

**Educational Master Plan Committee
Minutes
January 26, 2010**

Present: Clare Henkel, Rick Hogrefe, Denise Hoyt, Matthew Lee, Charlie Ng, Michelle Riggs, Scott Rippey, Rebecca Warren-Marlatt, Keith Wurtz, Sherri Wilson

I. Call to Order

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

II. Approval of Minutes

The Minutes of the of January 19, 2010, meeting were approved

III. QEI Baselines and Annual Targets: Status

Keith is gathering information on the Retention, Success, and Persistence QEIs, which will be available next week. Keith will present options on how to handle baselines and targets, and ask for the committee's preferences.

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 January 19, 2010, and discussed revisions made to the document. By consensus, the committee approved the document with the following revisions:

Objective 1.2.0.3 Identify and initiate the development of ~~specific~~ new courses and programs that ~~are likely to prove valuable to the College and our students~~ align strategically with the needs of the College and its students.

Action 1.2.0.3 By the end of Spring 2011 and on at least a biennial schedule thereafter, the Educational Master Planning Committee will gather the information necessary to identify ~~promising~~ new courses and/or programs, and recommend appropriate action, based on a strategic perspective.

Objective 7.1.0.1 Ensure that all faculty, staff, and administrators receive relevant, timely, and appropriate training in subjects essential to their functions.

~~Action 7.1.0.1~~ ~~Clearly communicated expectations and standards (reinforced through accountability) for training.~~

Action 7.1.0.2 Hire, evaluate, and hold accountable [employees] in accord with ~~these~~ clearly communicated standards and expectations.

Objective 8.1.0.2 Develop a systematic process for assessing and addressing, in both the long and the short term, the gap between available and needed resources ~~in both the long and the short term~~.

V. Review of Environmental Scan Information

Matthew reviewed the Environmental Scan information provided by Kevin Fleming. Matthew explained that because Kevin is providing the information on a volunteer basis, we are happy to get whatever information we can. Keith should be able to provide this type of information next year, so we can be more specific with data requests then.

Matthew went through the documents distributed to the committee as well as documents distributed to the District Strategic Planning Committee. Matthew will send to the committee the same information the DSPC has. This information should be reviewed to make sure there are no significant gaps in the *Strategic Directions and Goals* document.

It was suggested we survey local high school seniors about which college they plan to attend, and ask why they have chosen as they did, especially if that choice was not CHC.

Matthew pointed out that the information on students' ZIP codes is based on current or last ZIP, not their ZIP code while attending CHC. However, the student records system does contain previous addresses, according to Admissions and Records, and Keith should be able to find the find most students' ZIP codes during their attendance at CHC.

VI. Review of Draft Objectives

Matthew believes the committee has drafted a good set of Goals and Objectives, but needs to look carefully at the draft as a whole and make sure there are no gaps.

VII. One Plan or Two?

The committee discussed the implications of one plan or two plans. If the committee decides on two plans, a decision will need to be made on what goes in each plan. Matthew explained that for accreditation purposes, we must have something called an "*Educational Master Plan*." Scott stated that he would be afraid that two plans would lose the integration characteristic of one. Other members pointed out additional advantages of one plan over two.

After considerable discussion, it was the consensus of the committee to go with one plan.

VIII. Contents and Appearance of the Educational Master Plan

The committee needs to test this plan against the information we have reviewed and will review, and decide whether it is robust enough as it is, or needs more or different goals or objectives. The committee needs to decide what information should be included at the top and at the end of the published plan. For example, does information at the program level need to be added? If so, because of time constraints, Matthew said that it should probably be in summary form.

During the next few meetings, the committee will need to focus on the following:

- Do we need to add to the Plan to fill gaps?
- How do we best send the Plan and the QEI baselines and targets to constituent groups for feedback?

IX. Homework

- Look carefully at the draft and statistics to determine if there are any gaps--Matthew will send out the rest of the environmental scan information DSPC has.
- Think about how best to run this information by all the constituent groups.

X. Adjournment

The committee adjourned at 4:50 p.m.

Next Meeting: February 2, 2010, 3:00 p.m., LADM 217