

Educational Master Plan Committee—Minutes—October 12, 2009

Aguilar-Kitibutr, Ailsa ✓	Peters, Dena ✓
Bangasser, Susan ✓	Ragan, Kay ✓
Bell, Damon	Russ, Zelma ✓
Daniels, Deb ✓	Sheffield, Troy ✓
Dusick, Diane	Stankas, John
Hansen, Jim	Weiss, Kay ✓
Padilla, Sam ✓	Nichols, Barbara ✓

TOPIC	DISCUSSION and ACTION
Minutes	Review and comments. There were no additions or corrections to the plan.

OTHER BUSINESS:

Labor Market Trends	Kevin Fleming from district has offered to provide all data needed by 1/15/10. It was suggested that he provide the data by 1/8/10.
Review Work A. Introduction B. Data C. Instruction D. Student Services E. Administrative Services F. President's Office G. Labor Market H. Key Findings	A handout of current data was distributed by Barbara Nichols who is now working with James Smith on research. Program review committee will work on the Instruction portion. Discussion on programs and trends--will need data in a few weeks. Other sections, Student Services, Administrative Services, President's Office. Key findings from all reports will be discussed during February and March meetings. The (two mos time draft ready in Apr, due 5/10/09. It was suggested that student government can become part of the discussion of the challenges and opportunities section of the draft.
Program Review and EMP	Troy Sheffield referenced a section from West Hills CC EMP which was used as a sample for Program Review on the data required. A handout of English and Math. was discussed. Instructional deans will take this information to their respective divisions.
Other Planning Documents	Summaries of the following plans were briefly discussed. Basic Skills Matriculation Enrollment Management Professional Development These plan summaries can be used as support documents (appendix) for the report. Troy suggested that we need to include the following about all of our plans-- 1) when they were last revised, 2) approved by the board, and the 3) cycle of planning. These summaries and plans will be beneficial in the discussion of key findings.
Data Discussion	The committee briefly discussed the following upon review of the data Increase in male students Low % of 25-29 years of age Increase in 30+ years of age Population has decreased also in school dist People are leaving (economic), dropouts, Financial aid issues, Eng/math barriers, Ability to benefit, GED

Other	Who is going to sent info, what do departments have to do? Kay Ragan will meet with instruction faculty chairs and use a sample of the West Hills data. Suggested that the EMP data inform program review. Troy Sheffield will work with James Hansen since there is no model of Administrative Services in the West Hills Plan.
Next Meeting – October 26, 2009	