



Eagle Cliff Notes



Mt. San Jacinto College's

2011 Accreditation

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Can you find the three (3) secretly stashed Eagle tracks somewhere in this document? If you find all three you will win a prize! When you find all three, please contact Rebecca Teague at rteague@msjc.edu (951) 487-3072 to redeem your prize. Prizes are limited, so don't delay!



Who is this guide for?

This guide is to be used by full-time faculty, associate faculty, classified staff, administration and even students. So, pretty much everyone will be able to use this guide.

We want you to feel comfortable and familiar with all that the Accreditation visit will entail.



What is Accreditation?

Accreditation is a voluntary system of self regulation developed to evaluate overall educational quality and institutional effectiveness. The Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation process provides assurance to the public that the accredited member colleges meet the Standards; the education earned at the institutions is of value to the student who earned it; and employers, trade or profession-related licensing agencies, and other colleges and universities can accept a student's credential as legitimate.

What is a site visit?⁴

An evaluation team, made up of professional peers who volunteer their services, offers independent insights based on careful analysis of the Self Study Report and on-site evaluation. The team:

- * Evaluates the institution using the Accreditation standards.
- * Confirms and finds evidence for the assertions in the Self Study Report against the Standards.
- * Calls attention to problem areas inadequately recognized by the college staff.
- * Assures the Commission that the institution continues to meet Eligibility Requirements.
- * Assures the Commission that the institution has been responsive to recommendations of previous visiting teams.
- * Assures the Commission that the institution has developed sound evaluation and planning procedures to foster improvement of student achievement and student learning outcomes.
- * **Reinforces and extends the college's commitment to its continuing pursuit of excellence.**

The importance of these judgments in maintaining the **quality of education in all institutions** deserves the team's best efforts as it develops the report to the institution and to the Commission. Team members have a special responsibility to maintain the integrity of the accreditation process and outcomes. Quality assurance to the public and institutional improvement for institutions can only be achieved through the commitment of all who participate.



Team Chair Selection

The Commission selects Chairs for their expertise and accreditation experience. The typical chair has experience as a chief executive officer of an institution.

Team Selection

Commission staff develops the teams from a roster of experienced educators who have exhibited leadership and balanced judgment. Typically, a team has several faculty members, academic and student services administrators, a chief executive officer, a trustee, a business officer and individuals with expertise and/or experience in learning resources, distance/correspondence education, and planning, research and evaluation.

The evaluation site visit is the culmination of many difficult tasks. The team will meet with administrators, the self-study steering committee, and other members of the college staff involved in preparation of the Self Study Report. Team members can clarify questions they have about the institutional self study and schedule meetings with individuals or groups such as the governing board, faculty, administration, classified staff, students and other persons.

The team members may arrange conferences, make class visits, hold individual interviews, attend team meetings scheduled by the team chair and review documents all throughout the district. These sessions will most likely be informal conversations, not large forums for formal presentations by special groups or special interests.

Who is on our Site Visit Team?

Dr. Phoebe Helm (Chair) -
Superintendent/President—Hartnell College

Ms. Lucy Serrano (Assistant)
Senior Executive Asst.—Hartnell College

Dr. Edna Baehre-Kolovoni
Superintendent/President—Napa Valley College

Ms. Catherine Chenu-Campbell
Librarian—Sacramento City College

Mr. Jeff Courchaine
Dean, Business & Social Sciences
Golden West College

Ms. Roberta Eisel
Professor of Language Arts—Citrus College

Dr. Janet Fulks
Professor—Bakersfield College

Mr. Timothy Garner
Director, Planning & Research
College of the Sequoias

Mr. Henry Gee
Vice President, Student Services
Rio Hondo College

Ms. Meredith Randall
Vice President of Education & Student Services
Mendocino College

Mr. Rick Rantz
Dean, The Extended Campus
Allan Hancock College

Ms. Sue Rearic
Vice Chancellor—Business Services
Grossmont– Cuyamaca CCD

NOTES:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



Etiquette

8

Some things to remember during the site visit:

1. Dressing for Institutional Success is key! Stay away from Summer and Friday casual dress. We want to be professional in our presentation.
2. Customer Service is #1! You never know who might be calling you or talking to you while you are around campus. It might be one of the team members of the Accreditation visit verifying that our incredible team is student focused and READY for action!
3. Punctuality is a priority. If you receive a request for information, please process that request as a priority. We want to be able to provide our accreditation team the information they are requesting as quickly as possible.
4. Let them know who you are. This is the week to wear your name badges. If you don't have one, please contact your supervisor.



Who wore it best?



47% agreed that this
"Dennis" is best dressed



32% agreed that this
"Dennis" is best dressed



21% agreed that this "Dennis"
is best dressed—only because it
looks so comfortable



21% agreed that this "Dennis" is
best dressed because he tucked
in his shirt. Looks better!



Yeah...NOT!

Self Study¹⁰

tid bits

This is a condensed version of the larger Accreditation document and will provide you a comprehensive overview.

Introduction

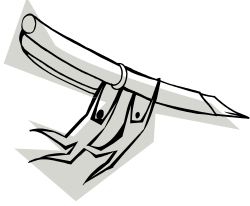
Mt. San Jacinto College has grown remarkably and made great progress since the last Accreditation Site Visit in 2005. Highlights of that progress include the completion of a new campus in the north end of the district's boundaries and an educational complex at the district's southern tip; the completion or renovation of buildings on existing campuses; the creation of new programs; and the addition of personnel. The college has also remained fiscally sound even during the unprecedented economic turmoil the state of California began experiencing in 2008.

The college has allowed its mission and goals to drive decisions that led to the progress mentioned above, including the college's current and projected sound fiscal position. In addition, the college used strategic planning and assessment data during those years of growth to help guide its progress.

This Self Study is the result of work by faculty, classified staff, students, and administrators who actively participated on the Accreditation Standards.

Standard I: Institutional Mission & Effectiveness

The Mt. San Jacinto College mission statement is defined and published on the college website under *College Information*, in the college catalog, and in other prominent public documents.



These documents include the Educational Master Plan, Facilities Master Plan, and the Strategic Plan, as the mission statement drives all institutional planning and decision-making. The current mission statement for the institution is published in numerous locations throughout the district, including but not limited to the website, Board room and libraries. Several Shared Governance and ad-hoc committees include the mission statement on the headers of the committee's agendas and minutes.

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic, and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

The college has structured mechanisms to actively engage college constituents in formal and informal dialogue about institutional planning, teaching, learning, and assessment of learning outcomes. This self-reflective dialogue about institutional practices and processes takes place in numerous Shared Governance and ad-hoc committees that are held regularly.

The college uses data, evaluates its processes and procedures to allow for introspection and dialogue on its improvement. Program Review for instructional and non-

instructional programs is on a three-year cycle, with an Annual Program Assessment. The Program Review process incorporates student learning outcomes (SLOs) data and student progress data such as success, retention, and graduation rates. Program Review is directly connected to the resource allocation process and planning framework.

Mt. San Jacinto College allocates resources based on priorities outlined in the Educational Master Plan, and the institutional priorities and goals within its three-year Strategic Plan. Included in the annual budget instructions is the Resource Allocation Proposal (RAP) form as well as the Prioritization Allocation Rubric (PAR) that the Institutional Planning Committee (IPC) utilizes in evaluating and scoring the submitted RAP. As part of the funding criteria, the PAR includes the scoring criterion that addresses the college's mission and institutional priorities and goals.

Standard II: Student Learning Programs & Services

Student Learning Outcomes are a part of the culture at the college. The result is that Mt. San Jacinto College is able to offer 45 associate degrees, 34 certificates and more than 100 employment concentrations in addition to the courses students need to transfer to four-year institutions.

Mt. San Jacinto College collaborates with internal and external stakeholders to assure instructional programs align with the district's mission. The curriculum process, Program Review, and the articulation process ensure that high-quality courses and programs are created and, when appropriate, transferable to four-year universities. These processes are continually assessed through the Program Review process.

Student support services and programs provide an integral role to Mt. San Jacinto College students and the college is dedicated to ensuring students have access to these programs and services. The programs and services align with the college mission and serve the needs of the diverse student population so that all students may best achieve their education, career, and life goals.

Mt. San Jacinto College accommodates students by providing full student support services at the San Jacinto Campus and the Menifee Valley Campus. Additional student support services are expanding to the Temecula Educational Complex and the San Geronio Campus, but all sites do offer student access to counseling, enrollment and financial aid services, and matriculation. Mt. San Jacinto College provides student support services online which extends access throughout the district and offers student access or accommodation in both face-to-face and online environments.

The institution supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings, regardless of location or means of delivery.

All Mt. San Jacinto College students have access to each campus' instructional programs, library, learning support center, and educational materials. The college maintains a variety of materials that are current, easily accessible, and designed to assist students achieve their educational goals, and ultimately helps the college achieve its mission.



Standard III: Resources



Employees hired by the college are qualified personnel that support student learning programs and services. The Human Resources department follows policies and procedures for hiring faculty, classified staff, and administrators. The college ensures that each hiring process is conducted thoroughly, consistently, and in alignment with applicable regulations. These policies and procedures, which are posted on the college web site, are aligned with the recommendations of the California Community Colleges Chancellors' Office and comply with California State Labor Laws and the appropriate components in California code of Regulations, Title 5. The college's hiring practices are a collaborative process, which include faculty, classified staff, and administrators to ensure that the district yields diversity and highly qualified employees.

Mt. San Jacinto College has procedures in place to ensure the effectiveness of Human Resources by evaluating personnel systematically at stated intervals including full-time and part-time faculty, classified staff, and administrators.

The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

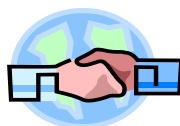
Four unique learning sites comprise Mt. San Jacinto College's single college district. In total, there are 78 structures at the four learning sites: 31 buildings at the San Jacinto Campus, 41 buildings at the Menifee Valley Campus, and six buildings at the San Geronio Pass Campus. The college leases the building space at the Temecula Education Complex.

A Facilities Master Plan is scheduled for approval by the Board of Trustees in fall 2011. The Facilities Master Plan outlines the physical resource needs that are driven by the demand for learning opportunities highlighted within the Educational Master Plan. Specifically, the institution will use the Facilities Master Plan to determine the sufficiency of its classrooms, lecture halls, laboratories, and other facilities.

Mt. San Jacinto College recognizes that technology resources are a critical component of student learning and student services, as well as a critical component of the platform that allows the institution to operate effectively. Students utilize technology services to apply for admission, register for courses, receive financial aid, complete coursework, communicate, and receive their grades and academic histories. Faculty utilizes technology to receive rosters, perform assessment, communicate and deliver course content. Finally, the administration and staff rely on technology for procurement, budgeting, reporting, course scheduling, and student data retrieval in support of decision-making and planning.

Communication, coordination, and cooperation between and among departments allows for regular and ongoing feedback related to technology needs campus wide. A recent Accreditation Climate Survey showed 80% percent of college employees agreed that they are given an opportunity to provide input on prioritizing technology needs that affect their area.

Mt. San Jacinto College ensures there is sufficient financial to support student learning programs and services and to improve institutional effectiveness.



The college distributes resources to support the development, maintenance, and enhancement of programs and services. The college plans and manages its finances with integrity and is financially stable.

Mt. San Jacinto College has refined its financial planning and development process to demonstrate the linkage between resource allocation and institutional planning. Systematic and data-driven Program Review for all areas of the institution has been successfully integrated with institutional planning and resource allocation processes as demonstrated through the Resource Allocation Proposal (RAP) and Prioritization Allocation Rubric (PAR) used to score, rank, and prioritize budget augmentation requests that are supportive to the district's planning agendas. The resource allocation process is a new element in the district's planning model, having implemented three full cycles. After the completion of each cycle, the process is evaluated and assessed, thus continually evolving.



Transparency has been a key priority in ensuring the successful implementation of the district's resource allocation process. Mt. San Jacinto College maintains open fiscal communication with all stakeholders. There is frequent communication from the administration to the Board of Trustees and college community with regards to the state budget, the college budget, and how the college responds to the changing economy. There has been e-mail communication, presentations to the Board of Trustees and "Brown Bag" sessions held on each of the college campuses. All correspondence and presentations are posted to the Budget Watch webpage for reference and information.

Standard IV: Leadership & Governance

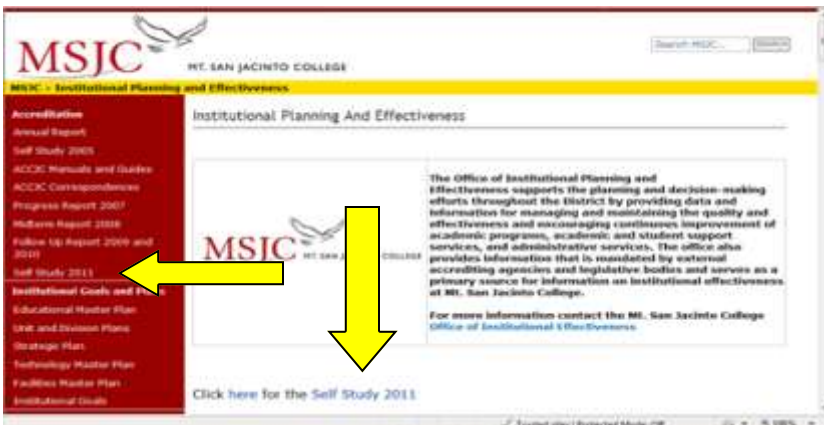


The college recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.

The administration recognizes and understands the scope of work, dedication and determination it takes for a community college to be effective. From the daily facilities' operations to offering a quality education to the students, the goals and priorities the college has identified under the leadership of the administration supports and makes it possible to carry out the institution's mission. Each year, goals are established and the entire Mt. San Jacinto College staff is expected to work towards the execution of those goals. The college goals are shared with the faculty and classified staff at Convocation, reported at the State of the College, as well as being posted on the college's website. The goals, as well as reporting how much was achieved during the academic year, are shared with the Board of Trustees.

Mt. San Jacinto College is governed by a five-member governing board, the Board of Trustees, which is responsible for setting the institution's policy direction to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.

One non-voting student trustee also serves as part of the governing board (Education code Section 72023.6 and Board Policy 2015). The term for the elected student trustee is one year.



Board of Trustees



Eugene V. Kadow, President—
Trustee Area 1



Dorothy McGargill, Clerk—
Trustee Area 2



Gwendolyn Schlange—Trustee Area 3



Ann Motte—Trustee Area 4



Joan F. Sparkman—Trustee Area 5



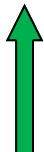
Mark Qubain, Student Trustee

Campus Leadership²⁰

Executive Cabinet



Dr. Roger Schultz,
Superintendent/President





Dr. Dennis Anderson,
VP of Instruction



Becky Elam,
VP of Business
Services



Irma Ramos,
VP of Human
Resources



Dr. Bill Vincent,
VP of Student
Services



Management Leadership

Becky Elam	Beth Gomez	Bill Vincent
Brian Orlauski	Charles Hawkins	Dennis Anderson
Irma Ramos	Joanna Quejada	Joyce Johnson
Kathleen Winston	Laurie McLaughlin	Michael Conner
Nancy Napolitano	Patricia James	Patrick Springer
Rebecca Teague	Richard Rowley	Roger Schultz
Susan Loomis	Teri Sisco	Tom Spillman



Academic Senate

Executive Senate:

Glenn Stevenson, President
 Mike Fleming, VP
 Elias Escamilla, Corr. Secretary
 Elisabeth Anghel, Appt. Secretary
 Maria Keller, SJC AF Rep
 Kristen Huyck, MVC AF Rep

SJC Site Council:

Elisabeth Anghel, VP
 Lorraine Slattery-Farrell, Sen.

Mike Fleming, President
 Evelyn Menz, Sec.
 Jenn Burleson, Sen.

MVC Site Council:

Elias Escamilla, VP
 James Decker, Sen.

Glenn Stevenson, President
 Julie Smathers, Sec.
 Karen Cranney, Sen.

Classified Senate

Elaine Eshom, President
 Dawn Bridge, VP
 Sandra Darnell, Secretary
 Karen Richter, Treasurer

Members at Large:

Kathryn Kuzminsky
 Susanne Mata

Diane Rhodes
 Jeanne Maggard
 Jared Davis

Bruce Brady
 Karen Connell
 Fred Frontino

CTA

Karen Cranney, Chapter President
 Elias Escamilla, VP
 John Norman, Treasurer
 Pam Ford, Secretary

Roy Mason

Michael Weldon

Wade Hagan

CSEA

Edward Saucedo, Chapter President
 Selene Thornton, VP
 Michelle Daniely, Secretary
 Tessa Turner, Treasurer

SGA

Kenneth Prado—Student Senate Representative
 Daniel Tripp, President
 Joseph Stacy, VP
 Julia Morales, Secretary
 Ana Moreno, Treasurer
 Nelson Roza, Public Relations, SJC
 Jose Morales , Public Relations, MVC

Senators:

Mary Hayes
 Michelle Roza
 Jovivette Castro
 Israel Santos

Esmeralda Casillas
 Amna Abid
 Parisa Toorzani
 Saray Stebbings
 Muhammad Shamin

Katherine Hays
 Jessica Erivez
 Adrienne Siqueiros
 John Dunne





MSJC Foundation

Executive Committee

Vicki Carpenter, President—Coldwell Banker

Don Domenigoni, Secretary - Riverside County
Agricultural Commission

Ursula Garrett, CFO—Garrett & Associates, CPA

Mary Lucas, President Elect—Retired Principal

Milly Paulson— Bank of Hemet

Deane Manning—Superior Hearing Aid Service

Dr. Roger W. Schultz, Superintendent/President
Mt. San Jacinto College

Directors

Candy Anady

Sid Cottrell

Paul David

Bob Duisternars

Dr. Richard Giese

Hamilton Jones

Ken Larkin

Nancy McIntyre

Ed Miller

Greg Prudhomme

Sherri Stange

Valerie Tichy-Drummer

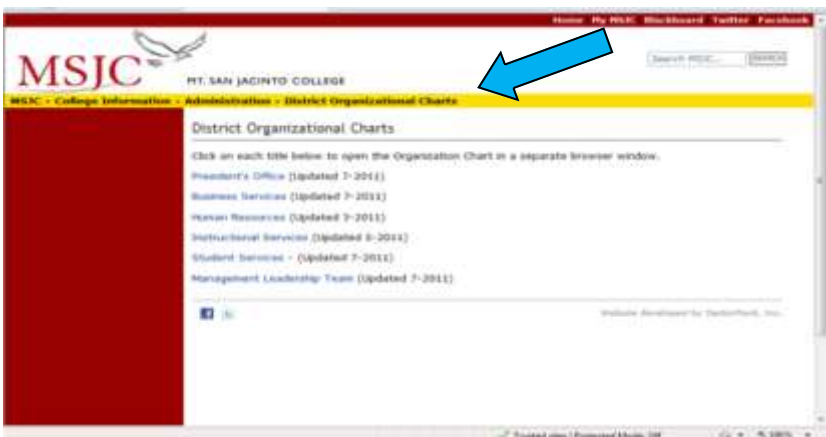
Lori VanArsdale

Gene Wunderlich

Roger Ziemer

Org Charts

There are organizational charts for each division. They include the President's Office, Business Services, Human Resources, Instructional Services, Student Services and the Management Leadership Team. They can be found on our MSJC website under College Information/Administration/District Organizational Charts.



Mission Statement

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

Approved by the Board of Trustees on September 10, 2009



Did you know?



You can find our Mission Statement on our website. Just visit [www.msjc.edu/College Information](http://www.msjc.edu/CollegeInformation).



Values Statement

We value our students and employees. We believe that the act of teaching and learning is vital to a thriving community that enriches, and at times, saves lives. It is for this reason that we value:

Excellence – We challenge students with high standards for learning and critical thinking, which we model with action.

Collaboration – We believe that the best results can be achieved through effective communication between employees, students, industry and the communities we serve.

Relationship – We nurture a caring community built on positive interactions and a genuine concern for the welfare of others.

Innovation – We cultivate a creative environment that promotes the development of new ideas for continuous quality improvement.

Relevance – We pursue educational experiences that have meaningful applications in a local and global context, today and tomorrow.

Access – We promote a network of support that improves learning opportunities, removes barriers to a quality education and ensures the rights of all students.

Leadership – We empower people throughout the college community to support and facilitate positive change.

Diversity – We respect and embrace the power of sharing our differences in thought, opinion, culture and background to optimize our collective strength.

Integrity - We believe in being true to our core values by acting honestly and consistently in ways that demonstrate our character and moral commitment to “doing the right thing.”

We commit to create and respond to opportunities that inspire these values in ourselves.

The Values Statement is in a draft format and will be sent through the Shared Governance process for approval in the fall 2011.

Shared Governance

The structure of collegial consultation at Mt. San Jacinto College is a committee structure. This committee structure includes representation from the four campus constituencies (Faculty, Classified, Students, and Management) and is organized to allow consideration of ideas from every area of the College and, where appropriate, of proposals to be recommended for action.

Standing Committees:

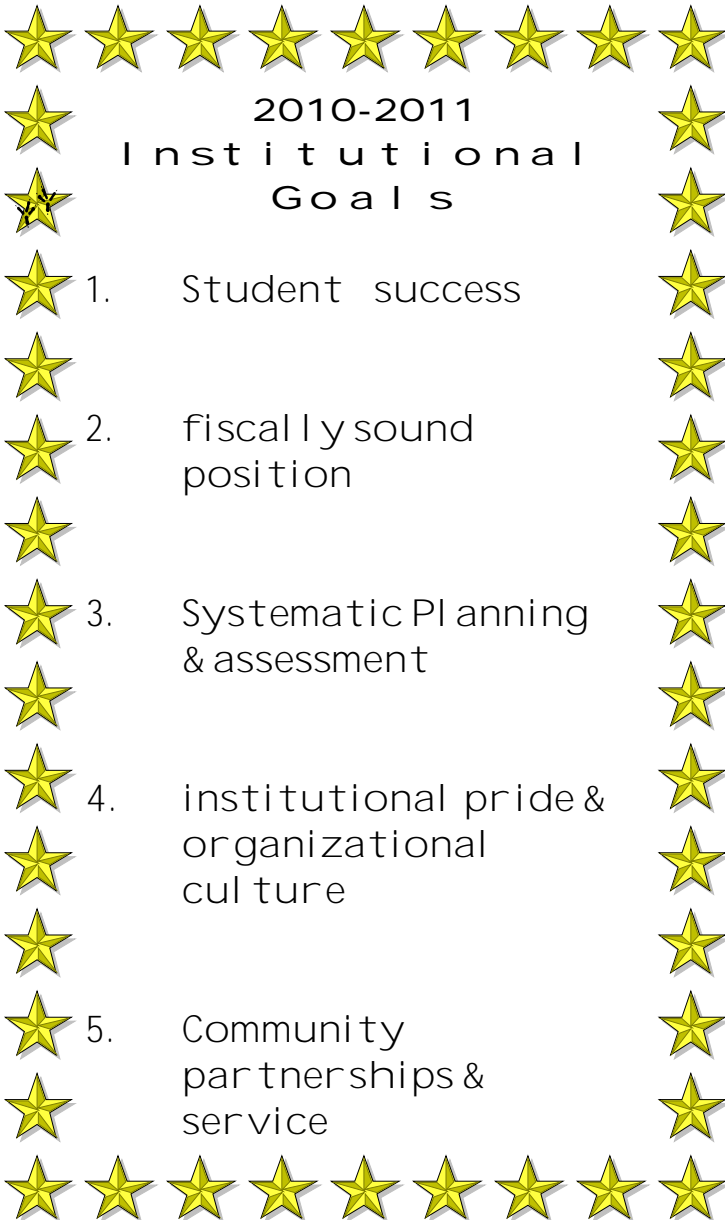
College Council	Mutual Agreement Council
Basic Skills	Budget
Career Ed. Advisory	Curriculum
District Staff Dev.	Diversity
Educational Tech.	Institutional Planning
Information, Communication & Tech. (ICTC)	
Institutional Program Review	
Matriculation	Safety
Student Equity	Student Services



WHERE DO I FIND THIS
INFORMATION?

Visit www.msjc.edu/College Information/Administration/Academic Senate







Did you know?

You can find a Master Calendar of events on our website. Just visit www.msjc.edu/Calendar.



History of MSJC



In 1962, by a vote of residents in Banning, Beaumont, Hemet, and San Jacinto, the Mt. San Jacinto Community **College District was formed. The district's first classes** were held in rented facilities in Banning and Beaumont during the fall of 1963. In 1965, donated land in the city of San Jacinto provided space for a permanent San Jacinto Campus with two buildings so that classes could be offered to residents.

Just over a decade after the founding of the district, another election effectively doubled the size of the Mt. San Jacinto Community College District service area to its present 1,700 square miles of southwest Riverside County. Citizens of Lake Elsinore, Perris, Temecula, and the surrounding areas voted in 1975 to join the district, which added a large area and a diverse, widespread population.

Although the boundaries have remained stable since 1975, the district has changed dramatically, especially since the 1980s. In recent years, unprecedented population growth in the district has made Mt. San Jacinto College one of the fastest-growing community colleges in California. Today, almost a half a century later, the district has established three campuses, an off-site educational complex, and plans to open service centers along Interstate 15 corridor.

In response to intense growth, Mt. San Jacinto College opened its Menifee Valley Campus in October 1990. By the end of its first year, there were 2,100 students attending classes at the Menifee Valley Campus. Today the campus serves approximately 11,000 students.

In the fall of 1993, the Alice P. Cutting Business & Technology Center on the San Jacinto Campus opened with new laboratories for Business, Computer Information Systems, Engineering Technologies, Electronics, and Photography.

In the fall of 1995, a state-of-the-art music building opened on the San Jacinto Campus. The 1995-1996 year saw a vast increase in classroom space on the Menifee Valley Campus with the opening of the Allied Health and Fine Arts buildings.

The construction of two new childcare centers in 2002 paved the way for a major expansion of the Child Development and Education Centers at Mt. San Jacinto College. A new learning resource center on the Menifee Valley Campus opened during the spring of 2006.

In 2008 the Business & Technology Center opened on the Menifee Valley Campus, providing state-of-the-art instruction in Geographic Information Systems, Multimedia, Photography, and more.

Groundbreaking for a new classroom building on the Menifee Valley Campus began in May 2011. The new Social Sciences and Humanities building will be two-stories and more than 33,800 gross square feet comprised of classrooms, laboratories, library areas, offices, and meeting and assembly rooms.

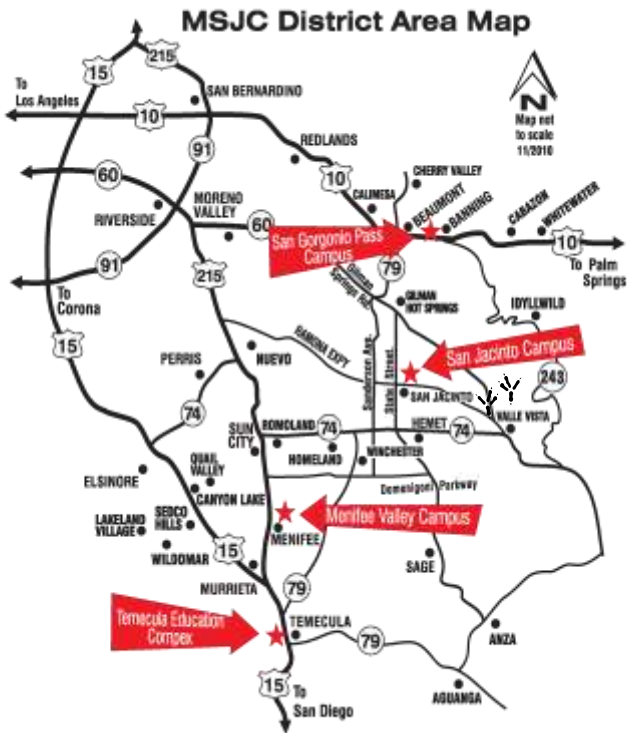
The college also opened the Temecula Education Complex in 2007, giving residents of the Temecula and Murrieta areas one location to register, receive counseling and placement testing, and also attend classes. During the same year, the college opened its San Gorgonio Pass Service Center to provide counseling, registration, and other services to residents of the Banning and Beaumont areas. The college also expanded its course offerings in the San Gorgonio Pass area.

By November 2010, counseling and enrollment services offered at the former San Gorgonio Pass Service Center were moved to the new San Gorgonio Pass Campus located south of Interstate 10. In January 2011, students began attending classes at the new site. The campus is built on two of the 50 acres the college owns.

The college's Educational Master Plan projects that the Meniffee Valley Campus will serve between 15,000 and 20,000 students and up to 15,000 students on the San Jacinto Campus. To meet the educational demands of the area, classrooms are being added or renovated on both campuses. The Educational Master Plan also includes serving about 3,600 students in the San Gorgonio Pass area and nearly 4,000 students in the Interstate-15 corridor over the next several years.



District Locations



Board Policies & Administrative Procedures

The CCLC (Community College League of California) Policy and Procedure Service carefully differentiate between board policy (policy) and administrative procedures (procedures). Many subscribers report that the differentiation is very helpful in distinguishing the role of the board and the responsibilities of college staff.

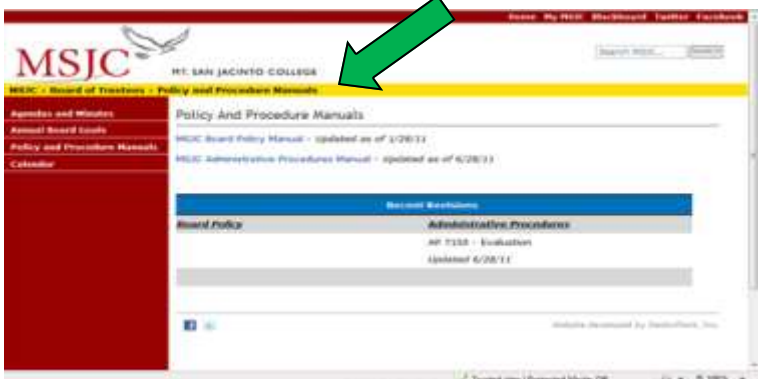
Policy is the voice of the Board of Trustees, and defines the general goals and acceptable practices for the operations of the college. It implements federal and state laws and regulations. The Board, through policy, delegates authority to and through the chief executive to administer the college. The CEO and college staff are responsible to reasonably interpret board policy, as well as other relevant laws and regulations that govern the college.

Administrative Procedures implement board policy, laws and regulations. They address how the general goals of the district are achieved and define the operations of the district. They include details of policy implementation, responsibility and accountability, and standards of practice. They are developed and implemented by the CEO, administration, faculty and staff; they are NOT intended to require board action.

Did you know?



You can find our Board Policies and Admin. Procedures on our website . Just visit www.msjc.edu/Board of Trustees/Policy and Procedure Manuals.



Master Planning³⁷ Documents

Educational Master Plan—

Mt. San Jacinto Community College District's Educational Master Plan is one component in a broad-based planning, implementation, and assessment effort, launched so that the college will better meet the challenges of the next decade. The educational planning effort will guide development of its programs and services so that the thousands of current and future residents will have access to education they would otherwise lack. To meet the needs of a vastly under-served population, the District must plan effectively in terms of programs, services, and delivery modes. From the educational needs identified in this plan, Mt. San Jacinto Community College District's needs for facilities, staffing, and fiscal resources will be developed, so that allocations will be driven by the District's integrated planning and budgeting model.

Strategic Plan—Mt. San Jacinto College is currently developing a Strategic Plan for 2011-2014. Under the leadership of the Institutional Planning Committee (IPC) the plan will be developed through community input, campus-wide involvement, and collaboration within and across units. Goals, objectives, activities, and measureable outcomes across service divisions will be developed in support of one another and grounded in the needs, trends, and data from related efforts. Goals, needs, etc., will be quantified to facilitate funding and assessment.

Facilities Plan—The District's Facilities Master Plan will develop the long range plan for the next 20-25 years and will be a 14 month planning process. The goal of this plan is to translate the strategic goals and objectives of the Education Master Plan into a physical Facilities Master Plan. This plan will advance the mission of the District by providing a strategy for the development of the physical campus in ways furthering the District's principals and reinforcing its goals.

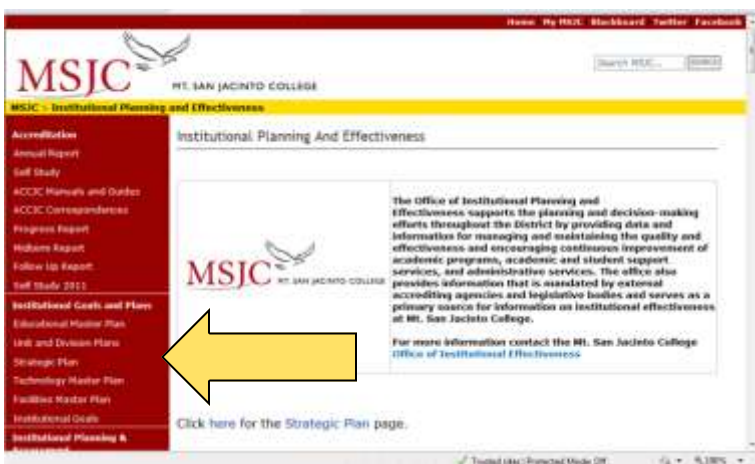


The **Technology Master Plan** is under construction!

Did you know?



You can find information about all of the Master Plans on our website. Just visit www.msjc.edu and click on the Institutional Planning and Effectiveness box.



SLO's / Assessment /

Program Review — SAY WHAT??

At Mt. San Jacinto College, faculty, staff, administrators, and students all share in the student learning outcomes (SLO's) and assessment process. The process for incorporating student learning outcomes into our college culture led to the adoption in 2007 of the following Institutional Learning Outcomes or education core competencies.

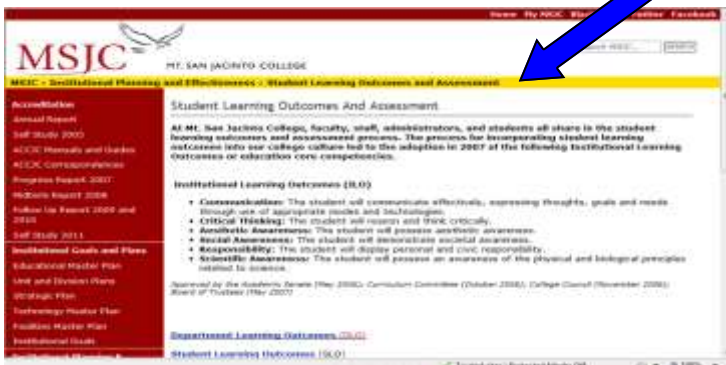
Institutional Learning Outcomes (ILO)

- **Communication:** The student will communicate effectively, expressing thoughts, goals and need through use of appropriate modes of technologies.
- **Critical Thinking:** The student will reason and think critically.
- **Aesthetic Awareness:** The student will possess aesthetic awareness.
- **Responsibility:** The student will display personal and civic responsibility.
- **Scientific Awareness:** The student will possess an awareness of the physical and biological principles related to science.



Did you know?

You can find information about all of the SLO's & Assessment on our website. Just visit www.msjc.edu and click on the Institutional Planning and Effectiveness box.



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RAP/PAR - 41

Hmmm...???

RAP—Resource Allocation Proposal (aka BCP) - Is the form that is now used to request funding for new items during the Budget Development Process. You must demonstrate how your request is supported by your Program Review/Annual Program Assessment and SLO/DLO/AUO. It also requires you to describe the goal for the proposal and how it will impact students or institutional services. You must also remember that you have to have measurable outcomes that will lead you to meet your goals. Most of all you need to make sure that your RAP has an implementation plan, and meets institutional and Educational Master Plan goals.

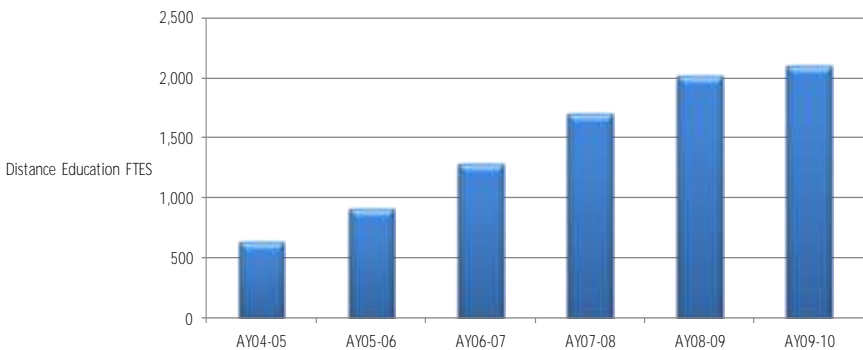
PAR— Prioritization Allocation Rubric (formerly the Balanced Scorecard) - is the rubric used to assess the funding of your RAP. It is based on 100 points maximum and gives extra points if your VP establishes it as a divisional priority!



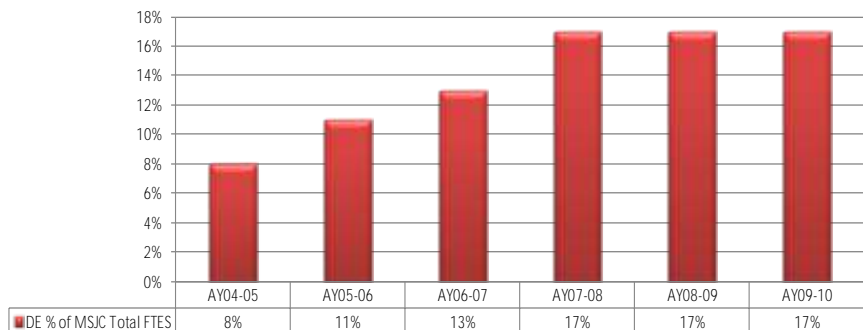
Distance Education

The Mt. San Jacinto College Distance Education (DE) program hosts over 350 sections of classes via the Blackboard server. The program has a 92 percent fill rate and continues to grow exponentially. In 2000 there were two online courses, and as of spring 2011 there were 350 sections of over 90 distinct courses. Mt. San Jacinto College has offered over 400 sections in past semesters, but due to the economic situation, course sections have been adjusted down and online courses were part of that attrition. In spring 2011, Mt. San Jacinto College offered 129 distinct online courses with 283 fully online sections and 73 hybrid (blended) sections.

MSJC Distance Education FTES Trend

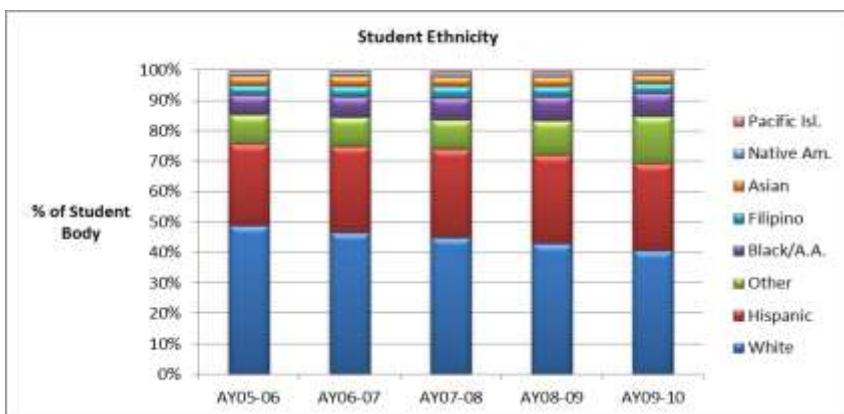


DE % of MSJC Total



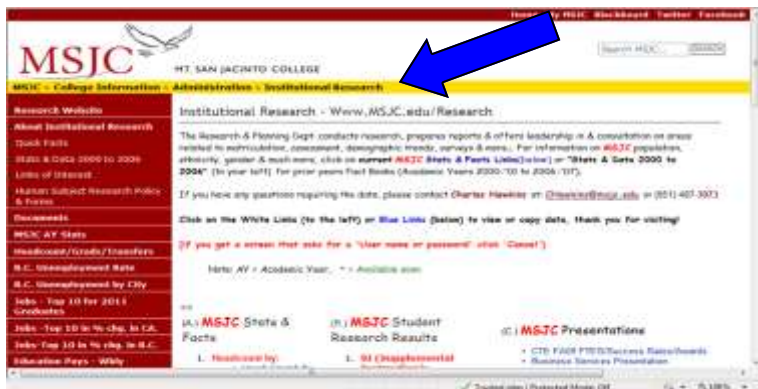
Institutional Data ⁴³

The ethnic diversity of the students at Mt. San Jacinto College is outlined by the following Student Ethnicity chart that indicates Caucasians and Hispanics are the largest ethnic groups. Mt. San Jacinto College achieved Hispanic-Serving Institution status in 2001 and since that time the student body has become increasingly more diverse. During the past decade, Mt. San Jacinto College's Hispanic student population increased by 170 percent and 50 percent in the past three years.



Did you know?

You can find more institutional data on our website. Just visit [www.msjc.edu/CollegeInformation/Administration/Institutional Research](http://www.msjc.edu/CollegeInformation/Administration/InstitutionalResearch)



Many Thanks to all who helped put this little guide together!

If you have any questions about Accreditation that might not have been answered, please contact your immediate supervisor or Rebecca Teague at rteague@msjc.edu or (951) 487-3072.



Created by Kristine Di Memmo