

Educational Master Plan Committee
Minutes
November 17, 2009

Present: Daniel Bahner, Rick Hogrefe, Denise Hoyt, Matthew Lee, Cheryl Marshall, Charlie Ng, Michelle Riggs, Scott Rippey, Moises Valencia, Rebeccah Warren-Marlatt, Sherri Wilson

- I. Call to Order
Cheryl Marshall called the meeting to order at 3:00 p.m.
- II. Minutes of the Meeting and Posted Comments
The Minutes and Posted Comments of the November 10, 2009 meeting were approved.
- III. Follow-up on Code of Professional Conduct/Code of Ethics Idea
Discussion took place and it was agreed that a Professional Code of Conduct/Ethics is important for the campus. Because this is a campus-wide issue and would affect all four constituent groups, it was agreed that this item should be referred to Crafton Council for disposition. The committee also agreed that this should be part of CHC's Educational Master Plan/Strategic Plan and will be included as an Objective under SD7.
- IV. Status of QEI Baselines and Annual Targets
Matthew stated that this item is still pending and that he and Cheryl would schedule a meeting with James Smith for discussion of available or easily obtainable data.
- V. Alignment and Integration with Other Major Plans
Because of the importance of alignment and integration of plans, Cheryl Marshall and Matthew Lee thought it would be a good idea to request a "volunteer expert" on each of the major CHC Plans to serve as a resource person. The resource person should be familiar with the plan and look for connects and disconnects as the plan relates to other plans. It was agreed to assign a primary person and a back-up to each plan. Assignments were made as follows:

Basic Skills

Daniel Bahner (Primary)

Sherri Wilson (Back-up)

Distance Education

Rick Hogrefe (Primary)

Denise Hoyt (Back-up)

DSPS

Rebeccah Warren-Marlatt (Primary)

(No Back-up)

Emergency Preparedness

Charlie Ng (Primary)
Sherri Wilson (Back-up)

EOPS

Rebecca Warren-Marlatt (Primary)
(No back-up)

Enrollment Management

Rick Hogrefe (Primary)
Rebecca Warren-Marlatt (Back-up)

Facilities

Charlie Ng (Primary)
Denise Hoyt (Back-up)

Fiscal Plan

Charlie Ng (Primary)
Michelle Riggs (Back-up)

Learning Communities

Cheryl Marshall (Primary)
Scott Rippey (Back-up)

Matriculation/Assessment

Rebecca Warren-Marlatt (Primary)
Scott Rippey (Back-up)

Professional Development

Daniel Bahner (Primary)
Michelle Riggs (Back-up)

Student Equity

Rebecca Warren Marlatt (Primary)
Moises Valencia (Back-up)

Technology

Rick Hogrefe (Primary)
Moises Valencia (Back-up)

Title V

Daniel Bahner (Primary)
Cheryl Marshall (Back-up)

Michelle Riggs and Cheryl Cox will gather the plans and post them on the EMP Webpage.

Matthew reported that the District has begun work on their Strategic Plan and the District Strategic Planning Committee (DSPC) has received and will be looking at CHC's strategic directions and goals. The District Strategic Plan needs to be in place by the time CHC submits the next Follow-Up Report. By spring, Matthew said, the District will have a sound, comprehensive plan with the understanding that during 2010-11, the DSPC will develop an exemplary plan.

VI. Setting Scope of Objectives

Matthew discussed the document, *"A Common Sequence of Activities that Many Objectives Share."*

VII. Additional Information to be used in Developing Objectives

Matthew reported that Kevin Fleming will do the environmental scan for the district and will provide results to CHC. If committee members have a need for other data, contact Matthew and he will see if the information is available. Denise Hoyt reported that the City of Yucaipa has hired an independent consultant to do research and that information will also be available.

VIII. Continual Development of Pool of Proposed Objectives

Matthew distributed copies of *"Guidelines for Writing Objectives (Adapted from Monterey Peninsula College)"* to the committee.

IX. Homework

1. Refresh yourself on your assigned Plan(s).
2. Think about what research data would be useful and e-mail Matthew.