

**Grossmont-Cuyamaca Community College District  
Educational Master Plan  
Scan Team Process and Timeline**

**Phase 1: Initial Data Gathering**

- Timeline: March 21 – April 25
- Open to everyone on campus to submit one or more items for a Scan Team to review; make it clear we are asking for information they already have, not for them to do additional research
- Proposed Form for input of information
- Input will be submitted using (Adobe Forms? Google Docs? Email?)
- Weekly reminder email that we are interested in getting their input
- Institutional Research starts updating internal and external data for environmental scan

**Phase 2: Scan Team Review**

- Timeline: April 25 – May 31
- A scan teams of 5-7 members representing the Colleges, District Services, students and community members for each of the six taxonomy areas
- Scan team members nominated/invited by the Academic and Classified Senates (and the College Presidents for administrators?) and by District Services (for District staff)
- Kick-off/orientation session will be scheduled for the Scan Team members around April 25
- Scan team members review the input received, prepare the scan summary forms for their taxonomy areas
- Institutional Research finishes updating data for environmental scan

**Phase 3: Preparation of Trend Analysis and Environmental Scan Reports**

- Timeline: June 1 – August 15
- Phyllis Sensenig writes the trend analysis and environmental scan report, with input from Institutional Research (June 1 – July 15)
- EMP Steering Committee, DCEC review draft; revisions made (July 18-August 5)
- Preparation of presentations of the Environmental Scan for the College communities (August 5 – August 12)
- Presentation of Environmental Scan to College communities and brainstorming of priorities (August 15 – August 19)