Notes

Thursday, January 24, 2013
10:00 pm-12:00 pm
PCR

Educational Master Plan Process Meeting

Present: Adrienne Foster, Joyce Sweeney, Mary-Jo Apigo, Rebecca Tillberg

1. The charge from the President. The group reviewed what the president had asked us to do at his opening meeting on January 14, 2013. He requested that we develop recommendations about a few next steps to take in the creation of the new Educational Master Plan update.

2. District Strategic Plan Executive Summary. Rebecca Tillberg shared the Summary. There was short discussion about the goals, objectives, and performance measures, including baseline data and targets. There was discussion about how West’s Educational Master Plan aligns with the old District Strategic Plan, and how the new District Strategic Plan can provide a model in some ways to the update of West’s Educational Master Plan.


4. Who should lead the group? We recommend that the new group be called ‘Educational Master Plan Ad Hoc Committee,’ and that it have co-chairs including a faculty member and an administrator. We propose a list of faculty for the president to select from for faculty co-chair. The faculty co-chair should receive an appropriate amount of release time or compensation.

5. Who should participate?
   o We recommend that the group not be too large, probably 10 or fewer people. The group could also use the model followed by the Technology Master Plan Committee, which started with a larger group to develop the goals, and then had smaller groups to develop the objectives for each goal.
   o Faculty members could be recruited from among a number of regular and adjunct faculty, both tenured and non-tenured.
   o Administrative members should represent all areas of the college, and should be appointed by the president
   o We recommend obtaining the assistance of Matthew Lee as a resource to the EMP Ad Hoc Committee.

6. Kick-off event. We recommend that the president make a college-wide announcement about the initiation of the effort to update the EMP at the Accreditation Town Hall, and then host and lead a kick-off event (meeting/lunch) of the participants and leaders to actually start the process of the new EMP.

7. Master planning development web site. We recommend that the EMP Ad Hoc Committee develop and use a web site to communicate their activities to the campus community, and to document the EMP development process and dialogue.