

Educational Master Plan Committee—Minutes—January 25, 2010

Aguilar-Kitibuhr, Ailsa ✓	Russ, Zelma
Bangasser, Susan	Sheffield, Troy ✓
Bell, Damon	Stanskas, John
Buckley, Larry ✓	Weiss, Kay ✓
Daniels, Deb ✓	Nichols, Barbara ✓
Dusick, Diane ✓	Peters, Dena ✓
Hansen, Jim	Smith, James ✓
Padilla, Sam	

TOPIC	DISCUSSION and ACTION

OTHER BUSINESS:

Facilitator debrief of January 8, 2010 event	<p>Troy Sheffield opened the meeting on feedback from the facilitators at the In Service Day event.</p> <ul style="list-style-type: none"> • Receive data in advance, give enough time to discuss the one-page summaries. • Received positive feedback from Student Services personnel who attended the event; other than the short timeframe, this event was productive, got people excited on projections for the next five years. • People would not come back from the break, but everyone seemed focused, committed, and listened to feedback, i.e., many wondered why they attended/all staff. • Deb Daniels thought the day went well, people were engaged, although we started off slow, overall, the event went well. We will look at the strategic plan, and so something similar, and will help get people involved. A very good event. • Setup for breakfast was a good idea, and we need to use this setup for future events. Perhaps, next time we need maps, more helpers, greeters, etc. • Instruction personnel could be more spread out throughout the campus center instead of in one particular area. • Larry Buckley, new VPI, said there was good energy, saw staff and faculty work together and engage, not artificial (something coming from new eyes).
Review findings and search for key themes	Troy Sheffield said the findings and key themes will be posted on the EMP website.

Suggestions on standardizing one-page summaries	Discussion ensued on the one-page summaries and standardized format. Troy Sheffield said she needs to get electronic copies from all departments. How do we standardize this document for future use? Key findings: should we have at least three important findings. It was suggested we divide up and create themes or as a group discussion. Ailsa Aguilar-Kitibutr suggested that Courtney Hunter's summarization during the event would make good themes, and we can get feedback from the group.
Next meeting: February 8, 2010	