

San Bernardino Community College District (SBCCD)
Educational Master Planning (EMP) Project (Dec '21 – Dec '22)
Collaborative Brain Trust (CBT)

EMP Project Highlights

Leads for the Overall Project

- SBCCD – Dr. Christopher Crew
- CBT – Dr. Nicki Harrington

CBT Consultant Team Assignments for SBCCD Sites	Assigned Leads for SBCCD Sites
<ul style="list-style-type: none"> ▪ Nicki Harrington – DSO ▪ Dona Boatright – SBVC ▪ John Spevak – CHC ▪ Dan Rosenberg – Research Specialist ▪ Sally Montemayor Lenz – Student Success, Equity, and Diversity 	<ul style="list-style-type: none"> ▪ DSO – Christopher Crew ▪ SBVC EMPC Chair – Joanna Oxendine ▪ CHC EMPC Chair – Gio Sosa

Abbreviated Projected Project Timeline

[Note: District Strategic Plan in progress; Expected Board Adoption March 2022]

Month	Activity
Dec 16-Feb 2	<ul style="list-style-type: none"> ◆ Project Kickoff mtgs: Data Team and Chancellor’s Cabinet ◆ Data Collection; Review of District & Colleges’ documents
February	<ul style="list-style-type: none"> ◆ DSO – Set date/time for 90 min kickoff Zoom meeting [Between March 10-16] ◆ College EMPCs: <ul style="list-style-type: none"> ▪ Set date/time for SBVC & CHC 90 min kickoff Zoom mtgs [Between March 10-16] ▪ Establish Membership; Review EMPC Purpose Statement ▪ Set Dates for CBT Spring Site Visits: <ul style="list-style-type: none"> ○ 2-day Visit #1 – Between March 28 – April 8 ○ 2-day Visit #2 – Between May 2 – May 12 ▪ Draft List of Internal and External Stakeholders (~ 20 each = 40, per college) ▪ Review College Mission, Vision, Values; recommend any revisions ▪ Identify “logistics” person to schedule meetings, make site visit arrangements, reserve rooms, send out meeting invites, room-set-up, & take session notes
March-April	<ul style="list-style-type: none"> ◆ Kickoff Meetings with DSO, SBVC College Executives & EMPC, and CHC College Executives & EMPC (three 90 min zoom meetings) [March 10-16] ◆ 1st CBT 2-day site visit & internal listening sessions [Between Mar 28-Apr 8] ◆ Colleges provide updated list of Program Advisory Committee members & emails
May	<ul style="list-style-type: none"> ◆ 2nd CBT 2-day site visit & external listening sessions [Between May 2-12]
June – Aug	<ul style="list-style-type: none"> ◆ Colleges’ summer hiatus; CBT - Data Synthesis and Analysis
Sept - Oct	<ul style="list-style-type: none"> ◆ Set dates for EMPC meetings and two CBT visits ◆ Conduct Surveys: College staff and students; employers, Program advisory committees ◆ Data Profiles completed; Themes and Planning Assumptions developed ◆ 3rd CBT visit – EMPC reviews Discovery Phase Results ◆ 4th CBT site visit -- Goal-setting session [two 4 hr sessions, back-to-back days]
November	<ul style="list-style-type: none"> ◆ Draft EMPs completed for review by college EMPCs, exec teams, and constituents ◆ DSO refines work plans to support college EMPs; Final Edits to EMPs
December	<ul style="list-style-type: none"> ◆ EMP Project completed; Board adoption of EMPs