

**Educational Master Plan Committee
Minutes
January 19, 2010**

Present: Daniel Bahner, Clare Henkel, Rick Hogrefe, Denise Hoyt, Matthew Lee, Cheryl Marshall, Charlie Ng, Michelle Riggs, Scott Rippey, Rebecca Warren-Marlatt, Keith Wurtz, Sherri Wilson

I. Call to Order

Cheryl Marshall called the meeting to order at 3:00 p.m.

II. Approval of Minutes

The Minutes of the of January 12, 2010, meeting were approved

III. QEI Baselines and Annual Targets: Status

Matthew reported that he met with Keith regarding QEI's and Keith will be able to supply all the information for the committee in useable form. In most instances, Keith will use last year's figures. In certain instances, it may not be a good idea to use last year as the default and the committee will be consulted in those instances.

IV. Review of Edited Transcript of Posted Comments and Draft Objectives

The committee approved the "*Edited Transcript of Posted Comments*" dated January 12, 2010, prepared by Matthew Lee.

V. Review of Recommended Strategic Directions and Goals with Draft Objectives and Suggestions for Actions

The committee reviewed "*Recommended Strategic Directions and Goals with Draft Objectives and Suggestions for Actions*" dated January 19, 2010, and discussed revisions made to the document. By consensus, the committee approved the document with the following revisions:

Objective 5.1.0.1 Establish an infrastructure to coordinate marketing, outreach, and ~~collaboration~~/partnerships with community institutions and organizations.

Action 5.1.0.1 Identify existing ~~collaboration~~/partnerships with high schools, government agencies, businesses, service clubs, and other community organizations.
● ~~Encourage employees to become active in service clubs.~~

Action 5.1.0.2 ~~Construct~~ Install an effective marquee.

Objective 7.1.0.1	Ensure that all faculty, staff, and administrators receive timely and appropriate training in subjects essential to their functions. (Moved from Objective 8.1.0.2.)
Action 7.1.0.1	Establish a process for planning, executing, and rewarding specialized departmental training.
Objective 8.1.0.2	Develop a systematic process for assessing and addressing the gap between available and needed resources in both the long and the short term.
Action 8.2.0.1	Obtain grants that align with institutional priorities. Set a target for grant acquisitions each year.
Objective 8.3.0.3	Develop a comprehensive plan for the optimal utilization of existing facilities, technology, and other resources infrastructure.

It was clarified that *Action Items* are intended to be done in one year.

V. Review of Environmental Scan Information

The Committee reviewed Environmental Scan information provided by Kevin Fleming. Matthew is expecting additional information from Kevin which will be distributed as soon as he receives it. It was requested that the *Service Area: Population by Educational Attainment* information be provided in a format separating the bars for easier comparison of degree information.

VI. Review of Draft Objectives

Now that the committee has developed Objectives, Matthew explained that the next step will be to go back through the document as a group and see if it is what the committee wants.

VII. One Plan or Two?

VII. Contents and Appearance of the Educational Master Plan

Matthew explained that it is not unusual for Educational Master Plans to include program development. The committee should start thinking about whether or not program development should be included and how the institution should go about identifying programmatic areas that need to be changed.

IX. Homework

Review information from Kevin Fleming
Consider what should be included in the Educational Master Plan

X. Adjournment

The committee adjourned at 5:00 p.m.