

**Timeline for Development of Educational Master Plans  
3/17/2011**

<b>Month</b>	<b>Key Dates</b>	<b>Activities to Accomplish</b>
January	Professional Development and Organizational Meetings 1/18-1/21  Classes begin 1/24	<ul style="list-style-type: none"> <li>• Start work on updating environmental scan information</li> </ul>
February	Lincoln/Washington Holidays 2/18-2/21	<ul style="list-style-type: none"> <li>• 2/11 DCEC Meeting: define areas for scan teams to cover</li> <li>• EMP Steering Committee identifies scan team process, taxonomies; develop communication documents for college communities; design scan team data collection process and systems</li> </ul>
March		<ul style="list-style-type: none"> <li>• March 18: DCEC Meeting to approve taxonomies, scan team process and communications</li> <li>• Educational process at both colleges about what the EMP is, what it covers</li> <li>• Information gathering process begins</li> <li>• Colleges and District Services start to identify Scan Team members</li> </ul>
April	Spring Break 4/18-4/22	<ul style="list-style-type: none"> <li>• Information gathering process completed 4/25</li> <li>• Scan Teams are formed</li> <li>• Scan Team orientation sessions (week of 4/25)</li> <li>• Scan Teams review input received and prepare scan summary forms for their taxonomy areas</li> <li>• Scan teams identify any community experts they would like to hear from; hold sessions</li> </ul>
May	Spring 2011 Final Exams 5/23-5/31	<ul style="list-style-type: none"> <li>• Scan Teams complete review of information and preparation of summary forms</li> <li>• Scan teams identify any community experts they would like to hear from; hold sessions</li> <li>• Scan Team analysis process is completed</li> </ul>
June	Commencement 6/1	<ul style="list-style-type: none"> <li>• Contractor: Writing scan summaries, findings of environmental scan</li> </ul>
July		<ul style="list-style-type: none"> <li>• Contractor: Writing scan summaries, findings of environmental scan</li> </ul>

August	Professional Development and Organizational Meetings 8/15-8/19  Classes begin 8/22	<ul style="list-style-type: none"> <li>• Review scan summaries, findings of environmental scan with Steering Committee (or DCEC), get approval for dissemination</li> <li>• Environmental scan and results of Scan Team work is presented to college communities</li> <li>• Districtwide discussion of challenges, brainstorming of priorities, recommendations, and long-term goals and objectives</li> <li>• Plenary sessions with students, businesses and community about what is and is not working for them</li> </ul>
September	Labor Day 9/5	<ul style="list-style-type: none"> <li>• Plenary sessions continue with students, businesses and community about what is and is not working for them</li> <li>• College Planning Councils meet in group retreat to set priorities, goals and objectives for each college and for district, based on feedback at opening days and from plenary sessions</li> <li>• Start collegial review of priorities, goals and objectives</li> </ul>
October		<ul style="list-style-type: none"> <li>• Complete collegial review of priorities, goals and objectives</li> <li>• Contractor: Begin writing full plan</li> </ul>
November	Veterans' Day 11/11  Thanksgiving Holiday 11/24-11/26	<ul style="list-style-type: none"> <li>• Contractor: Complete writing full plan</li> <li>• Collegial review by Senates of the full plan</li> </ul>
December	Fall 2011 Final Exams 12/12-12/19  Winter Recess Starts 12/20	<ul style="list-style-type: none"> <li>• Final collegial review of the full EMP document</li> <li>• Final Plan is completed and published</li> </ul>