

## EDUCATIONAL MASTER PLAN COMMITTEE

### Minutes

September 28, 2010

Present: Daniel Bahner, Ruth Greyraven, Janine Ledoux, Leanne Perrault, Matthew Lee, Cheryl Marshall, Michelle Riggs, Miriam Williams, Rebecca Warren-Marlett, Rick Hogrefe, Sherri Wilson, Keith Wurtz

- I. Meeting called to order by Cheryl Marshall at 3:04PM
- II. Reviewed minutes from meeting September 14, 2010. Committee approved minutes by consensus.
- III. Update of Crafton Council discussion:
  - A. All major committees will report to the Crafton Council with updates on status of Ed Master Plan objectives by November 30<sup>th</sup>.
  - B. Crafton Council (CC) reviewed their objectives last week.
    - i. Objective 6.1.1-plan alignments; the CC will invite all committee chairs and/or those responsible for major plans to the Oct 5 meeting to discuss the procedure for aligning plans with each other, how to ensure collaboration, and how to align plans with the EMP.
    - ii. Objective 6.1.2- Organizational Handbook- Currently the handbook is with the senates for review. Will review each spring with an updated version - tentatively- each August.
    - iii. Objective 6.1.5- Transparent Planning Processes- the first step identified is to have focus groups. These will be scheduled; one in fall and one in spring, then work over the summer to move forward.
    - iv. Objective 6.2.1- Organizational Structure- this is included in the handbook and will be updated once each year.
    - v. Objective 7.1.2- Professional Standards- 2 yr- timeline. Senates will establish ad-hoc workgroups. Research what other community colleges are doing and how it is working for them. Also, will ask student senate to provide their perspective of what they would like to see from staff/faculty/management. December 7<sup>th</sup>- 1<sup>st</sup> report due to the Crafton Council.
    - vi. Objective 7.1.3- Online resource center. Alisa and Kristi to work together and determine what is a reasonable way to organize the content (possible a FAQ?).
  - C. Ed Master Plan Committee will review all updates at the final meeting this semester- December 7, 2010.
  - D. All Committees will be completing a self-evaluation in the Spring. The EMPC reviewed a draft questionnaire developed by the Crafton Council on September 8, 2010.

- i. These paper evaluations will be designed using Snap software and completed during committee meetings in an effort to maximize the response rate. This is happening only on our campus, eventually we would like to adopt this practice by all District-wide committees.
  - ii. To encourage more broad participation, the evaluations will ask participants how many CHC and District committees they currently serve.
- IV. EMPC tasks this year:
- A. Discuss workload for 2010-2011 to develop a timeline.
    - i. Monitor progress- QEIs; review the need to add any of the proposed QEI's found on Page 44 of the EMP.
    - ii. Track progress of current QEIs- this monitoring will be an ongoing task of the EMPC and included on every agenda.
    - iii. Revisit the Mission, Vision, Values- It has been 3 ½ years. Committee agreed that this year's focus should include making the current EMP work and since it was developed with the current M, V, V, this year is not the right time to take on this task. Committee would like to add this task to the first couple of meetings agenda's for next year to determine if that might be an appropriate time to start this task.
    - iv. Determine our role in the new course/program input. Possibly using environmental scan data- determining what data is needed to make informed recommendations, including faculty observations.
    - v. Spring communication to the campus updating the EMP- This year will likely include tweaking, possible changes to timelines, update completed items, and include a letter of introduction from the President. Not likely to add additional goals.
    - vi. Next three agendas will include revisiting the proposed QEIs to determine; viability and ease of measure, and how crucial fundamentally these are to gauge the overall performance of the institution.