

**Grossmont-Cuyamaca Community College District
Educational Master Plan
Scan Team Orientation
April 2011**

Thank you for volunteering to be on one of the Scan Teams for our educational master plan!

We have six Scan Teams, one for each of the areas we are researching for the Educational Master Plan:

Society (this includes arts and culture)	Technology
Economy	Environment
Politics and legal issues	Education

Each Scan Team includes people from Cuyamaca College, people from Grossmont College, and people from District Services. A list of the people on each Scan Team and their contact information is provided in Attachment 1. **(Need to create this list, get contact information for each person)**

Representatives from the colleges, District Services and the community have submitted a wide range of information materials for the Scan Teams to review. These materials have been combined into a single portfolio for each Scan Team. The information cover sheets from the portfolio for your Scan Team are provided in your orientation packet. **(Or do we want to just provide a list of the documents for each?)** If you are reviewing this orientation online, you can access your Scan Team's portfolio online at www.gcccd.edu/intranet/emp.

I think we need to provide a Scan Team Leader rather than asking them to name one – otherwise who will schedule the first meeting?

First Scan Team Meeting. Each Scan Team should meet during the first week of May to decide how to allocate the work of reviewing the documents in the portfolio for your scan area. You may want to split up the articles so that one person reviews each one, or you may want to have two people review each article. The group should also schedule a follow-up meeting for after the Team members have completed their review of the portfolio materials.

Reviewing the Scan Team Portfolio. Once you have decided who will review each article, the Scan Team members can work alone on their materials. Please complete a Scan Team Abstract Form for each article or report you review. A copy of the Scan Team Abstract Form is included in your orientation packet, and is available online www.gcccd.edu/intranet/emp.

You can fill out the Abstract form online and submit it, or you can print it out and complete it by hand if you prefer. **(Do you want people to be able to download a Word Version and type it up? Is this do-able?)**

On the Abstract Form, please provide the document title, author and source on lines 1-3. This information is on the Information Submission Forms that are the cover sheets for each of the documents in your portfolio. On line 4, please check which Scan Team you are on.

Line 5 asks you to provide a brief summary of the key points from the article you read. What projected changes captured your attention in this document? What do you think they mean to the college and the district? You don't have to discuss this in great detail – you can use bullet points or narrative if you prefer. Please indicate which page or paragraph of the article these key points are in, so the folks who will be writing the Scan Team Reports can find them for quotes and citations.

On Line 6, check one choice on the time frame for the projected change. How soon do you think the impact of the change will happen? Please select the time frame in which you think the change will impact the Colleges and District.

On line 7, please check whether you think the potential consequences of the change will be minor, moderate, major or unknown at this time. There are 3 subsections: please rate the consequences of the change for the external community, for the district, and for students.

Line 8 asks you to describe the specific impacts and implications of the change on any of the groups identified – the community, district, or student achievement and learning. Check the items that apply for the change you are reviewing, and then provide a short statement of what the impact and implications will be for that group. You do not have to describe an implication or impact for every group – only those that you think will be affected by the change. You can expand these lines as needed to complete your statement.

When you are done with the form, please submit it online and print out a copy for your own use. If you have decided to do the forms by hand, please send a copy to the Institutional Research Office (*is there an internal mail code? Can students drop the forms off on campus?*).

Final Scan Team Meeting. Each Scan Team will meet again before the end of May to discuss the findings of their review of the materials. At this meeting Scan Team will summarize its findings on the Scan Team Summary Form. A copy of this form is available in your orientation packet or online at www.gcccd.edu/intranet/emp. This form simply asks for a bullet-point list of the major themes and findings from your review of the materials in your scanning taxonomy area.

Next Steps. The Educational Master Plan Steering Committee will meet in June to review and discuss the Scan Team input and analyses. Our Educational Master Plan consultant will then take the analyses developed by the Scan Teams and write trend analysis reports that summarize our research on the challenges and opportunities we will face in the next twenty

years. These reports will be presented to the College and District communities during our fall semester opening convocations in August 2011.

Questions? You can email questions to the following people on each campus and District Services:

Cuyamaca: Mike Wangler, Julie Barnes and Kari Crawford

Grossmont: Chris Hill, Barbara Blanchard and Karen Ostegard

District Services: Linda Jensen and Jerry Buckley