

**Educational Master Plan Committee
Minutes
February 2, 2010**

Present: Clare Henkel, Denise Hoyt, Matthew Lee, Cheryl Marshall, Charlie Ng, Catherine Pace-Pequeno, Michelle Riggs, Rebecca Warren-Marlett, Sherri Wilson, Keith Wurtz

I. Call to Order

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

II. Minutes

The Minutes of the January 26, 2010, meeting were approved.

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

Matthew reported that he updated the *Recommended Strategic Directions and Goals with Draft Objectives and Suggestions for Actions* with minor language changes suggested at the January 26th meeting. Inadvertently, Matthew did not email the document to committee members, and will do so as soon as possible.

IV. Report, Discussion, and Action on QEI Baselines and Annual Targets

Discussion took place on establishing QEI baselines and targets, as required by the Commission. Keith reviewed the statistical information he had gathered on the Retention, Success, and Persistence QEIs, and explained the options on baselines and targets that he had laid out. In establishing baselines, it was explained that the average of the last five years is often a more useful starting point for progress than, say, just the last year, because it evens out year-to-year variations that might not be very meaningful. Matthew reminded the committee that QEIs were intended as indicators of overall institutional progress, not program-specific performance; program performance should be considered in the program review process. Cheryl Marshall stated that QEIs are part of the health indicator of the whole college and are for the purpose of helping students succeed. It was also explained that once a baseline is established, it remains the same until progress on the QEI goal or another compelling change in circumstances suggests a revision.

By consensus, the committee agreed to recommend a Five-Year Average Baseline on each QEI, unless there are strong reasons to use another option.

- Discussion took place regarding possible Five-Year Goals for Course Success Rates in CTE, Transfer, Basic Skills, and Overall categories. It was explained that Success Rate targets should be ambitious but attainable, not unreasonable. Keith explained that Success Rates are difficult to improve and the committee needs to choose reasonable goals. Once the committee decides on the annual goal for Success Rates

and other QEIs, the rationale for that recommendation should be shared with faculty and others during the feedback process.

Catherine asked if consideration would be given for classes taken by some students because they want to see if they like the subject matter, or for programs like EMS whose rates might be skewed because of rigorous screening processes. Matthew reiterated that these QEIs are at the institutional level, not the course or program level, so such consideration should not be necessary. Catherine and others pointed out that some courses might be both transfer and CTE, and that there had been coding errors for some courses in the past. Keith will check to see how all these classes are coded with respect to the elements in each QEI definition. Sherri recommended that disciplines have input on coding to make sure courses are coded correctly.

By consensus, the committee agreed that the “Mean When Excluding Highest” approach, or 78.4%, was the best option for Success Rate for CTE.

- Keith reviewed the Persistence options and explained that for the ARCC option, ARCC uses a cohort of first-time students who earned at least six units in their first Fall term and then returned the next Fall anywhere in the whole CCC system, not just CHC. Students who had already transferred or earned any certificate or degree prior to the second Fall term are excluded from the cohort. Data for 2007-08 will be available in the next few weeks. The committee tentatively agreed that the ARCC option is a better measure of CHC overall performance than the older RP Group approach.

Matthew noted that the committee needs to figure out the remaining baselines and targets to recommend, and work out a method to solicit wider input on those recommendations. Catherine reported that it has been suggested by some faculty that QEIs directly affecting instruction should be discussed by the Faculty Senate. Matthew pointed out that CHC must abide by the Commission recommendation to establish QEIs.

V. Review of and Decisions on Remaining Steps

Matthew revised the *Suggested Steps for Educational Master Planning at Crafton Hills College* and will send out the new version to committee members. He said that the committee needs to settle soon on the remaining contents of the EMP.

Matthew distributed a one-page representation of the relationships among major plans at CHC, based on a version that Charlie had prepared last year. He suggested that something similar could be used in the EMP to document the integration among plans that the Commission requires. The committee could also consider the Strategic Positioning, Academic Strategy, and Program Offerings descriptions in this document when looking for gaps in the EMP.

VI. Review of Environmental Scan Information

Matthew noted that the Environmental Scan information already distributed to the Committee should be useful in identifying gaps in the goals, objectives, or actions.

Cheryl Marshall will send out a link to available data compiled by the Center of Excellence, which includes everything they have done statewide during the last few years.

VIII. Homework

- Review the QEI information and return with suggestions for selecting reasonable targets.
- Review the Draft *Ed Master Plan Potential Contents* provided by Cheryl Marshall.
- Look carefully at the Plan draft and environmental scan information with an eye toward identifying any gaps.

Matthew reminded everyone that it is February and the EMP needs to be essentially completed by the end of the Spring semester.

IX. Adjournment

The committee adjourned at 5:00 p.m.

Next Meeting: February 9, 2010, 3:00 p.m., LADM-217