Pre-Planning Session Minutes (CS)

05.21.2021

- Group discussed the general idea behind this committee and EMP goals, including the review of the checklist, preplanning overview and general conversation surrounding the EMP (past and present project).
    - o Upon review/discussion of both EMP for WCC plans and the work previously completed by D. White (multiple colleges across the state, materials/other resources shared with group via Chat & email) the following ideas came to mind:
        - ▪ Need to decide who is our audience?
            - • What are their needs, expectations?
                - o Faculty/staff/administration- Can this EMP be a working document/tool that is not only a tangible outcome of the work by the group but also accessible and ready for use in the day-to-day operations/instruction of the college stakeholders?
                    - ▪ Guiding took, decision making tool(s) that compliment/align with the other vetting committees? (i.e. PIE, DCAS mentioned as few examples).
                - o Can it be data driven but also include narratives/executive summaries that speak to different readers? (Including potential/existing students, community members at large, staff, faculty, administration, multi-college district members)?
                    - ▪ How do address the multi-college district component?
                    - ▪ How do we/can we incorporate the district level EMP, Yuba College EMP?
                        - • DCAS, YCCD Board, Yuba College
                    - ▪ Can we work to ensure the narratives include the visions/end goals of this plan?
                    - ▪ Can it be mindful of timelines and expectations?
                        - • This goes in hand with the committees own timelines for developing the content and include check in/assessment of the work being completed before being presented to internal & external * stakeholders for vetting?

- o Who do consider internal, external? What drives this?
  - ▪ In viewing the proposed check list, it is noted that committee membership as well as the roles/responsibilities of each will undoubtedly evolved as the project progresses given potential for changes in administration, as well as the needs identified in the process.

- Group reviewed the Planning Check list as developed by K. Gardner & D. White
  - o The group will review in more detail before next meeting and be prepared to share ideas/suggestions on content (application/feasibility, additions, edits)
    - ▪ K Gardner can create a form that group can complete (to aggregate the data) or they can share out their individual notes.

- Next meeting (last of the pre-planning sessions) is scheduled for Friday, May 28th from 12-1:30 p.m.
  - o Work will continue to be done (behind the scenes) K. Gardner & D. White in preparation for fall launch of the project.
    - ▪ A meeting calendar will be discussed and confirmed.

    - ▪ Use of Board Docs as potential repository of documents and platform for group to meet is being finalized. C. Servin has follow up meeting with K. Wilkins (District staff member) to confirm Board Docs access.