

**Meeting Minutes**  
**Woodland Community College**  
**Educational Master Plan/Mission, Vision, Values Working Group Meeting**  
**October 8, 2021, 1:00-3:00PM**  
**Room: B800 Community Room**

Emailed Documents: 1) Agenda (10/8/2021); 2) WCC EMP MVV Project Timeline; 3) WCC Vision/EMP Employee Input (Fall Convocation); 4) WCC EMP 2016-2019

Meeting Handouts: 1) Prior EMP Assessment Process (*Draft*); 3) Mission, Vision, and Values Statements (WCC and Other Colleges); 4) ACCJC standards related to Mission and Vision

Agenda Item	Presenter(s)	Outcome(s)	Minutes
<p>Welcome, Introductions, Overview of Agenda, Desired Meeting Outcomes, Project Purpose, General Project Timeline</p>	<p>Dr. Pimentel</p>	<p>Consensus on meeting agenda items and desired outcomes.</p>	<p>Agenda items as shared for this kick off meeting aim to present the group with the scope of work to be completed.</p> <p>Desired outcomes from this EMP work group to develop an EMP that:</p> <ol style="list-style-type: none"> <li>1) <b>Outlines</b> the college's direction for the future</li> <li>2) <b>Identifies</b> the educational needs in the service area</li> <li>3) <b>Establishes</b> goals and objectives to address needs</li> <li>4) <b>Prioritizes</b> the work required to accomplish its purpose</li> </ol> <p>This work will align with, inform and support our institution's goals as well as those of the district.</p> <p>Note- EMP work group is a subgroup of College Council, thus the work being completed will be shared out to College Council for their feedback/approval.</p>
<p>Housekeeping</p> <ul style="list-style-type: none"> <li>• Agendas</li> <li>• Minutes</li> <li>• Regular meeting days/times</li> </ul>	<p>Diane White</p>	<p>Establish protocols for agendas and minutes.</p> <p>Establish regular meeting days/times.</p>	<p>Agenda items will be discussed/brainstormed at the end of each meeting to prepare for the next meeting.</p> <p>Final agenda will be shared with the group a week in advance of each meeting and include all pertinent materials allowing group time to review.</p> <p>Minutes will also be formatted and shared in advance and approved at the meeting.</p> <p>Group will meet twice a month (2<sup>nd</sup> and 4<sup>th</sup> Friday) via Zoom from 1-2 p.m.</p>

			Town Halls will be facilitated by the group's leads with dates/times to be set by the group. This will provide opportunity to engage with additional stakeholders and gain feedback. Dates/times TBD but will be scheduled for all 3 sites and may include external and internal participants.
Roles, Responsibilities, Expectations <ul style="list-style-type: none"> <li>• Working Group</li> <li>• Process Owner</li> <li>• Consultants</li> </ul>	Dr. Pimentel	Consensus on roles, responsibilities, and expectations.	Draft document as developed by D. White, J. Ortiz and A. Pimentel shared with group for their review/approval. This set of responsibilities, roles and expectations will help guide the work of the group to achieve the set goal.  A. Pimentel will set standing item in college report, Board report for updates on EMP plans. Communication will seek to close the loop and engage with college community.
<b>Mission, Vision, and Values</b>	Dr. José Ortiz		
Brief Overview: <ul style="list-style-type: none"> <li>• Why we plan</li> <li>• Accreditation Standards and its requirements related to planning</li> </ul>		Understanding of purpose of planning and ACCJC standards related to planning.	Dr. Ortiz presented a quick recap of the ACCJC standards as they relate to why we plan and how we plan. The group is asked to review the attached Accreditation Standards Related to Mission (abridged) document.  <i>*This will be part of the survey for the group to complete after the meeting providing additional feedback.</i>
Overview: Mission, Vision, and Values		Understanding of Mission, Vision, and Values – definitions, purposes, functions.	Current mission/vision needs to be reviewed as it needs to be updated to reflect what we want to accomplish as an institution.  Sample mission statements shared with the group via printed reference materials; request made for additional review/feedback via survey.
Overview: How integrated planning ties it all together			The EMP work group will develop the EMP within the span of a year (includes various drafts, opportunities for stakeholders to provide input/feedback and final product); however, the EMP realistically may take 5-6 years to implement.
Review of current WCC MVV statements and samples of Other Colleges' Statements			Not completed in person (request for individual review to be completed before next meeting).

Review vision ideas from convocation; identify themes			Quick review of the Vision & EMP Foundations – Fall Convocation Employee Engagement Results done in person at the meeting. Group participated in a short discussion of the results as compiled by D. White and reviewed initial themes. Additional review requested by next meeting be done on an individual level.
Review MVV survey questions			Not completed in person (request for individual review to be completed before next meeting).
<b>Educational Master Plan</b>	Diane White	Understanding of EMP purposes and functions.	EMP will provide the college with one mission/vision that addresses the needs of all 3 sites. It will incorporate input from all stakeholders. It will be a collaboration between all divisions (this includes facilitating events to gather stakeholder input, engage with stakeholders to provide updates (Town Halls), provide visibility of the efforts of the work group.
Overview of EMP Purpose and Integrated Planning Function			
Assessment of Prior EMP and Timeline for Completion <ul style="list-style-type: none"> <li>• Approach</li> <li>• Timeline</li> <li>• Next Steps and Tasks</li> </ul>		Consensus on approach and timeline for the assessment of the prior EMP (WCC EMP 2016-2019)	Proposed timeline to achieve the EMP by spring 2022 shared with the group for review. The group will work using the completion by design approach allowing for objectives and actions to be aligned from the start.
Review Stakeholder Input on Guiding Questions for EMP Development <ul style="list-style-type: none"> <li>• <i>Who are the students we serve now and who will our future students be?</i></li> <li>• <i>What are the needs of our current students and what will students' needs be in the future?</i></li> <li>• <i>Do our current delivery systems serve student needs? Will they serve students' future needs?</i></li> <li>• <i>How can we best serve the educational needs of the population in our service area?</i></li> </ul>		Understanding of stakeholders' input on Guiding EMP Questions and implications for additional input processes.	

<ul style="list-style-type: none"> <li>• <i>What resources (e.g., technology, facilities) and practices will best ensure equitable access and outcomes for our students?</i></li> </ul> <p>Implications for additional stakeholder input</p>			
<p><b>Next Steps in MVV and EMP Process</b></p>			<p>Tabled.</p>
<p>MVV (Mid-October-Mid November):</p> <ol style="list-style-type: none"> <li>1. Finalize MVV survey; distribute</li> <li>2. Analyze results/identify themes</li> <li>3. Seek College-wide input on MVV themes-       <ol style="list-style-type: none"> <li>a. Post MVV themes on website – input portal</li> <li>b. Ask deans to review themes at division meetings and garner input</li> <li>c. Ask College Council to review themes and garner input at a meeting</li> <li>d. Ask Academic Senate for input at a regular AS meeting</li> </ol> </li> </ol>		<p>Understanding of next steps for MVV development and related tasks.</p>	
<p>EMP (Mid-October-Mid November):</p> <ol style="list-style-type: none"> <li>1. Plan stakeholder input on Five Guiding Questions (e.g., survey combined with MVV survey, focus groups, interviews, online portal, town hall/assemblies)</li> </ol>		<p>Identification of major stakeholder input tools.</p> <p>Understanding of recommended environmental scan data for EMP.</p>	

2. EMP: Overview of Environmental Scan Data (External and Internal)			
<p><b>Closure:</b></p> <p>A. Tasks/Assignments, Documents, Agenda Items for Next Meeting</p> <p>B. Additional actions and responsibilities to be completed prior to next meeting.</p> <p>C. EMP/MVV Working Group Communications Items</p> <p>D. Thank you!</p>	All	<p>Consensus regarding:</p> <ul style="list-style-type: none"> <li>• Tasks/Assignments</li> <li>• Documents</li> <li>• Draft Agenda Items for Next Meeting:</li> <li>• Stakeholder Communication Items</li> <li>• Identification of additional actions and responsibilities prior to next meeting.</li> </ul>	<p>Admin lead will send email to the team in advance of next meeting with updates on the following:</p> <p>Meeting dates- 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month (TBD on Town Halls).</p> <p>EMP website</p> <p>MVV survey</p> <p>D. White will work with L. Brazil-Cruz to get environmental scan data ready to present to group .</p> <p>D. White/A. Pimentel will develop a follow up survey to be shared with stakeholders (via Survey Monkey).</p> <p>Next meeting agenda items will include:</p> <p>5 guiding questions- review/discussion</p> <p>MVV survey</p> <p>Environmental Scan data presentation</p> <p>Dates for Town Halls</p>