

Educational Master Plan Committee—Minutes—February 8, 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	Hunter, Courtney ✓

TOPIC**DISCUSSION and ACTION**

Review of minutes, 1/25/10

OTHER BUSINESS:**Key Themes & Partnerships**

Troy Sheffield reviewed handouts distributed to attendees:

- Partnerships List: This list was prepared as part of the assignment issued at the 1/25 meeting, as an example.
- Narrative on Partnerships: A write-up on the background and integration with other plans with strategies to address the key findings.
- Key Findings: A write-up of the key findings and strategies as they relate to the strategic plan. This is similar to what West Hills College put in their EMP. This will go into the EMP report for SBVC.

Phase I

Discussion ensued on how to place the various key findings into the EMP report. An example of Susan Bangasser's Service to Campus list was given. Many of the items expressed are college-wide and fit into more than one key finding theme. As we look into future planning, additional data will be ongoing. What do we want to complete this year and in the future?

- Key findings in all areas
- Create a checklist to match to the strategic initiatives, ex. Handout prepared by Research & Planning
- Don't have a standard format
- Add definition to Key Findings intro
- What do we do with the checklist next year?
- Prioritize by structural areas—who/what area to address
- Measurements—direct/indirect apply
- Biggest issues at end of plan
 - list of guidelines of what we've discovered; identify problems and how to solve
- Master plan—doesn't address details
 - grid—a primary resource, don't need to define action plans

Phase I – con't	Discussion on the checklist to be developed and how it will be used. Suggested Excel spreadsheet that can be sorted by strategic initiatives, committees can review and see their role. Provide guidelines on how to use the checklist. A template will be sent to the task force.
One-Page Summaries	We need to have a standard format, need to be consistent. Copies of summaries will be send to the Instructional deans to check for content and accuracy.
Deadline for Template Input	Due in two weeks from today, February 22.
Next Meeting:	