

Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Green font = Completed by February, 2017) (Blue font = Completed by March, 2017)
1	In order to meet the Standards, the team recommends that the College completes the implementation of TracDat and begins to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulations of students, and when the institution identifies performance gaps, implement strategies to mitigate those gaps and evaluate the efficacy of those strategies. (Standards I.B.2, II.A.11, ER 11)	<ul style="list-style-type: none"> • PRIE • LAC 	<ul style="list-style-type: none"> • TracDat planning for Service Area Outcomes (SAO) assessment in progress in spring 2017. • TracDat is in use for Course Reflections since January 2017. • Mechanisms for completing program of study-level (PLO) assessment in TracDat (including SLO-PLO mapping) in progress in spring 2017. • Student Services has a team lead by LaKisha Bradley (Grace Anongchanya and Chris Calima) working on TracDat planning for SAO's
2	In order to meet the Standards, the team recommends the College develop a process and calendar to assess College's progress and planning processes in a timely manner. (Standards I.B.2, I.B.7, II.A.1, II.A.3, IV.A.6, ER 9, ER 11)	<ul style="list-style-type: none"> • PRIE 	<ul style="list-style-type: none"> • Dean of Planning, Research and Institutional Effectiveness position will go through participatory governance process in spring 2017. • The Planning Research and Institutional Effectiveness (PRIE) committee has been formed. • The PRIE Committee has begun meeting.
3	In order to meet the Standards, the team recommends the College attain the sustainability level per the ACCJC rubric for Student Learning Outcomes (SLO) assessment by raising the percentage of courses for which SLOs have been evaluated and increasing the percentage of programs that have had PLOs assessed. To do so, the team recommends that the College complete the implementation of their planning and outcomes assessment software as identified by their QFE1 and begin to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulation of students. (Standards I.B.2, I.B.6, I.C.1, I.C.3, II.A.3, II.A.11, ER 11)	Academic Senate <ul style="list-style-type: none"> • LAC Curriculum Advisory Committee 	<ul style="list-style-type: none"> • Progress is being made in SLO assessment. <ul style="list-style-type: none"> • In March 2014, 181 out of 830 courses were reported as assessed (21.8%). • In October 2016, 664 out of 1417 courses were reported as assessed (46.9%). • In March 2017, 724 out of 1378 courses are reported as assessed (52.5%) • According to the LAC plan approved by Academic Senate, AAAG and CAC, all courses will be assessed by July 1, 2017 or be archived in CurricUNET. Only assessed courses will be included in the 2018-19 College Catalog. • Timelines for cycles of assessment have been established by LAC and endorsed by Academic Senate AAAG, and CAC. • All instructional divisions have established course assessment plans for at least one program of study. • TracDat is in use for Course Reflections effective January 2017. • LAC has conducted TracDat training during Spring 2017 Flex, as well as at Division meetings in Social Sciences, Creative Arts, Physical Science,

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			<p>Physical Education, and Humanities. Thirteen (13) out of Sixteen (16) faculty in the initial training reported a positive change in their attitude towards Reflections/assessment.</p> <ul style="list-style-type: none"> • As of March 2017, all divisions have completed at least one course assessment in TracDat. Anatomy and Astronomy have assessed 100% of their courses. 20 disciplines have assessed 75% of their courses. • Assessments for 75 courses taught in Fall 2016 have been completed, and 9 formative assessments have been completed for courses being taught in the Spring 2017 semester. • Academic Senate voted to help facilitate assessments (March 16, 2017). • At the February 15, 2017 meeting of AAAG, it adopted the following guideline: <i>"If a course has not been offered in the last two years, and if it is not being scheduled and offered within the next academic year, it should be archived in CurricUNET and deleted in the Chancellor's Office."</i>
4	<p>In order to meet the Standards, MPC needs to engage in continuous, broad-based, systematic evaluation, and planning. The institution needs to integrate program review, planning, and resource prioritization and allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning needs to be linked to short-range and long-range needs based on assessment of student learning and student achievement data. (Standards I.B.2, I.B.4, I.B.7, I.B.9, I.C.3, II.A.1, II.A.3, III.D.2, IV.A.6, IV.B.3, ER 11, ER19)</p>	<ul style="list-style-type: none"> • PRIE 	<ul style="list-style-type: none"> • Dean of Planning, Research and Institutional Effectiveness position will go through participatory governance process in spring 2017. • The Planning Research and Institutional Effectiveness (PRIE) committee has been formed. • The PRIE Committee has begun meeting.
5	<p>In order to meet the Standard, the team recommends the College develop a process to ensure student complaints can be logged, resolved, reviewed, and analyzed for improvement. (Standard I.C.8)</p>	<ul style="list-style-type: none"> • Student Services Council 	<ul style="list-style-type: none"> • A full student complaint log was developed prior to the on-site visit and was provided to the on-site team. Will continue to review process for improvement. • Student Services has a team lead by Dr. Kim McGinnis (Larry Walker, Nicole Dunne, Lyndon Schutzler). The team reviewed responses from

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			other colleges, created a new template with a column for improvements, and is adding additional categories of student complaints to the log. The MPC AP's are being reviewed to replace existing language in the current catalog defining complaints vs grievances
8	In order to meet the Standards, the team recommends the College conduct regularly scheduled library surveys of all students and faculty, regardless of location, in order to gauge user satisfaction, knowledge of services, behavior and experience, and to use the results as the basis for improvement. (Standards II.B.1, II.B.3)	<ul style="list-style-type: none"> • Office of Institutional Research • Library Division 	<ul style="list-style-type: none"> • Library faculty/staff have developed a survey instrument with assistance from the Director of Institutional Research, with a plan to administer the survey to students and faculty at the Monterey, Marina, Seaside, and online locations prior to the end of the spring 2017 semester.
9	In order to meet the Standards, the team recommends the College improve its evaluation process of student support and learning services to include discussion of services offered at all centers and for distance education based on robust Service Area Outcomes and SLO assessments that lead to quality improvement of student support programs and services in support of the college's mission. (Standards II.C.1, II.C.2)	<ul style="list-style-type: none"> • Student Services Council 	<ul style="list-style-type: none"> • Full review of student services at the Centers and for distance education is in process. • Dean of Student Services/Marina has been approved by the Board. Hiring process has begun. Dean will be in place in fall 2017 to provide full time leadership. • A team lead by LaKisha Bradley (Larry Walker, Grace Anongchanya, Alethea DeSoto, Nicole Dunne) met to define the available services at outreach centers and online. • Conversations regarding gaps in student services in Marina, PSTC and online have begun. • Counseling through online "Cranium Café" is being provided. Counselors are going through training to serve students through this means at all physical sites and online. •

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13	In order to meet the Standards, the team recommends the College create a Human Resources staffing plan to ensure that staffing levels and assignments for faculty, staff, and administrators are sufficient and appropriately distributed to support the institution’s mission and purpose and are interwoven into a larger integrated planning process of the college. (Standards III.A.9, III.A.10, ER 8)	<ul style="list-style-type: none"> • HR • Cabinet 	<ul style="list-style-type: none"> • Cabinet members presented a high level staffing plan to the college in August 2016. • HR is searching for a professional expert to work on this.
14	In order to meet the Standards, the team recommends the College regularly and consistently conduct employee evaluations for all employee groups. The team further recommends that faculty, academic administrators, and others directly responsible for student learning have, as a component of their evaluation, consideration of how these employees use the results of learning outcomes assessment to improve teaching and learning. (Standards III.A.5, III.A.6)	<ul style="list-style-type: none"> • HR • Cabinet • Negotiations 	<ul style="list-style-type: none"> • Full-time and part-time faculty, and classified staff evaluations are being regularly and consistently conducted. • Administrative and Executive evaluations are being tracked and will be completed more regularly and consistently in spring 2017 and on. • HR is compiling data on outstanding evaluations. <ul style="list-style-type: none"> • Full-time faculty evaluations for 2016 have been completed. • Some adjunct faculty, classified, and MSC evaluations are still to be completed. • We are striving for 100% completion by June 2017. • Second part of the recommendation is in negotiations at this time,. • The District has proposed changes to contract language to MPCTA to include assessment in the self-evaluation. • The District and CSEA have negotiated and agreed on tentative language. • HR is working with MSC to include language in the MSC evaluation process.
15	In order to meet the Standard, the team recommends the College establish a review schedule of policy and procedures relevant to Human Resources. (Standards III.A.11, III.A.12, III.A.13)	<ul style="list-style-type: none"> • HR • Cabinet 	
16	In order to meet the Standards, the team recommends the college immediately address network vulnerabilities starting with implementing a firewall solution in order for the College to ensure its technology	<ul style="list-style-type: none"> • Information Services Dept. 	<ul style="list-style-type: none"> • Information Services Dept. has completed key changes to improve the security of the District’s technology.

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	infrastructure are appropriate and adequate to support the institution's management and operational functions. (Standards III.C.1, III.C.3)		<ul style="list-style-type: none"> Information Services Dept. has identified the need to upgrade key components of the District's networking infrastructure. Additional hardware and software has been procured and is in the process of being installed. Additional hardware and software have been procured and will be installed prior to the end of March 2017.
17	In order to meet the Standards, the team recommends the college complete and roll out the Information Technology Disaster Preparedness/Recovery Plan in order to recover data and system functionality for the College to operate in the event of a disaster. (Standards III.C.1, III.C.2)	<ul style="list-style-type: none"> Information Services Dept. 	<ul style="list-style-type: none"> The Information Technology Disaster Preparedness/Recovery DRAFT Plan has been completed. The Technology Committee began review of the plan February 10, 2017 and recommended approval to the President. The plan is being reviewed at the Governing Board on March 22, 2017.
18	In order to meet the Standards, the team recommends the College complete the revisions and implementation of all board policies. The Board should fully implement the newly adopted board policies review cycle. The College should ensure that all existing, new, and revised Board policies and administrative regulations are easily accessible through the College's website and other methods it deems appropriate for the College community and the public. (Standards III.C.5, IV.C.6, IV.C.7)	<ul style="list-style-type: none"> President Board of Trustees 	<ul style="list-style-type: none"> 30 Administrative Board Policies were reviewed and approved by the Board of Trustees in 2016. 28 Student Services policies were approved in PAG in January and are ready for Board Sub-committee review. 9 Academic Affairs Board policies have been approved. 3 are being forwarded to the Board Sub-Committee for review; and 6 have been forwarded to the Academic Senate for review. Last 3 are being reviewed in Academic Affairs. <ul style="list-style-type: none"> 31 Board Policies were reviewed by the Board Subcommittee (March 13, 2017). 30 of these are included for a first reading on the March 22, 2017 Board Agenda.
19	In order to meet the Standards, the team recommends the College discontinue deficit spending by adopting budgets that match ongoing revenue and expenditures in the unrestricted general fund without the need to make significant draws against unrestricted fund balance, one-time resources, or transfers from other funds. (Standards III.D.1, III.D.11, ER 18)	<ul style="list-style-type: none"> President CBO Board 	<ul style="list-style-type: none"> Measures to improve efficiency have been implemented such as EMS and changes to scheduling practices. Measures to increase enrollment are in process such as Dual Enrollment with high schools and Dual Admission with CSUMB. Faculty prioritization process has been improved and hiring is taking place in productive and efficient disciplines. Position control and review is being implemented.

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			<ul style="list-style-type: none"> • Short term classes were added to the second half of spring 2017 to increase FTES while focusing on high productivity. • Marketing has been ramped up for second half of spring and summer enrollments.
20	In order to meet the Standard, the team recommends the College develop a funding plan and set aside funds in each year's budget to fund the Other Post-Employment Benefits (OPEB) annual required contribution (ARC) each year (Standard III.D.12)	<ul style="list-style-type: none"> • President • CBO • Board 	<ul style="list-style-type: none"> • The latest, required OPEB actuarial has been completed as of February 7, 2017. Funds have been identified to transfer to the OPEB trust. • The ARC will be included in budget development for 2017-18. • Transfer of the 2017-17 ARC (March 22, 2017 Board meeting) • WHEN BUDGETING FOR 2017-18 INCLUDES THE ARC, THIS STANDARD WILL BE MET.
21	In order to meet the Standard, the team recommends the College clarify Board, administrators, classified and faculty roles in the decision-making process and routinely evaluate and monitor these roles. These roles are not distinctly differentiated at faculty level between Academic Senate and the faculty bargaining unit's role in participatory governance and labor relations. (Standard IV.A.6)	<ul style="list-style-type: none"> • Academic Senate • Cabinet 	<ul style="list-style-type: none"> • New "Decision Making Process" (handbook) was adopted by the college in fall 2016 and is being implemented. • President's Advisory Group (PAG) was re-envisioned. • Planning, Research and Institutional Effectiveness (PRIE) committee has been formed. • Roles are now clarified at meetings - committees and groups - to educate the campus. • Senate retreat in Fall 2016 that included discussions on roles and a focus on procedures/processes
22	In order to meet the Standard, the team recommends that the College develop a calendar to regularly evaluate its policies, procedures, and processes to assure their integrity and effectiveness (Standard IV.A.7)	<ul style="list-style-type: none"> • PRIE 	