

Educational Master Plan Team Meeting

Thursday, October 21, 2021

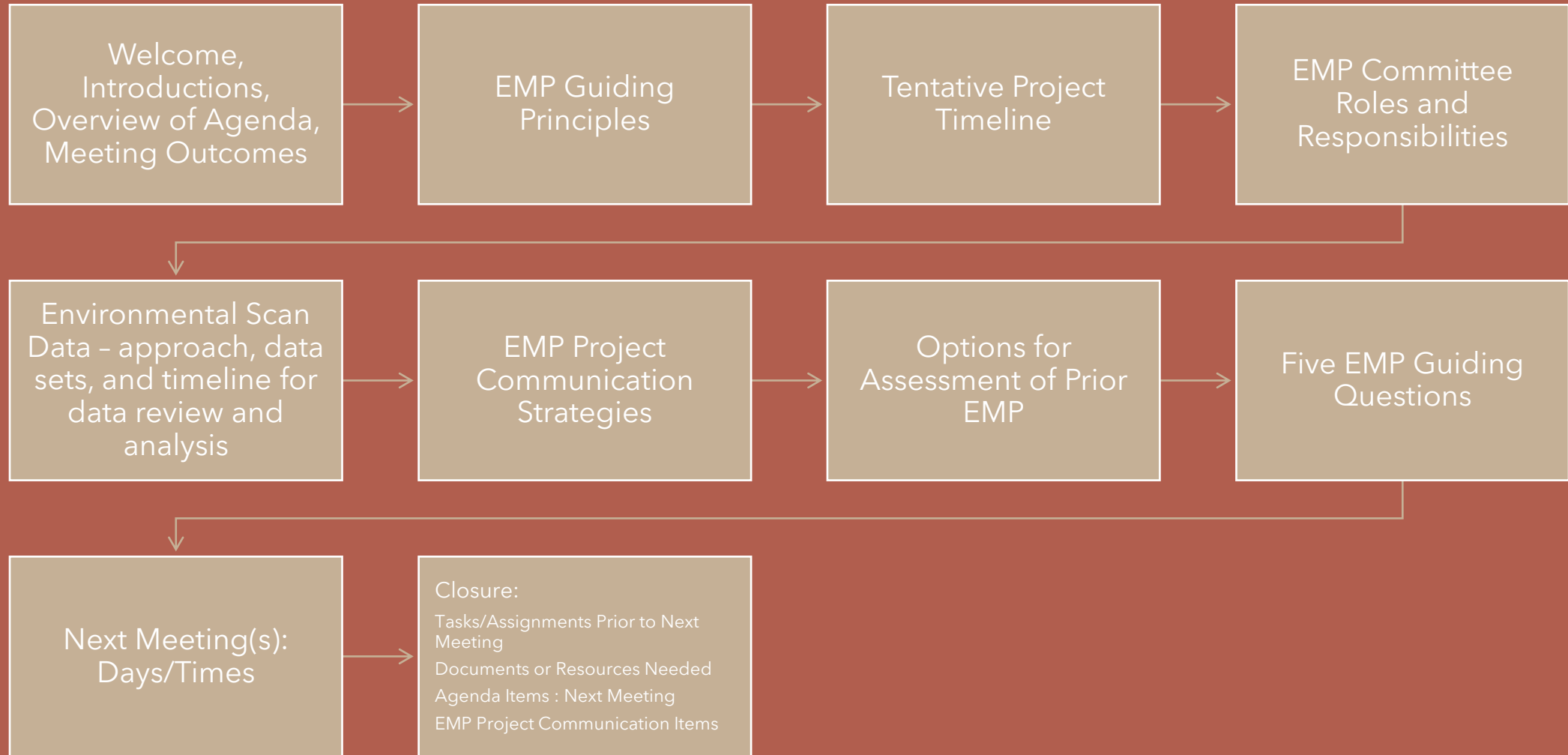
12:00-2:00 PM

Zoom: [https://sjeccd-
edu.zoom.EVC.EMP](https://sjeccd-edu.zoom.us/j/9123456789)



**EVERGREEN
VALLEY COLLEGE**

Agenda Overview





Welcome, Introductions, Overview of Agenda, Meeting Outcomes

President Gilkerson



EMP Guiding Principles

- Center student voices as primary source of data
- Create opportunities for student, employee, and community input
- Embed opportunity, equity, and social justice as foundation for Plan development
- Make the Plan actionable as a guide for the College's future direction

Tentative Project Timeline

August/September 2021

- Publish Timeline
- Constitute augmented President's Cabinet for stewarding development
 - President
 - College Vice Presidents
 - Senate Presidents (academic, classified, student)
 - Research Analyst
 - PIO
 - Institutional Effectiveness Committee Chair
- Convene planning work session with consultant/outside researcher (environmental scan) to plan focus groups questions, execution, etc.

October 2021

- Conduct Environmental Scan
- Compile EVC data

November 2021

- Review foundational data and identify trends
- Develop community engagement forums action-plan

February 2022

- Conduct Student Focus Groups
- Conduct Mission, Vision, Values & Goals Sessions
- Review feedback and identify trends

March 2022

- Complete draft EMP
- Mission, Vision, Values & Goals
- Receive community input on draft

April 2022

- Shared governance review of final EMP

May 2022

- Adopt final EMP
- Board approval final EMP
- Community announcement



EMP Team Roles and Responsibilities

Working Group Members Roles

understand the components of an institutional plan and develops those that are necessary (i.e., Vision, Mission, Values Statement, etc.);

actively participate in committee activities and discussions;

communicate, provide updates, and solicit input about the Mission, Vision, and Values and Educational Master Plan (EMP) with their constituency groups;

whenever possible, attend and participate in project-related campus events (e.g., Town Halls);

help develop Mission, Vision, and Values statements;

help develop goals and objectives of the EMP;

help identify or develop key indicators and assessment measures to document implementation of the EMP goals and objectives;

are aware of strategic issues in the internal or external environment related to the institutional planning process and ensure that the Working Group is informed; and,

help promote and advocate for implementation of the EMP to all internal and external stakeholders.

College President's Role

- defines the overarching EMP process and guiding principles;
- oversees how the EMP planning process is conducted, assessed, and interacts with other initiatives;
- is accountable for designing an effective and efficient process, providing the resources (i.e., human, financial and technical) to run the process and deliver high-quality outcomes;
- chairs the Working Group and manages meetings, including meeting logistics and the recording meeting notes;
- coordinates with working group to ensure that internal and external stakeholders are informed and engaged;
- monitors the planning process performance; and,
- communicates the process and its activities.

Consultants' Roles

- based on the approach and outcomes that the campus community desires, provide advice, guidance, informational resources, and options for all phases and activities involved in the planning process;
- challenge the College to consider new ways of thinking or “doing;”
- help the College analyze the institution’s key planning documents and gather and analyze environmental scan data;
- assist the College in plan integration and approaches to implementation;
- facilitate the planning of Working Group committee meetings and campus events related to the projects; and,
- create draft documents for the Working Group and College leadership to review to ensure that the project documents (i.e., Educational Master Plan, Mission/Vision/Values statements) meet the College’s desired planning outcomes and are authentic to the institution.

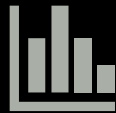
Environmental Scan Data



Approach

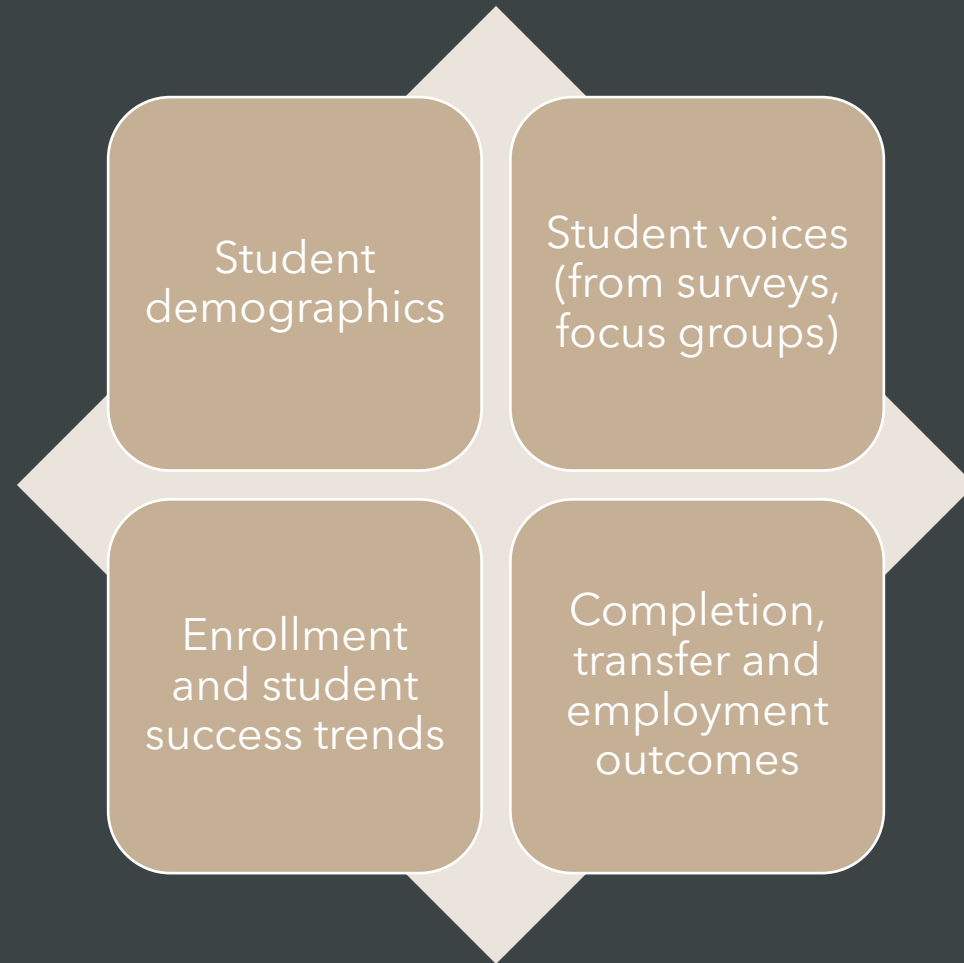


Data sources and sets



Timeline for data review and
analysis

Internal Data





External Data

- Trends in service area high school enrollment and demographics
- Local population trends
- Trends in higher education and technology
- Labor market projections



Approach

Student voices and experiences:

- Surveys
- Focus Groups

Wherever possible and appropriate:

- Data will be disaggregated to inform equity efforts
- Benchmark data will be provided

Labor market trends:

- correlated to living wage
- living wage occupations correlated to current EVC programs or pathways



Feedback,
Comments,
Questions?

EMP Project Communication Strategies



GENERAL COLLEGE COMMUNITY

EMP Committee
functions as information
conduit:

Communicates with
constituency groups
regarding the EMP
project purposes, the
planning process, and
opportunities for input.

Reports with
constituents' questions
and comments at to the
EMP Committee each
EMP meeting (regular
standing agenda item).

Online Input Forum -
The Tablet

Comments, questions,
ideas, perspectives from
the college community
may be submitted via
this online portal.

EMP Committee will
review submissions at
each meeting and
develop responses as
appropriate to
disseminate.

STUDENTS

Opportunities for engagement and input through:

- postings on social media (Instagram, Facebook, Twitter), particularly regarding;
- texting platform to message students this way;
- email through Canvas posting or Constant Contact;
- Newsletter every other week and just for students (e.g., <https://conta.cc/3awYIHF>)

Focus groups:

- one blast with multiple dates and times; ask students to RSVP for a specific date/time.
- Middle College and/or Dual Enrollment - coordinate through Robbie Kunkel, Division Dean, Library, Learning Resource Center, Adult Education, Distance Education, Dual Enrollment & Strategic Initiatives (Roberta.kunkel@evc.edu)
- Special programs students - Aspire; Umoja; EOPS,TRIO, Upward Bound, Talent Search (see <https://www.evc.edu/academics/special-academic-programs>)
- DSPS
- Associated Students

NOTE: whatever messages are sent to students are also sent to the faculty.

Faculty and Staff



Email from Tammeil is best;
"Tammeil's Tidbits"



Academic and Classified Senates



Post on Canvas for Faculty

Community and External Parties

Will rely on President's advise and guidance regarding audience, timing, outreach, and methods.

Ideas, Comments,
Questions?





Options for Assessment of Prior EMP



Purpose

- “close-the-loop”
 - Review, analyze, and report evidence of prior EMP outcomes;
 - Identify, communicate, celebrate accomplishments
 - Determine continued relevance of initiatives/goals/objectives

Responsibility

EMP Consultant will coordinate activities and synthesize results.

Evidence gathering from key College groups, constituents.

Possible Methods for College-wide Evidence Gathering

a. Create/post online a fillable PDF or Google Form and solicit narratives and evidence from college community at large.

b. Introduce/explain purpose and process, provide link to fillable PDF for:

- i. Institutional Effectiveness Committee
- ii. EVC Councils (Academic Senate, Administrative Council, Associated Students, Classified Senate, College Council, Diversity Action Council, Others?)

c. Consultant-led interviews or focus groups with representatives and/or leadership from IEC and EVC Councils

d. Ask Division Deans to for time on agenda time to solicit input.

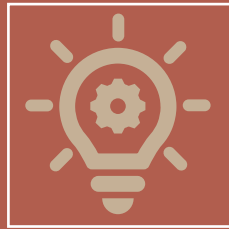
Possible Timeline

- October - Create collection tools; present/explain purpose and collection tool(s).
- November - Collection of narratives and evidence.
- December - Collate and synthesize information; review results with EMP Committee to January 2022 -submit to final assessment report to IEC; post online for College community.
- February 2022 - review information for EMP development - consider ongoing/relevant goals, deleted goals/objectives, lessons learned, and areas of improvement for planning processes.

Prior EMP Assessment



Feedback



Thoughts



Ideas



Questions

Five EMP Guiding Questions

1. Who are the students we serve now and who will our future students be?
2. What are the needs of our current students and what will students' needs be in the future?
3. Do our current delivery systems serve student needs? Will they serve students' future needs?
4. How can we best serve the educational needs of the population in our service area?
5. What resources (e.g., technology, facilities) and practices will best ensure equitable access and outcomes for our students?

Function of Five EMP Guiding Questions

- Focus for Stakeholder Engagement
- Organizes process and input around the student experience and student success
- Informs student-centered EMP goals and objectives



Next Meeting(s): Days/Times

Team Discussion/Consensus



Closure

Confirm Next Meeting Date and Time

Tasks/Assignments Prior to Next Meeting

Documents or Resources Needed

Agenda Items for Next Meeting

EMP Project Communication Items

A large crowd of stylized human figures in various colors (black, brown, white) is shown. The figures are arranged in a circular pattern, with one white figure in the center. The background is dark and blurred, suggesting a large gathering.

Thank you, EMP Team!