

EDUCATIONAL MASTER PLAN COMMITTEE

Minutes

February 23, 2010

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

I. **Call to Order**

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

II. **Approval of Minutes**

The Minutes of the February 9, 2010, meeting were approved with two corrections.

III. **Brief Review of Changes in *Recommended Strategic Directions and Goals with Draft Objectives and Suggestions for Actions***

The committee reviewed the *Recommended Strategic Directions and Goals with Draft Objectives and Suggestions for Actions* document. The document showed revisions the committee agreed to at the February 16, 2010, meeting. The committee approved the document with the following revisions:

SD 1 Objective 1.1.0.1: Develop and expand alternative access to programs and services.

SD 4 Objective 4.2.0.1: Develop and implement a process for recommending the development of new courses and/or programs based on a strategic perspective.

IV. **Completion of Draft Plan to Be Distributed for Feedback**

The committee broke into three groups to take a final look at Draft Objectives, Timelines, and Lead Responsibilities for all Strategic Directions. Strategic Directions 2 and 3, with their Goals, were reviewed, and the committee agreed with Matthew's suggested timeline changes. The following corrections/additions were agreed upon.

SD1

1.1.0.1 Timeline – Spring 2011

1.1.0.2 Timeline – Spring 2012

1.1.0.3 Point Person – VPI

1.2.0.1 Timeline – Fall 2010

Implement Web Advisor.

Implement and provide training for online orientation.

Survey non-persisting students on the reasons for their departure.

SD 4

4.1.0.1 Timeline – Spring 2011: Research

Fall 2011: Pilot(s)

Spring 2012: Evaluation & Plan

Fall 2012: Implementation

Administer the CCSSE.

Develop the engagement plan accordingly.

Implement the student engagement plan.

4.2.0.1 Timeline – Fall 2010 and in Fall of every even year thereafter

SD5

5.1.0.1 Timeline – April 2011: Position

5.1.0.2. Timeline – 2010-2011: Promotion

2011-2012: Facilities

Point Person – 3 VPs

Implement an effective marquee.

SD6

6.1.0.1 Action – Create a process to ensure alignment of all major college plans to the EMP.

Timeline – 2010-2012

6.1.0.2 Timeline – August 2010 and each August thereafter

6.2.0.1 Action: Update the CHC Organizational Handbook to include the map or flowchart.

Timeline – August 2010 and each August thereafter.

SD7

7.1.0.1 Delete “individual” from Action.

Measure: Employee development plans.

Establish a process for identifying training needs.

7.1.0.2 Timeline – 2010-2012

7.1.0.3 Timeline – December 2011

Lead: Crafton Council.

7.1.0.4 Timeline – 2010-2012

Establish the Center for Innovation and Teaching Excellence (CITE).

7.2.0.1 Action – A training/mentoring program that provides emotional support (e.g., “it’s OK to make mistakes and learn from them”) and recognition of successes.

Timeline: 2011-12

7.2.0.2 Timeline – 2010-2011

SD8

8.1.0.2 Timeline – Fall 2010-Spring 2012

8.2.0.1 Timeline – 2011-12

8.3.0.1 Point Person: Vice Presidents

8.3.0.2 Action: Review the existing plan, conduct a gap analysis, and recommend enhancements.

- V. Quantitative Effectiveness Indicators: Partial Draft for Distribution in Draft Plan**
Matthew stated that the committee needs to identify targets that seem to make sense and are sufficiently ambitious but attainable. It should be emphasized that these targets are not to reduce “instructional rigor.” It also needs to be explained that success rates and other QEIs represent institution-wide goals, and if at the end of 5 years we do not meet a goal, there will be no consequences for individual staff or departments.

The committee reviewed the QEI Draft prepared by Keith and agreed to the following five year recommended targets:

QEI 1 - Course Success Rate

CTE - 80.0%

Transfer - 73.4%

Developmental - 63.0%

Overall - 73.4%

QEI 2 - Course Retention Rate

CTE - 92.0%

Transfer - 88.0%

Developmental - 85.1%

Overall - 88.0%

QEI 3 - ARCC Persistence

70.3%

QEI 4 - Degrees and Certificates

800 Total Certificates & Degrees

QEI 5 - Transfer Rate

32.8%

QEI 6 - Transfer Readiness Rate

8.1%

QEI 7 - Productivity

Maintain at 500 or above (Cheryl Marshall will help with language)

QEI10 – Overall Student Satisfaction

74.8%

QEI 11 – Overall Employee Satisfaction

Before this baseline is established, Keith will redo the Campus Climate Survey and change the questions and response time.

VI. Other Business

- Review of the Educational Master Plan
EMP Presentations have tentatively been scheduled as follows:
Managers –March 4th or 5th (Cheryl Marshall will confirm date)
Student Senate – March 1, 3:00 p.m. (Cheryl Cox will confirm)
Academic Senate – March 3, 3:00 p.m.
Classified - (Keith will follow-up with Michelle)

Open Forums

Tuesday, March 9, 5:30 p.m.

Wednesday, March 10, 12:00 noon

V. Adjournment

The meeting adjourned at 5:30 p.m.