengthen industry, government, and community partnerships;</i></li> <li><i>c. Establish and strengthen partnerships with high schools and transfer institutions;</i></li> <li><i>d. Develop an integrated, effective district-wide marketing strategy for continuing programs, new programs and services.</i></li> </ul>		
<b>Objective</b>		
7.1	In collaboration with the Academic Senate, Division Chairs, Student Services and other constituents, identify potential areas for program expansion and development.	
<b>Activity</b>		
7.1.1	In collaboration with the Academic Senate, Division Chairs and other constituents, review local, regional and statewide labor market information and data on industry clusters to determine viable areas for program expansion and development and identify potential funding sources and implications.	Ongoing
<b>Objective</b>		
7.2	In collaboration with Division Chairs and with the support of the Academic Senate, plan the implementation of program development and expansion if warranted.	
<b>Activity</b>		
7.2.1	In collaboration with Division Chairs and with the support of the Academic Senate, take the necessary steps to expand and develop programs if warranted.	Ongoing
<b>Objective</b>		
7.3	In collaboration with representatives from other educational institutions (including CSUMB, DLI, NPS, and local K-12, adult schools and ROPs) and Division Chairs, identify areas for possible partnership development and expansion to address identified community training needs.	
<b>Activity</b>		
7.3.1	In collaboration with Division Chairs, organize internal meetings to identify areas of opportunity for partnership expansion.	Ongoing
<b>Objective</b>		
7.4	In collaboration with Division Chairs and representatives from potential educational partners, plan and implement identified partnership opportunities if warranted.	
<b>Activity</b>		
7.4.1	In collaboration with Division Chairs and representatives from potential educational partners, take the necessary steps to implement partnership opportunities.	Ongoing
<b>Operational Goal</b>		<b>Completion Date</b>
<b>8.0</b>	<b>In collaboration with Division Chairs and the Curriculum Advisory Committee and</b>	

<b>the support of the Academic Senate, review, and revise when appropriate, the curriculum and curriculum approval processes to ensure compliance with Title 5 guidelines.</b>		
<p><i><b>Institutional Goal:</b> #1 Promote academic excellence and critical thinking across all areas and disciplines.</i></p> <p><i><b>Objectives:</b></i></p> <ul style="list-style-type: none"> <li>a. Support faculty and staff development for effective teaching, learning, and service delivery;</li> <li>b. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms;</li> <li>c. Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.</li> </ul>		
<b>Objective</b>		
8.1	In collaboration with Division Chairs, the Curriculum Advisory Committee and the support of the Academic Senate, establish curriculum development and review guidelines to ensure compliance with Title 5 guidelines.	
<b>Activity</b>		
8.1.1	In collaboration with Division Chairs and the Curriculum Advisory Committee, review and revise MPC curriculum when necessary and develop new curriculum following Title 5 guidelines.	Ongoing
<b>Objective</b>		
8.2	In collaboration with the Curriculum Advisory Committee and IT staff, initiate the implementation of the CurricUNET software program to automate the curriculum development and approval process and track the progress of individual course and program approvals.	
<b>Activity</b>		
8.2.1	Working with CurricUNET staff, implement the use of the CurricUNET system and provide ongoing training for faculty and administrators in its use.	Fall 2009
<b>Operational Goal</b>		<b>Completion Date</b>
<b>9.0</b>	<b>In collaboration with the Academic Senate President, prepare the Accreditation Self Study Steering Committee and the campus-wide community to conduct a thorough and honest assessment of the various processes at MPC under the Accreditation Standards, including Planning and Resources Allocation, Program Review, and SLOs.</b>	
<p><i><b>Institutional Goal:</b> #1 Promote academic excellence and critical thinking across all areas and disciplines.</i></p> <p><i><b>Objectives:</b></i></p> <ul style="list-style-type: none"> <li>a. Support faculty and staff development for effective teaching, learning, and service delivery;</li> <li>b. Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms;</li> <li>c. Articulate the meaning, value, and use of SLOs (Student Learning Outcomes) at MPC.</li> </ul>		
<b>Objective</b>		
9.1	In collaboration with the Accreditation Self Study Steering Committee and other constituents, complete the draft of the Accreditation Self Study.	
<b>Activity</b>		
9.1.1	Working with the Academic Senate President, conduct professional development and information sessions for the Accreditation Self Study Steering Committee.	Ongoing
9.1.2	Update shared governance groups, the Superintendent/President and the Board on progress toward completion of the Self Study.	Ongoing