

EDUCATIONAL MASTER PLANNING COMMITTEE
Minutes
March 23, 2010

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

I. Call to Order

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

II. Approval of Minutes

The Minutes of the March 9, 2010, meeting were approved.

III. Brief Review of Changes in *Recommended Strategic Directions, Goals, Objectives, and Suggestions for Actions, with Tentative Timelines, Point Persons, and Sources for Measurement*

The committee reviewed the *Recommended Strategic Directions, Goals, Objectives, and Suggestions for Actions, with Tentative Timelines, Point Persons, and Sources for Measurement* document. The document showed minor revisions the committee agreed to at the March 2, 2010, meeting. By consensus, the committee approved the document with the following revisions:

SD 8.3.0.4

Objective Assess facility, personnel, and infrastructure needs in light of anticipated College ~~growth~~ changes.

Actions Reference/Referral
 Facilities Master Planning Committee
 Technology Planning Committee
 Planning and Program Review Committee

Timeline 2010-11 and Ongoing

Point Person President's Cabinet

Source of Data for (Matthew will draft)

Measuring Progress

IV. Feedback Report, with Possible Action on Changes in EMP

Each set of documented feedback on the EMP from the Open Forums and individuals was reviewed and discussed in turn by the committee as a whole. Overall, the committee found that much of the feedback was at a level of detail not appropriate for a strategic Educational Master Plan, and that some of the suggestions had already been incorporated into the Plan. However, all the feedback will be archived and will be made available to each point person or group by the beginning of the Fall semester, for possible incorporation at the Actions level.

After review of all the feedback, the Committee reached consensus on the following changes:

- 1.1.0.2 Add: Point Person - VPI
- 1.1.0.3. Add: Action – Develop methods to ease the path of H.S. students into college. (Matthew will refine the phrasing.)
- 5.1.0.2. Add: Action – Install widely visible signage.
- 5.1.0.2. Add: Reference/Referral – Facilities Master Planning Committee
- 5.1.0.2 Delete: Action - Paint the water tower
- 6.1.0.2. Add: Action – Actively promote student participation in shared governance.
- 7.1.0.2. Add: Action – Include an updated version of the Employee Directory.

Matthew stated that after today’s changes have been incorporated, we will have a completed draft Plan, dull version. He will remove the “0” Subgoal code from the numbering system.

V. Phasing of Objectives, with Possible Action on Changes to EMP

The Committee reviewed the *Phasing* document prepared by Denise Hoyt to see if any items should be shifted to reduce the burden in a specific term. Charlie, Keith, Cheryl, Daniel, and Rebeccah (all of whom are point persons or chair point groups) will do an analysis of the timeline for discussion at the next week’s meeting.

VI. Status of EMP Draft, with Request for Assistance

The committee was brought up to date on the progress of the Plan.

- Next week the final draft version of all core elements will be added to the plan.
- QEIs - Keith will add graphs to this section. Cheryl, Rebeccah, and Charlie will complete their respective sections under QEI 8 and send Excel spreadsheets to Matthew. The committee did not receive any suggested changes to the QEIs, so Matthew will drop “Recommended” from the Table headings and Introduction.
- Three-Year Budget Outlook - Charlie reported that the District Resource Allocation Model is almost complete. It is being sent to the constituent groups for feedback and may need some tweaking after reviewing feedback. Once it is finished, Charlie will be able to prepare the Budget Outlook quickly.
- Program Highlights – By consensus, the committee agreed to add the previous two falls to the table of retention, success, and WSCH/FTEF by discipline.
- Program Directions – Cheryl, Charlie, Keith, and Rebeccah will complete. They will work together so that formatting is the same.
- Glossary – Matthew will complete.
- Strategic Directions and Goals - Committee members were asked to review the “Integration with Other Planning” column to see if any plans need to be added for linkage and to make sure the picture is complete.
- Goals and Objectives – Matthew will cut and paste from the master matrix.

Matthew stated he has some concern about the length of the Plan because large Plans tend not to get looked at and used. Charlie suggested that Strategic Directions and Goals should appear at the front of the Plan instead of the end. Matthew suggested in turn that once all the sections are prepared, the committee will decide where each should go. Cheryl Marshall's group will then put together the "interesting" version.

VII. Homework

Look at phasing (Cheryl, Charlie, Rebecca, Keith, and Daniel).
Look for additional Plans that need to be added to the document.
Prepare remaining sections.

VIII. Adjournment

The Committee adjourned at 4:30 p.m.

Next Meeting: March 30, 2010