

EDUCATIONAL MASTER PLANNING COMMITTEE

Minutes

May 11, 2010

PRESENT: Daniel Bahner, Rick Hogrefe, Denise Hoyt, Matthew Lee, Cheryl Marshall, Michelle Riggs, Scott Rippy, 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 April 27, 2010, meeting were approved.

III. **Discussion and Recommendation of the Educational Master Plan to the President**

The committee reviewed recent changes to the EMP Draft. Matthew pointed out that in addition to changes the committee approved at the last meeting, he made the following corrections:

- corrected typos
- Action under Objective 4.1.2, in response to feedback: changed the phrasing to “community and other needs assessments”
- for QEI 8, made the Target explicit

Denise Hoyt received a suggestion from a constituent that when the committee solicits input, it ought to give formal feedback as to what actions, if any, it chose to take in response, and why. It was pointed out that the Minutes reflect changes made to the Plan with some rationale as to why. In the future, formal feedback can be given.

By consensus, the committee approved the *Crafton Hills College Educational Master Plan 2010*, with the changes noted above.

Matthew will make the changes approved at today’s meeting and then send a clean copy of the *EMP* to committee members. Cheryl Marshall will send the *EMP* to Gloria with a request for action. After Gloria takes action, word will go out to the campus.

IV. **Organization and Tasks of the “Pretty Committee”**

The Plan approved by the President will be posted on the website. During the summer, the “Pretty Committee” will design the cover, add photos, and make cosmetic changes. No changes will be made to the contents. The cover will be printed on glossy paper and the Plan will be spiral bound, if possible. It is hoped to have the bound version completed for In-Service Day in August. Scott Rippy suggested producing a shortened version of the Plan, in a pamphlet format, for the campus and external audiences. The shortened version should include strategic directions and goals.

V. Preparations for Next Year

A. EMPC meeting schedule and membership

It was agreed that the EMPC will meet on the 2nd & 4th Tuesdays at 3:00 pm. The first meeting will be held on Tuesday, August 24, 3:00 pm. The senates have not made next year's committee membership assignments, so next year's membership is still unknown. Matthew stated that during the first year of implementation, it would be an advantage for the membership to overlap a year because continuing members would understand the process and see the implementation more clearly than new committee members. It would also be helpful to assign mentors for student committee members.

B. Spreading the word to everyone on campus

It was suggested that CHC's In-Service day in August would be a good time to discuss the *EMP*. Cheryl Marshall will propose that a portion of In-Service day be devoted to discussing the EMP and that classified staff be invited.

C. Implementation Facilitation

Matthew stated that implementation of the *EMP* is dependent on people being aware it is out there. A meeting with point people for projects that begin in the fall will need to be scheduled. It should also be announced that point persons may be calling on faculty and staff for assistance. An update on the EMP should be included as a regular Agenda item for the Senates, President's Cabinet, Management Meetings, Chairs Council, Student Services Council, etc.

D. Goal 4.2: New courses and programs

Matthew pointed out that the EMPC is the group responsible for Goal 4.2. and asked if the committee should also review CHC's Mission, Vision, & Values. Crafton Council may be group to do this, but Matthew believes that EMPC would be more appropriate.

E. Monitoring Progress

Matthew stated that the EMP timeline for monitoring progress is not detailed, so the committee needs to decide on the frequency of progress reports on both Objectives and QEIs, the schedule of information updates, etc. A decision also needs to be made on whether to do the initial evaluation of the EMP in spring or wait until fall, after a full year of implementation. Soliciting feedback in April is difficult, so the committee might consider moving the timeline to late March. The committee will need to reach consensus on a schedule for Plan revision, constituent-group feedback, and final recommendations at the August 24th meeting.

VI. Other Business

Matthew thanked the committee members for all their hard work over the past year. Implementation of the plan will begin next year, he said, but the committee has already accomplished a great deal, and deserves recognition for that.

VI. Adjournment

The Committee adjourned at 4:15 p.m.
Next Meeting: Tuesday, August 24, 3:00 p.m.