

West Los Angeles College Educational Master Plan Workgroup

Essential Tasks

Matthew C. Lee, Ph.D.

September 19, 2013

EMPW Task	Notes
1. Participate in initial orientation.	We need to reach a common understanding on terminology, approach, essential tasks, and timeline. Input: Materials provided by co-chairs and consultant
2. Review charge and establish ground rules, including communication practices.	Establishing and following ground rules significantly increases the effectiveness of committee work. Input: Materials provided by co-chairs and consultant
3. Review and revise as needed the recommended process for Plan development.	Input: Consultant report on recommended process
4. In subgroups, complete and report out on evaluation of the 2011-2014 Educational Master Plan and implications of <i>Vision 2017: Advancing Student Success and Completion</i> .	Inputs: 2011-2014 Educational Master Plan <i>Vision 2017: Advancing Student Success and Completion</i>
5. Examine recommended options and establish initial organization, scope, duration, and contents of the Plan (subject to modification as the work progresses).	Input: Consultant recommendations on options Critical milestone 1: October 9, 2013
6. If any program-level planning information is not already available from the program review process and other sources, co-chairs will request it by a specified deadline.	Co-chairs will compile program-level planning information already available, incorporate any necessary additions, and summarize their implications for the EMP. EMPW subgroup(s) will review the summary as part of Task 8 when it becomes available.
7. In subgroups review, analyze, and report out the relationship between the Plan and other major plans, processes, and standards that are to be integrated with it.	Inputs: Applicable ACCJC Standards Technology Master Plan Student Services Master Plan Facilities Plan Human Resources Plan Achieving the Dream Plan Foundation Skills Plan Program review and resource allocation process Outcomes assessment cycle Other major plans, processes, and standards as needed <i>[October 23]</i>

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<p>8. In subgroups:</p> <p>a. Review, discuss, and report out the implications of available internal (e.g., student performance, program-level summaries) and external (e.g., environmental scan) evidence.</p> <p>b. Identify and report out on additional evidence needed.</p> <p>c. Recommend and report out on responsibilities and timelines for systematic, ongoing collection and analysis of evidence.</p> <p>d. Review and report out on implications of additional evidence as it becomes available.</p>	<p>Inputs:</p> <p>Internal and external evidence provided by ORP</p> <p>Potential sources of additional evidence, also provided by ORP</p> <p>Leadership Retreat is November 15. <i>[November 13]</i></p>
<p>9. Review, revise as needed, and adopt:</p> <p>a. Relationships with other major plans, processes, and standards</p> <p>b. Summary of reported implications of internal and external evidence.</p>	<p>Input: Consultant summary of reported relationships and evidence implications <i>[November 27]</i></p>
<p>10. Review, revise as needed, and adopt initial planning assumptions and constraints based on evidence.</p>	<p>Input: Consultant draft of initial planning assumptions and constraints</p> <p>Critical milestone 2: December 11</p>
<p>11. Brainstorm on potential Strategic Directions based on deliberations to date.</p>	<p>Input: Summaries and other materials developed to date <i>[January meeting or retreat]</i></p>
<p>12. Review summary of brainstorming results, revise as needed, and adopt recommended set of Strategic Directions.</p>	<p>Input: Consultant summary of brainstorming results</p> <p>Critical milestone 3: February 12, 2014</p>
<p>13. Review analysis of feedback from the campus community on recommended Strategic Directions; incorporate feedback as appropriate.</p>	<p>ORP will coordinate solicitation and compilation of feedback, and conduct analysis.</p> <p>Input: ORP report of analysis <i>[February 26]</i></p>
<p>14. Brainstorm on potential Strategic Goals, Objectives, and operational referrals based on deliberations to date.</p>	<p>Input: Summaries and other materials developed to date</p> <p>Alternative: Subgroups brainstorm on potential Strategic Goals, Objectives, and operational referrals, and report out recommendations. <i>[February 26]</i></p>
<p>15. Review summary of brainstorming results, revise as needed, and adopt recommended set of Strategic Goals, Objectives, and operational referrals.</p>	<p>Input: Consultant summary of brainstorming results</p> <p>Critical milestone 4: March 12</p>

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16. Brainstorm on potential Action Plans and recommended integration with other planning, resources, and related processes based on deliberations to date; identify proposed responsible persons or groups as appropriate for each Action Plan Objective.	Input: Summaries and other materials developed to date Alternative: Subgroups brainstorm on potential Action Plans and recommended integration with other planning, resources, and related processes, and report out recommendations. <i>[March 26]</i>
17. In subgroups, consult with proposed responsible persons or groups and report out on findings.	Input: List of proposed responsible persons or groups from brainstorming session.
18. Review summary of brainstorming results and reported findings on responsible persons/groups, revise as needed, and adopt recommended set of Action Plans.	Inputs: Consultant summary of brainstorming results Reported findings on responsible persons/groups Critical milestone 5: Additional meeting before April 23
19. Make final decision on contents of front and back matter.	Input: Consultant outline of recommended front and back matter <i>[Additional meeting before April 23]</i>
20. Review, revise as needed, and adopt specifications for systematic Plan assessment, revision, and improvement for at least the first two cycles.	Input: Consultant draft of specifications <i>[April 23]</i>
21. Incorporate program-level planning information.	Input: Co-chairs' final compilation of program-level planning information <i>[April 23]</i>
22. Review, revise as needed, and approve front and back matter.	Input: Consultant draft of front and back matter <i>[April 23]</i>
23. Review analysis of feedback from the campus community on the core elements of the Plan; incorporate feedback as appropriate and make final modifications to the Plan as needed.	ORP will coordinate solicitation and compilation of feedback, and conduct analysis. Input: ORP report of analysis <i>[April 23]</i>
24. Distribute the full Plan to appropriate shared-governance bodies (including the Academic Senate, Planning and Institutional Effectiveness Committee, and College Council) for their review and approval; make presentations to those groups.	Because EMPW members have kept their respective constituencies well-informed about the Plan over the past several months, there will be no surprises for the shared-governance bodies. EMPW members should serve as presenters and advocates in this step.
25. Adopt and submit final recommendation to the President for his approval.	Critical milestone 6: May 14
26. Post President-approved Plan and disseminate to responsible persons and groups identified in it for initiation of execution, pending Board approval.	Co-chairs will coordinate and monitor posting and dissemination process to ensure that it occurs as planned.
27. President submits Plan to Board for approval.	Co-chairs and consultant might join in presentation.
28. Submit approved Plan to appropriate office for publication in final polished form.	Co-chairs will coordinate submission and proofing.
29. Disseminate approved Plan in final polished form to the campus community.	Co-chairs will coordinate dissemination in final form.