

## **Certification of Continued Institutional Compliance with Commission Policies**

Analysis and evidence presented throughout the Institutional Self-Evaluation Report demonstrates Monterey Peninsula College's continued compliance with all applicable Commission policies. Summaries of specific policies are provided below.

### **Policy on Rights and Responsibilities of the Commission and Member Institutions**

Members of the Accreditation Steering Committee made appropriate and timely efforts to solicit third-party comments in advance of the visit. The self-evaluation and preparation of the SER spanned a 2.5-year period from fall 2013 through spring 2016. Summaries of the broad findings of the self-evaluation were reported at Flex Days, at committee meetings (including Academic Senate and College Council), and departmental meetings throughout the process. The Superintendent/President and Accreditation Liaison Officer provided regular updates on the process and findings to the Governing Board in open sessions. In fall 2015, members of the Accreditation Steering Committee requested input and draft feedback on the internal draft of the SER; drafts were posted publicly, and comments were collected via Google Forms.

In July 2016, MPC posted the following statement on its Accreditation Website:

The self-evaluation process provides an opportunity for individuals to submit third-party comments about the institution to the Accrediting Commission for Community and Junior Colleges (ACCJC). The ACCJC accepts comments related to an institution's compliance with Eligibility Requirements, Accreditation Standards, and Commission policies at any time. Third-party comments associated with the self-evaluation review cycle must be received by the ACCJC no later than five weeks before the next scheduled Commission meeting. All comments must be submitted in writing, and must include contact information (name, address, phone number, and email) of the correspondent. ACCJC's comment form can be downloaded from its [website](#).

MPC maintains records of correspondence with the Commission and records of its accreditation history. Recent accreditation records and correspondence with the Commission are housed on the College's accreditation website, which is accessible from the main campus website via a single click.

### **Policy on Institutional Degrees and Credits**

As detailed in Standard II, MPC conforms to commonly accepted minimums for program length (60 semester credit hours for an associate degree). The College determines a credit hour using the Carnegie Unit, where for every one hour of lecture, the student has two hours of outside coursework/homework assigned to supplement classroom learning. Students are informed of the number of units to be awarded for each course in the College Catalog and class schedules, as well as via individual course syllabi. The academic year at MPC consists of 34 weeks of instructional time (in credit hours). Full-time students are expected to carry a minimum of 12

units (24 credit hours) per semester. MPC's definitions of instructional program, certificate, and associate degree are consistent with the definitions in the Commission policy.

### **Policy on Transfer of Credit**

The College has developed procedures for consideration of transfer of credits. As stated in the Academic Policies section of the College Catalog, students who wish to transfer credit into MPC must submit official transcripts to the Admissions and Records Office for evaluation. To be considered for transfer, the credits must have been earned at a regionally accredited institution. Once this initial determination has been made, the Counseling Department performs Course-to-Course evaluations.

The College provides transfer policies and related information to students through the College Catalog and Career & Transfer Resource Center, as well as through individual meetings between counselors and students. MPC counselors work closely with students to develop education plans that focus on transferability of courses. Counselors provide essential information to students when they first enter MPC and require aid in assessing previous course work from other institutions. Counselors also provide information on transfer-of-credit policies to students as they prepare to transfer from MPC to another institution. When determining requirements for transfer to a University of California or California State University campus, MPC personnel and students also use resources such as the transfer patterns and the Assist.org website to see how MPC coursework may articulate to other institutions.

### **Policy on Distance Education and on Correspondence Education**

All courses at Monterey Peninsula College, including those offered via distance education modalities, are developed, implemented, and evaluated in a manner that is consistent with the educational mission of the institution.

The College's faculty-driven Curriculum Advisory Committee approves all courses, including those offered through Distance Education modalities. All courses must follow the official, college-approved Course Outline of Record (COR). Every course includes Student Learning Outcomes (SLOs), which must be followed regardless of an individual course section's location or method of delivery. Faculty, regardless of location or method of delivery, are involved in ongoing development and assessment of SLOs.

The College provides the Commission with intent to offer programs in which 50% or more of the courses can be completed via Distance Education, as is evidenced by Substantive Change Proposals approved by the Commission in 2010, 2013, and 2016.

The College has a process to establish that the student who registers for a distance education course is the same student who participates in, completes, and receives academic credit for that course. Specifically, the College meets this requirement by requiring students to use a secure,

unique log-in and password to access their course. This secure login gives individual students access to their own information only, and keeps it secure from others (internally and externally).

### **Policy on Representation of Accredited Status**

The accredited status of Monterey Peninsula College is accurately represented in the College Catalog (page 2) and on the College website. Both the College Catalog and the website include the names of all agencies that accredit, approve, or license the College and its individual programs.

The College's accreditation website can be accessed from the main website in one click, either from the "About MPC" menu, or via the quick links in the site header. The accreditation website includes a statement of the College's accredited status along with the name and links to contact information on each agency's website. The accreditation website also provides public access to accreditation-related reports, documents, data, and supporting evidence.

### **Policy on Student and Public Complaints against Institutions**

MPC clearly communicates the procedures for student grievances and complaints in the College Catalog (in the Student Information section) and via the College website ("Student Complaint and Grievance Procedures," in the Student Services section). The College also publishes a Notice of Nondiscrimination in the College Catalog and on the website. The College adheres to these procedures.

Contact information for agencies that accredit, approve, and/or license the College and its programs is provided on the Accreditation webpage, in the event that a student or member of the public wishes to file a complaint with one of these entities.

### **Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status**

Official publications and promotional literature, including the College Catalog, Schedule of Classes, and College website, are readily available to the public. These publications contain clear, accurate, current information as related to the categories of information detailed in this policy. Current and past editions of the College Catalog are posted on the College website. The accredited status of the institution is accurately represented in the College Catalog and on the website.

Activities related to student recruitment and admissions comply with this policy. Outreach and recruitment activities are coordinated through the office of the Vice President of Student Services. These activities are carried out by trained College employees.

### **Policy on Contractual Relationships with Non-Regionally Accredited Organizations**

Monterey Peninsula College has contractual arrangements with non-regionally accredited organizations as part of its Contract and Community Education program. These organizations do not award units or financial aid.

### **Policy on Institutional Compliance with Title IV**

The Student Financial Services Office (also known as Financial Aid) operates in compliance with Title IV and keeps loan default rates at an acceptably low level. The College's most recent official student loan default rate (3-year official FY2012) is 21.4%; this was a decrease from the previous rate of 23.3 (FY2011). Student Financial Services educates students about responsible borrowing early in the process to reduce the risk of default and fraud.