**Grossmont-Cuyamaca Community College District**

**Educational Master Plan Steering Committee**

**January 12, 2011**

**Background Notes for Meeting**

1. Purpose of this steering committee meeting was established by the DCEC at the 12/17 meeting
2. Discussion: Contents of the Educational Master Plan

* Contents of the EMP
* Topics to touch on in each plan; what do we want to cover?
* Sample plan structures

1. Discussion: Process to Develop the Educational Master Plan
   * Review and discussion of process discussed with DCEC
   * Current planning processes; Linkage of educational master plan and budgeting, with regular review of resource allocations, including staffing
   * Activities to collect additional information about and from the college and community

* Environmental Scan: Should we use Grossmont’s external scan as a format/model for the environmental scan?
* How to identify community needs? Survey? Focus groups? Review of existing data?
* Doing CC Survey of Student Engagement, or SENS (first-time college student survey)
* Complementary surveys for faculty, to compare results?
* External research on themes?
* Interviews with employers?
  + Setting EMP goals and objectives
* Setting goals and objectives: how to do?
* Can we build on current goals established in Grossmont Strategic Plan? To what extent are our goals bigger, broader?
  + Campus planning processes

Discussion: Timeline for the EMP development process

* Planning cycle and timeline
  + For each College
  + For the district as a whole
  + Matching accreditation cycle, other planning cycles
  + How often plans should be revisited in full, vs. regular (annual) updates
  + How the plans will fit into annual budget planning

1. Discussion: Terminology and definitions to avoid confusion about plans

* Terminology and definitions
  + Cuyamaca Academic Master Plans;
  + Grossmont has Annual Strategic Plan
* Facilities master plan
* 5 year facilities plan
* Shorter-term budget plans for maintenance and facilities
* EMP the answer to the question “what” – what are the programs, equipment needed, etc. EMP gives more direction to the shorter-term plans.
* Create a chart/talking point sheet that identifies all of the different plans

1. Discussion: Membership of Steering Committee, roles and responsibilities

* Cultures and current processes
* Roles and responsibilities in the planning processes
* Coordinating staff; setting up meetings, etc.
* My role
* Do we need more faculty representation, or to change committee make-up?
* Process we’ll use for the research part of the planning:
* What will we assign out to people to collect information and data?
* Can we use GIS in the process?
* How do we want to deal with the data?
* Who should summarize it?
* Who should decide what the data means

**Other Thoughts**

What is the difference between the Strategic Plan and the EMP? From DCED discussion: EMP is much more overarching; strategic plan is smaller chunks over a shorter time period. EMP is a step in development of new facilities master plan. This is a cycle – need to redo it every 5 years; off the EMP comes facilities, budget plan, college strategic plans, etc.

Using the EMP product as background for Title V?

Can we pull information together for accreditation, to gear up for the self-study?