

Grossmont-Cuyamaca Community College District
Educational Master Plan Steering Committee
June 7, 2011

Julie Barnes, Kari Crawford, Chris Hill, Linda Jensen, Shirley Pereira, Mike Wangler and Phyllis Sensenig attended this EMP Steering Committee Meeting.

The group started the meeting by reviewing the EMP Development Timeline that the Steering Committee developed in March. The group then turned to a discussion of the scan team process and progress in completing the reviews of the materials collected.

Scan Team Progress

There are six scan teams: economy, education, environment, politics and legal issues, technology and society. Two of the groups (environment and technology) have completed their readings and drafted a summary of the trends they identified. Several of the group leaders have been unable to find a time when their team members could meet to discuss their findings and conclusions. The Education group has 19 members, but the amount of reading they have to do (over 2000 pages) has made it impossible for the group to finish it all in time to develop a summary of their findings.

The EMP Steering Committee agreed that Phyllis Sensenig will use the Trend Analysis Forms and other input submitted from each group to draft a summary of the trends identified and suggest possible findings/recommendations for each taxonomy area. These summary reports will focus primarily on the *trends* that the groups identified through their readings.

The draft summaries will then be sent out to the members of each scan team, who will be invited to send in their comments, additions and deletions to the summary for their taxonomy areas. This process will be completed during this summer (June and July).

The participants discussed three potential approaches to getting feedback on the trends analyses from the Colleges and District Services:

- Email with emailed responses
- Convocation discussions (very short)
- Face-to-face professional development

The group decided that using all three approaches would be most likely to give all members of the GCCCD community the opportunity to provide feedback.

Convocation meetings

Mike Wangler reported that Cuyamaca College has scheduled about 15 minutes for a presentation on the EMP process during the convocation session on Wednesday 8/17. They want to provide a brief overview of the process, and a quick synopsis of the trends and findings.

The group decided that PowerPoint presentations should be developed that will cover:

- Difference between EMP and strategic plan
- Process and where we are in it
- Summary of major trends and findings for each taxonomy area
- Next steps in the process (may be different for the colleges and District Services)

There will be a separate professional development/planning session after convocation at each college. Cuyamaca College's session is scheduled before the joint academic senate meeting 8:00 to 8:30; they also will touch on the EMP in the joint Academic Senate session.

Chris Hill will check in with Sunny Cooke to discuss plans for Grossmont College's convocation meetings, how she would like the EMP presentation to be structured, and if Grossmont College also would plan a follow-up professional development/planning session.

Next steps: Plenary Sessions and Retreat

The EMP Steering Committee members noted that the timeline the group developed in March 2011 included plenary sessions with business and community members to get their feedback on the findings of the trend analysis.

Group members noted that a lot of the technology and economy articles talk about the skills and knowledge that students need, and stressed the importance of getting businesses to tell the Colleges what they need students to know and be able to do.

Group members suggested that we try to do these plenary sessions on Fridays, either as a breakfast or lunch session, to maximize participation. Representatives from K-12 feeder schools also should be invited to these sessions. Phyllis Sensenig will talk with Cindy Miles about the business plenary sessions, including setting the times and locations for the plenary sessions, the invitation list and process for doing invitations.

The group then turned to a discussion of the planning retreat that is scheduled for September. Each College is expected to develop its own long-term goals and objectives at this retreat. Group members expressed some concern about the time focus of the Planning Councils, which are responsible for the shorter-term strategic planning on each campus. Group members suggested that we should present the findings of the scan teams to the College Planning Councils, and then ask the Planning Councils to provide feedback to the goals and objectives, rather than asking them to set those goals and objectives. This will help ensure that the focus for the EMP stays on a longer term (20 years), rather than the shorter time frames of the strategic plans. Group members suggested that the Colleges' Institutional Effectiveness Committees participate in the retreat, rather than the Planning Councils. Cuyamaca College is considering having a subset of their Planning Council participate in the EMP retreat. This sub-group would be better able to keep a longer-term focus, and is the group that will be doing regular updates of the EMP goals and objectives for Cuyamaca College.

Phyllis Sensenig will discuss the retreat with Cindy Miles, including setting the schedule (group members suggested the second week of September) and the location for the retreat.

Structure of the Educational Master Plan Document

The group then turned to a discussion of the contents and structure of the Educational Master Plan document. The group discussed the framework for the priorities, goals and objectives, and whether the EMP should be structured according to the five foci identified in the strategic plans, or by the six scan team taxonomy areas. The group agreed that it would help to translate/cross-tabulate the EMP taxonomy areas with the 5 foci of the strategic plans. Mike Wangler reported that Cuyamaca College has formed a new Institutional Effectiveness Council; are considering changing their strategic plan, but will keep the 5 foci.

The group concluded that we want the EMP to stand out for long-range plans, not short-term plans. Therefore, we have to be careful about translating everything back to the 5 foci of the strategic plans and having the College Planning Councils that do the strategic planning develop the goals and objectives. The group's concern is that the Planning Councils' focus on the strategic plans may cause them to think in terms of 5-year goals, objectives and strategies, rather than the longer-term focus of the Educational Master Plan.

Phyllis Sensenig will send the EMP Steering Committee the links to the sample master plans we have reviewed so the group can review them again.

Next Steps

DCEC meetings are now on the 4th Monday of the month; the next is June 27 at 3:30 to 5:00. There also will be a DCEC meeting on July 25th. The EMP Steering Committee members agreed to meet again after the June DCEC meeting. Phyllis Sensenig will send out a Doodle poll to help schedule the next meeting.