

EDUCATIONAL MASTER PLAN COMMITTEE

Minutes

March 2, 2010

Present: Daniel Bahner, Clare Hinkle, Denise Hoyt, Matthew Lee, Cheryl Marshall, Charlie Ng, Michelle Riggs, Rebecca 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 February 16, 2010, meeting were approved.

The Minutes of the February 23, 2010, meeting were approved with one correction.

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*. The document showed revisions the committee agreed to at the February 23, 2010, meeting. The committee approved the document with the following revisions.

SD1 Action 1.2.0.1 Conduct research on non-persisting students, including a survey on the reasons for their departure.

Results from the *Student and Employee Satisfaction Survey* were not included in the distributed version of the QEIs because Keith has plans to improve the questions and redo the survey, just as for the employee climate survey.

IV. Next Steps

The committee reviewed the draft of the CHC Educational Master Plan 2010 and agreed upon the following assignments.

- **Preamble**
Matthew will draft.
- **Planning Context: Information from the Environmental Scan**
Matthew will insert graphics and tables, such as the map of the CHC service area.
- **Planning Context: College Characteristics**
Keith will provide the "College Characteristics" information.
It was agreed to use demographic information from a period of 3 years: 2006-07, 2007-08, and 2008-09. Keith will check to see if reliable information on student disabilities is available and, if so, it will be included.
- **Quantitative Effectiveness Indicators**

Matthew will insert text and tables from the distributed version, and add Keith's graphs from the PowerPoint presentation.

- **Long-Term Fiscal Plan: Three year Budget Outlook**

Charlie is waiting to see where we are on the District Allocation Model, which Bruce wants to finalize before preparing the Three Year Budget Outlook for both colleges. In any case, Charlie will have CHC's version of the Three-Year Budget Outlook available by the first part of April.

- **Program Highlights**

Keith will prepare the FTES, FTEF, WSCH per FTEF, Student Retention, and Student Success data for all instructional programs as defined by the Planning and Program Review Committee.

Rebecca and Cheryl Marshall will prepare the information for *Instructional Program Directions* and *Student Services Program Directions*. The committee agreed to add *Program Highlights* for Administrative Services (to be prepared by Charlie) and President's Area (to be prepared by Keith).

Cheryl Marshall will pull together a subcommittee of the EMP Committee to format the publication version of the Educational Master Plan.

V. Feedback Report

It was reported that the EMP Presentation to the Student Senate went well and the students asked good questions. Clare stated that the presentation made the students feel involved and that their opinions do count.

VI. Other Business

Denise compiled a timeline that showed all the SD Objectives under their respective timelines/deadlines. After reviewing the information, it was the opinion of some committee members that the list is not too overwhelming and the timeline is doable.

In response to a question, Matthew stated that he is aiming for distribution of the pretty-close-to-final version of the EMP to the campus for feedback by about April 1.

VII. Homework

- Denise will revise the table to include the point person or group for each objective and send it out before the next meeting.

Matthew praised committee members for their hard work in putting the Plan together and believes we are in pretty good shape.

VIII. Adjournment

The meeting adjourned at 4:30 p.m.