**Timeline for Development of Educational Master Plans**

**Draft from EMP Steering Committee Meeting**

**1/12/2011**

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| **Month** | **Key Dates** | **Activities to Accomplish** |
| January | Professional Development and Organizational Meetings 1/18-1/21  Classes begin 1/24 | * Start work on updating environmental scan information |
| February | Lincoln/Washington Holidays 2/18-2/21 | * 2/11 DCEC Meeting: define areas for scan teams to cover * Form Scan teams * Educational process at both colleges about what the EMP is, what it covers * Update environmental scan and initial trend reports |
| March |  | * Provide environmental scan and initial trend reports to Scan teams * Scan teams collect information * Scan teams identify community experts they would like to hear from; hold sessions |
| April | Spring Break 4/18-4/22 | * Scan team reports completed, submitted to Steering Committee |
| May | Spring 2011 Final Exams 5/23-5/31 | * Writing: scan team summaries, findings of environmental scan |
| June | Commencement 6/1 | * Writing: scan summaries, findings of environmental scan |
| July |  | * Review scan summaries, findings of environmental scan with Steering Committee (or DCEC), get approval for dissemination |
| August | Professional Development and Organizational Meetings 8/15-8/19  Classes begin 8/22 | * Review educational piece about what the EMP is and how it is different * Environmental scan and results of Scan team work is presented to college communities * Districtwide discussion of challenges, brainstorming of priorities, recommendations, and long-term goals and objectives |

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| September | Labor Day 9/5 | * Smaller group retreat to set priorities, goals and objectives for each college and for district, based on feedback at opening days * Start collegial review of priorities, goals and objectives |
| October |  | * Complete collegial review of priorities, goals and objectives * Begin writing of full plan |
| November | Veterans’ Day 11/11  Thanksgiving Holiday 11/24-11/26 | * Complete writing of full plan * Collegial review by Senates of the full plan |
| December | Fall 2011 Final Exams  12/12-12/19  Winter Recess Starts 12/20 | * Final collegial review of the full EMP document * Final Plan is completed and published |