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Chapter: Educational Program

Modification No. 002

Subject: **Master Plan for Educational Programs and Services**

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I. Policy

A master plan for the development, implementation, and assessment of educational programs and services will be maintained for the College to include specific plans for each campus. As new campuses are planned, appropriate master plans will be developed for them.

II. Program and Service Commitments

In planning its development as a community institution of higher education, the College should use --in addition to its adopted statement of philosophy, objectives, and programs --the following statements as a framework for its decisions:

- A. The College is an "open-door" college, and, as such, it supports a liberal admissions policy; however, there may be specific requirements authorized for enrollment or matriculation in particular courses or curricula within the College.
- B. The College goal in its program of studies is the achievement of excellence.
- C. The College should be prepared to offer to the citizens of Montgomery County appropriate postsecondary educational programs, a variety of student services, and a broad range of appropriate community services.
- D. The College should welcome opportunities to utilize the entire County --its facilities and its people --as a college resource.
- E. The College is to be planned as a fully coordinated, comprehensive system rather than as a set of comprehensive campuses. All campuses of the College and the Office of Continuing Education should be considered as coordinated and supportive segments of a single college system.
- F. College campuses should serve as community centers.
- G. The College should be an exploratory center for those students who have not yet fixed on their career goals.
- H. The College should anticipate and respond quickly and positively to changing needs and patterns.
- I. Curricula will include those leading to an associate degree or to a certificate, and will include also short-term continuing education courses not offered for academic credit.
- J. Curricula and courses will be offered in the liberal arts and sciences and preprofessional areas for those desiring a general program or planning to transfer to senior collegiate institutions, and in technical, vocational, semi-professional, and paraprofessional areas for those desiring to prepare for

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specific careers following enrollment at the College.

- K. The use of off-campus centers for offering programs and services will be encouraged, when appropriate to the mission and resources of the College.
- L. When curricula or services of the College cannot be funded to the extent warranted, enrollments or services may be restricted as appropriate.
- M. Encouragement should be given to the exploration of new techniques and approaches for instructional and learning improvement so as to assist students who might not otherwise enroll or benefit from the programs and services of the College, and so as to offer students alternative and improved ways for collegiate learning.
- N. The College should maintain opportunities for the continuing in-service development of administrators, faculty, and staff in order to accomplish the program and service commitments of the College.
- O. The College should increasingly use cooperative and joint approaches for the extension and enhancement of the educational and cultural life of the citizens of Montgomery County, joining as appropriate and feasible with such agencies and organizations as the County government and the various municipal governments, the public schools, other institutions of higher education, and various State and national organizations.

III. Policy for Modifying the Master Plan

- A. The Board of Trustees is responsible for authorizing a master plan and changes in the master plan of the College and its campuses.
- B. Recommendations for changing the master plan of programs and services of the College and its campuses shall be reviewed by the President and his staff prior to the time recommendations are made to the Board of its consideration.
- C. Recommendations regarding changes in a campus master plan shall be made directly to the President or his designee for review and subsequent recommendation. Prior to making a recommendation to the President, the President's designee shall consult with appropriate faculty and staff in order to assess the justification and various implications of the proposed changes.
- D. In the event the Board of Trustees establishes a new campus of the College, the Board is responsible for approving the master plan of programs and services for the new campus, after receiving a recommendation from the President of the College, after due study, analysis, and consultation, as might be appropriate.

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Board Approval: June 21, 1976; January 18, 1978.

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- I. The President is responsible for the general administration of the Master Plan for Educational Programs and Services.
- II. The appropriate administrators are responsible to the President for the general development, implementation, coordination and assessment of educational programs and services authorized under the master plan for their particular and respective areas of responsibility.
- III. Each campus provost is responsible to the Academic Vice President for:
  - A. The administration of the campus master plan for the particular campus.
  - B. The development of plans and recommendations for the fulfillment of the campus plan, and the recommendation of appropriate changes in the campus plan.
- IV. The Provost for Continuing Education is responsible to the Academic Vice President for the development and implementation of programs of short-term continuing education courses and for cultural and other assigned activities of an educational nature.
- V. The resources and services of the College administrative staff will assist, as appropriate, in the fulfillment of the responsibilities outlined in each master plan. The Academic Vice President is responsible for monitoring the overall effectiveness and implementation of the master plan of the College.

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Administrative Approval: February 26, 1980.