

EDUCATIONAL MASTER PLAN COMMITTEE
Minutes
March 30, 2010

Present: Daniel Bahner, Clare Hinkle, Rick Hogrefe, Denise Hoyt, Cheryl Marshall, Michelle Riggs, Scott Rippy, Rebecca Warren-Marlatt, Sherri Wilson, Keith Wurtz

I. Call to Order

Matthew Lee called the meeting to order at 3:00 p.m.

II. Approval of Minutes

The Minutes of the March 23, 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 23, 2010, meeting. By consensus, the committee approved the document with removal of the measurement, "Photos of painted water tower."

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

A report on the analysis of the timeline was given by each point person.

- Keith – All his timelines are doable.
- Daniel – Professional Development has traditionally been run on a .40 FTEF faculty reassigned time, and if that continues, the timeline will be difficult. However, CHC has applied for a grant and if we get the grant, the position will move from .40 to a full-time position and the timeline becomes very doable. We should know relatively soon about the grant.
By consensus, the committee agreed to leave the timeline as is pending grant funding.
- Cheryl Marshall – Felt comfortable with all the phasing except 3.1.1, and suggested moving that timeline from May 2011 to Fall 2011.
By consensus, the committee agreed.
- Rebecca – Suggested the following changes in the labeling of the phasing table:
 - 1.1.0.2 - Change from "Improve Transfer Rate" to "Improve Transfer Services"
 - 2.1.0.3- Should be corrected to definition of inclusiveness.

V. Question: Can we strengthen the measurement section under each objective?

At the end of the meeting, the committee broke into groups to review the measurements for each Objective. Each group recommended changes to ensure that every Objective is measurable.

VI. Question: Should we include estimated resources under each objective?

Matthew asked if the committee thought a column should be added to list estimated resources for each Objective. He stated that once the EMP is in place, the resources for implementation should be listed in the Three-Year Plans of the P&PRC process. We are now in transition mode, however, so that has not yet happened systematically. Cheryl Marshall believes there are very few gaps in the P&PRC priorities with respect to the EMP Goals and Objectives, but suggested we do an analysis to see where the gaps are. Matthew volunteered to do the analysis.

VII. EMP Draft

A. Review of recent changes

The committee reviewed recent changes made to the EMP Draft. During the review, the following revisions were suggested:

- Page 4 - Members of the Crafton Hills College 2009-10 Educational Master Planning Committee ~~for 2009-10~~:
- Page 4 - Rick Hogrefe Dean of ~~Instruction~~ Arts & Sciences
- Page 5 – Add: Joe Cabrales, Dean of Student Services and Student Development

B. Status of Assignments

- QEIs – Keith will insert graphs with targets. Cheryl, Rebecca, and Charlie will complete their respective sections under QEI 8.
- Program Directions – Cheryl, Rebecca, Charlie and Keith will complete.
- 3-Year Budget Outlook – Matthew will get an update from Charlie.

Matthew stated that the committee has only a couple of weeks to finalize the plan to accommodate the schedule for presentations to constituent groups and open forums. The committee set the following schedule:

- April 13 - EMP Committee deadline for finalization of the EMP
- Management Team – Cheryl Marshall will arrange a special meeting.
- Academic Senate – Scott will send the plan to faculty on April 14th for review prior to the April 21st Faculty Senate meeting. Matthew will get the Plan to Scott on April 14.
- Classified Senate – Michelle will arrange.
- Student Senate – Clare will arrange. Student Senate meets every Monday.
- May 18 – EMP Committee will meet to consider the feedback received and finalize the EMP for the President’s approval.

VIII. Statements in the Follow-Up Report

A. Integration of Current Cycle

Matthew stated he will begin working on the Follow-Up Report and will need to document in the report all the planning and resource allocation integration that is occurring in the 2009-10 cycle, even though we are in a transition mode.

IX. Other Business

None.

X. Homework

- Review *EMP Draft* for additional terms that ought to be defined.
- Review *Strategic Directions & Goals* for additional Plans that need to be added to the document for linkage.

XI. Adjournment

The Committee adjourned at 5:00 p.m.

Next meeting: Tuesday, April 6, 2010