

EDUCATIONAL MASTER PLAN COMMITTEE
Minutes
February 16, 2010

Present: Rick Hogrefe, Denise Hoyt, Matthew Lee, Cheryl Marshall, Charlie Ng, Michelle Riggs, Rebeccah Warren-Marlatt, Sherri Wilson, Keith Wurtz

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

The committee reviewed data prepared by Kevin Fleming on employers in the CHC and SBVC service areas by zip code. It was pointed out that Stater Bros. was missing from the list. [Note: The largest Stater Bros. entry in the businesses list, in San Bernardino zip 92404, is 179 employees, so it did not appear on the list of the largest employers.—MCL]

II. Approval of Minutes

The Minutes of the February 9, 2010, meeting were not available for review. They will be distributed before the next meeting.

III. Review of Updated Remaining Steps, Including Plan Contents

- The committee reviewed “*Suggested Steps for Educational Master Planning at Crafton Hills College*” (Second Revision). The committee approved the revisions with the following change:

- VI. Finalize recommended Action Plans, linkages to other College plans, and incorporation of long-term resource allocation section (Three-year Budget Outlook).

IV. 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 February 9th and discussed revisions made to the document. By consensus, the committee approved the document with the following revisions:

Objective 1.1.0.1: “Develop and expand alternative modes for modes of access to program offerings.”

SD Goal 1.3 will be moved to SD Goal 4.2, along with its associated Objective and Reference/Referral.

SD Objective 3.1.0.5: Establish and assess institutional student learning objectives outcomes.

Objective 5.1.0.1: Third suggested Action will be revised as follows:

- ~~Hire an~~ Create and fill a position for outreach/marketing coordination.

Objective 6.1.0.4 Provide institutional support for the acquisition, mining, analysis, and interpretation of data.

Objective 6.1.0.5 (Matthew will reword this Objective to indicate “measuring” of processes, and add appropriate suggested Actions.)

V. Educational Master Plan 2010

For the committee’s review, Matthew prepared a mock-up of the **Educational Master Plan 2010**. Matthew is concerned that the committee might not have the plan completed by the March 1st deadline for feedback presentations. Matthew and Cheryl Marshall will work together on plan content. Matthew will insert graphs and tables under the “Planning Context: Information from the Environmental Scan” section. Keith will provide information for the “Planning Context: College Characteristics” section.

Charlie pointed out that the Objectives and Actions under Goal 4.1 do not address enough of the various factors that have an impact on management of FTES. Historically, CHC has been over cap and it might be wise for the EMP to articulate a position and decide how far above cap we want to be. After discussion, it was agreed that the management of FTES should be an Action item. Matthew will draft a suggested Action for the enrollment management model to include consideration of the relationship among the cap, College initiatives, program quality, and other factors discussed by the committee.

V. Review of Draft Objectives

The committee broke into groups to discuss Objectives, timelines, responsibility assignments, and methods for measuring progress. For the changes suggested, see the updated *Recommended Strategic Directions and Goals with Draft Objectives and Suggestions for Action*.

VI. Homework

- Continue thinking individually about SD timelines, responsibility assignments, and methods for measuring progress.
- Begin considering how to go about phasing in the 39 listed Objectives.