

EDUCATIONAL MASTER PLAN COMMITTEE

Minutes

August 24, 2010

Present: Daniel Bahner, Ruth Greyraven, Janine Ledoux, Matthew Lee, Cheryl Marshall, Michelle Riggs, Rebecca Warren-Marlett, Sherri Wilson, Keith Wurtz

- I. Welcome to new members: Ruth Greyraven and Janine Ledoux.
- II. Reviewed minutes from meeting May 11, 2010. Committee approved minutes by consensus.
- III. Update of Summer progress:
 - A. Over the summer the "Pretty Committee" worked to make the Educational Master Plan more aesthetically pleasing. However, the contents are the same.
- IV. EMPC tasks this year:
 - A. We will be meeting two times each month during the fall, it is possible that may be reduced to once each month for Spring.
 - B. Accreditation standards call for the integration of plans. This plan is a tool that the EMPC will use to monitor progress, make sure goals and objectives are being accomplished and adjust the timeline as necessary.
 - C. This committee is responsible for recommendation to re-visit the Mission, Vision, and Values to determine if there is a needed revision. This is generally considered every three to five years.
 - D. This committee is one group that will look at the environmental scan data to discuss the process and policies for the need to develop programs and services.
 - i. The Academic Senate, Enrollment Management Committee, and Program Review Committees will drive the decisions of the process and procedures for discontinuing programs.
- V. Discussed monitoring the EMP
 - A. The Educational Master Plan will be monitored by the EMPC, the Crafton Council, and Presidents Cabinet. Periodic progress reports will be required to communicate movement on actions/tasks, objectives, and goals.
 - B. Discussed role of the committee in monitoring progress and how to handle updates.
 - C. Discussed ideas for how progress on meeting the goals and objectives will be communicated to the campus.
 - D. The Vice Presidents provided a draft status report for feedback from the committee by September 1, 2010.
 - i. Need to determine the frequency of reporting. Discussed one in the fall, late October, and twice in the spring.
 - E. Ruth recommended that we use a web-site to post status reports. This would ensure transparency and allow the entire campus to access the templates and status

reports. Matthew will check with Jason once the committee reaches consensus on the Progress Reports contents and report back the feasibility of this request to the EMPC.

- i. Progress reports will also need evidence. Discussed having links to reference a repository of evidence files.

VI. Finalize task calendar for 2010-11

- A. Cheryl will use the time-line from last year to identify which goals need to be monitored this semester and that will guide the committee's workload and agendas, and help this committee to measure progress.

VII. Discussion of reports to Crafton Council and the campus.

- A. The EMPC will be responsible for revisions to the initial goals, objectives, and timeline. Revisions will be made by the 1st of April and communicated to the campus by mid April.
 - i. QEI updates will be communicated to the campus in the fall.
 - a. This committee will need to review suggested QEIs in the plan to determine when and if they should be considered.
- B. The Educational Master Plan is also the Strategic Plan. This Committee is the Strategic Planning Committee on campus.
- C. Matthew encouraged the committee members to review the accreditation follow up report for accuracy and evidence; specifically look at recommendation 1.