

Agenda

Woodland Community College – Educational Master Plan “Pre-planning” Team

Friday, May 28, 2021 – 12:00-1:30 PM

Zoom: <https://cccconfer.zoom.us/j/99321070016>

Documents: Preplanning Checklist, Citrus College Integrated Planning Diagram, Implementation Protocol Samples (Citrus College, Rio Hondo College)

| Agenda Item | Presenter(s) | Outcome(s) |
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| Welcome, Overview of Agenda, and Desired Meeting Outcomes | Kasey, Diane | Consensus on meeting agenda items and desired outcomes. |
| “Preplanning Checklist” | Diane and All | <p>Completion of the items on the Pre-planning Checklist.</p> <ul style="list-style-type: none">• Team reviewed the Pre-Planning list as previously shared and worked together to fill in the checklist responsibilities, below are the highlights (check list attached for reference):<ul style="list-style-type: none">○ Group’s definition of senior staff includes managers and administrators. These staff members will work with EMP Planning Committee members to achieve goals as outlined in the planning documents. Their role will provide support as needed.○ On this note, the team encouraged receiving feedback from different sources be incorporated into the planning phases- this includes, district level committees (DCAS, DC 3); this is suggested given the district’s own EMP and the goal of aligning with our sister college but keeping our own needs visible and incorporated into our own EMP.○ Timelines: Team agrees with suggested timeline for deliverables being May 2022 is feasible. |

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| | | <ul style="list-style-type: none">• Committee membership/representation: various models of membership and leads was discussed as a group. Including a Tri-Chair format to be the ‘faces’ of the committee and be responsible for sharing out of updates/information to the various stakeholders (including members of the public).<ul style="list-style-type: none">○ Size, membership & representation of EMP planning committee reviewed. Current EMP pre-planning committee has representatives from administration, faculty, CSEA, Academic Senate ; these members also serve on PIE which has been identified by EMP planning committee to be key stakeholder/vetting partner for the EMP work.○ Size of committee stands at 7, moving forward, committee needs to determine how many additional members will form EMP committee and ensure that all three sites are represented. The ideal number as determined by the group’s past and current experience with committees is 10 or under when possible. Also, to be considered is that too many subcommittees or large committee tends to make it difficult to delegate tasks at times. As it stands this committee would provide standing reports to PIE – (proposed to serve as an Ad Hoc Committee).○ On this note, it should be reflected in these notes that the committee would look to receive feedback from various stakeholders throughout the development of the EMP and do so using various platforms and include check points for adjustments.○ Pursuing feedback from all stakeholders would provide visibility, transparency and opportunity for feedback throughout the process to aid in the creation of a plan that addresses the needs of the institution and the vision for the future. |
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| | | <ul style="list-style-type: none"> ○ Feedback opportunities would be phased out and be incorporated by the committee as applicable. ○ Feedback/assessment of consultant, EMP Planning Committee membership and work also part of the proposed project outline. ○ Feedback platforms/opportunity to share out progress: <ul style="list-style-type: none"> ● Internal surveys for staff, faculty, students. ● Forums with public and members of the district. ● Sharing out with shared governance groups with Academic Senate representation including approval of proposals before proceeding. ○ Workflow or sharing out flow would be as follows: <p><i>EMP Committee <-> PIE -> AS <-> College Council <-> ASWCC/ASLCC (for input) -> Consultant <-> President).</i></p> ● Additional external stakeholders to be considered for feedback/inclusion in the development of the EMP include K-12 partners that may be working directly with President’s office. <ul style="list-style-type: none"> ○ A. Lee: Suggests committee also considers Lake WIB Consulting Group as an external stakeholder given their work at Lake (WIOA grant). ● Communication-platforms/frequency/office responsible: <ul style="list-style-type: none"> ○ As previously noted, the committee suggest that a standing report be developed to capture the project’s accomplishments, it is suggested that this also be a part of the College report that the President’s office sends out to the college community. The format |
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| | | <p>suggested would be something along the lines of “There are 3 things you need to know”</p> <ul style="list-style-type: none">○ It is also suggested that this information be shared during the Faculty Brown Bag sessions to involve faculty in the conversation.● Phasing out the old EMP and working to ensuring the new EMP is in alignment with the district’s EMP, accreditation goals/measures is noted as part of the work the committee would be responsible for addressing. Previous EMP sunset last year but there was no official close out of that project nor assessment. It is suggested that this EMP includes a strategy to address this and that it’s design clearly outlines an adoption, extension, adjustment modality with standard metrics for each goal to assess success/completion.● Budgeting; The vision for the EMP is that is outlines for the President as representative of the college what the priorities should be heading into the next three year which would include a sense of financial responsibility for the projects proposed, however, budget components would be at the discretion of the district as the ultimate decision maker.● Environmental Scans: This task would be completed in collaboration with Student Success and Institutional Effectiveness. This office is responsible for data collection, research and providing recommendations for the college.● Committee agrees that the EMP would be data driven and in complete collaboration with existing shared governance groups but the ultimate responsibility for the development of the EMP would be the EMP Planning Committee who would incorporate the feedback received from these groups, the consultant and the President. |
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| Next Steps | Kasey | Identify any needed activities or follow up. <ul style="list-style-type: none"> • Follow up meeting K. Gardner, D. White & C. Servin – EMP Debrief <ul style="list-style-type: none"> ○ Reviewing completed work in pre-planning sessions & identifying next steps: Convocation presentation. |
| Closure: A. Additional actions and responsibilities to be completed prior to next meeting. B. Thank you! | All | A. Identification of any additional actions, responsibilities, and deadlines. D. Thank you! |