

## EDUCATIONAL MASTER PLANNING COMMITTEE

### Minutes

April 6, 2010

**Present:** Daniel Bahner, Clare Hinkle, Denise Hoyt, Matthew Lee, Cheryl Marshall, Catherine Pace-Pequeno, 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 March 30, 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*. Matthew incorporated suggested "measurements" recommended by the group at the March 30<sup>th</sup> meeting with some light editing and phrasing to make it consistent.

**By consensus**, the committee approved the revised document with one correction: **SD8 Data for Measuring Progress:** ~~Crafton Council~~ Planning and Program Review minutes.

#### IV. Phasing of Objectives

The Committee reviewed the *Phasing* document reorganized by point person/group.

#### V. Matching EMP Goals and Objectives with 2009-10 P&PRC Plans

Matthew distributed copies of his Gap Analysis of EMP Components that do not appear in the 2009-10 P&PRC Priorities List. The document is a rough cut and Matthew has not checked to see if he missed anything. Matthew was pleased to find very few gaps, but not surprised that some of the cited gaps exist because they were things not likely to percolate up from the unit level. Next year, the EMP will be in place at the beginning of the Program Review process, so there should be fewer gaps. Overall, Matthew believes this is a good start. Matthew asked committee members to review the list to see if he missed anything. Cheryl Marshall suggested that some items are missing because they are under the Perkins Plan and are not obvious.

#### VI. EMP Draft

##### A. Review of Recent Changes

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

- Page 4 – The President distributed the final draft of the EMP to all College employees and to student leadership April 2010.
- Page 5 – The Committee will submit its final recommendation for revisions of the EMP to the College President by June 30 each year. ~~The approved version of~~ After final approval by the President, the EMP will be posted on the College website, and all members of the College community will be notified of its availability.

**By consensus,** it was agreed to number the Graphs in section 5 (Example: *Figure 5.1. Title*). Keith will add the notations.

Matthew asked whether anyone had any additions to the integration table on pages 45-46; no one did.

Matthew reminded committee members that at the next meeting, they would be reviewing and approving the full distribution draft of the EMP.

#### **B. Status of Assignments**

- QEI 8 - Cheryl, Rebecca, and Charlie will complete their respective sections.
- Three-Year Budget Outlook – Matthew has asked Charlie to finish his draft by the end of this week.
- Program Directions – Cheryl, Charlie, and Keith will complete by Friday.

#### **VII. Status of Feedback Scheduling**

The committee discussed the process for getting feedback from the campus. Matthew explained that the District's Strategic Plan is also going out to the campuses via email. SBVC will have a presentation at a single open forum. Gloria has said that a similar approach might work at CHC, and Matthew is waiting for a final decision.

For the CHC EMP, Matthew suggested two choices: (1) only e-mail the plan to all employees and student leadership, and ask for feedback; (2) in addition, schedule presentations with all the campus constituent groups for feedback. For clarity, the committee agreed to schedule presentations for each constituent group.

The presentations to constituent groups were scheduled as follows:

- April 19, 3:00 p.m. – Student Senate
- April 21, 3:00 p.m. – Academic Senate
- April 23, 8:00 a.m. – Management Team (confirmed)
- April 26, 12:00 noon – Classified Senate (confirmed)

#### **VIII. Other**

#### **IX. Homework**

- Review Gap Analysis for omissions.

**X. Adjournment**

The meeting adjourned at 4:00 p.m.

Next meeting: Tuesday, April 13, 2010