

EDUCATIONAL MASTER PLAN COMMITTEE
Minutes
September 14, 2010

Members Present: Daniel Bahner, Janine Ledoux, Cheryl Marshall, Rebecca Warren-Marlatt, Leanne Perrault, Sherri Wilson, Keith Wurtz

Members Absent: Ruth Greraven, Richard Hogrefe, Michelle Riggs, Michael Strong, Miriam Williams

Meeting called to order at 3:03 p.m.

1. The committee welcomed our new student member, Leanne Perrault.
2. Minutes from August 26, 2010, meeting were approved by consensus as presented.
3. A new template for reporting on progress with EMP initiatives developed by Matthew Lee (see attached *Planned Status Report Sample*) was distributed and discussed with the following suggestions:
 - a. Have the instructions on a separate page.
 - b. If possible, create Excel columns for status boxes to allow for easy computation of percentages for completed, underway, scheduled, or planned.
4. The committee reviewed the *EMPC Objective Time Table* (see attached) and identified the current status of each of the objectives in the first 4 columns as identified in the attached *EMPC Objective Time Table Status Report*. In addition, the committee made the following observations regarding the various items below:

Summer 2010

- 6.1.2** The *Organizational Handbook* is underway and will be completed soon.
- 6.2.1** Included in the *Organizational Handbook*.

Fall 2010

- 1.2.1** Student Handbook has been given to Orientation workgroup.
Web Advisor is underway.
Other issues need to be discussed and developed.
- 2.1.2** PPR will provide demographic information.
Underway on *Analyze and identify*.

Planning for *Develop strategies*.

- 2.1.4** Continue In-service.
Continue Welcome Back BBQ.
Repeat Classified Professional Development Week.
Install monthly Classified Professional Development Day.
Begin GIFTs sessions during College Hour.
Do something campus-wide on April 19.
Expand Flex programming.

- 2.1.5** Accreditation Roundtable with President.
All-Instruction meetings.
Accreditation open meetings.
Open-ended Brown Bag meetings (College Hours, 3rd Wednesdays, each month).
Call open meetings *Town Hall Meetings*.

- 3.1.5** Completed first two bullets

- 4.2.1** Should be a major agenda item for one of our (EMPC) meetings.
Do a joint working committee, involving Enrollment Management and Academic Senate.
Involve Deans.
Review actions to fit objective.

- 8.3.1** Need to flesh out more.

- 7.2.2** Incorporate into Classified Professional Development Week.
Incorporate into Chair training.
Incorporate into Management meeting.

5. The committee discussed whether we should change our name to the *Strategic Planning Committee* to better reflect the nature of our current charge. Although there appeared to be consensus for the idea, no formal action was taken.

Meeting adjourned at 4:43 p.m.

These Minutes have not been approved.

Respectfully submitted,

Daniel Bahner,
Scribe-for-the-day