

Minutes
Evergreen Valley College
Educational Master Plan Committee Meeting
Thursday, October 21, 2021, 12:00-2:00PM
Zoom: [EVC-EMP Working Group](#)

Present: Hazel De Ausen; Fahmida Fakhruddin; Tammeil Gilkerson; KC Greaney (IAS); Garry Johnson; Sarai Minjares; Matais Pouncil; Josh Russell; Fernanda Torres; Diane White (IAS), Howard Willis

Absent: Andrea Alexander

Agenda Item	Presenter(s)	Summary Notes
Welcome, Introductions, Overview of Agenda, Meeting Outcomes	President Gilkerson	President Gilkerson presented an overview of the agenda. Attendees introduced themselves.
EMP Guiding Principles	President Gilkerson	<ul style="list-style-type: none"> • Shared Guiding Principles, purpose and function.
Tentative Timeline	President Gilkerson	<ul style="list-style-type: none"> • A slide was shared and a general timeline discussed.
EMP Committee Roles and Responsibilities	President Gilkerson	<ul style="list-style-type: none"> • A slide was shared outlining the working group member roles and responsibilities. • Group’s job is to help lead colleagues. • Group requires active participation. • Updates will be provided to workgroup to be shared with constituent groups.
Environmental Scan Data: Review foundational data, identify trends, and next steps.	KC Greaney and Hazel De Ausen	<ul style="list-style-type: none"> • College President’s role is “process owner”; will continue to help oversee the process and make sure various elements are interconnected. • Consultant’s role is based on approach and outcomes; will guide team and give team best available information. They will challenge the team and also bring along other consultants as needed for the work in the spring. Will help facilitate the working group. Will work with team to review the EMP. They are there to lighten the load as the team discerns the main parts of the plan. They will pull together data, sift through the information.

		<ul style="list-style-type: none"> • Have already gathered a number of surveys; will review to make sense of it. • Approach – goal is to have student voices. • Will look at areas EVC is excelling or areas where EVC isn't quite there. • Will look at labor market trends and tie back to programs and make sure they are getting a living wage.
EMP Project Communication Plan	Diane White Josh Russell	<ul style="list-style-type: none"> • Provide opportunities for student input and make sure students know how to do that. • Josh noted the newsletter going out to students has a high level of participation. • Focus groups will be engaged. • Messages sent to students is also sent to all-EVC. • Possible outreach opportunity is Citizen Science Initiative, a pre-college group Celso Batalha runs. • There will be a dedicated page on the EVC web site during the process. <p>Community and External Parties</p> <ul style="list-style-type: none"> • Will have announcement at various community meetings. • Will host a community session and invite community members to share input. • Will be shared as part of the President's report to the Board of Trustees. • Will be checking in with managers for additional community partners as part of the outreach effort. Josh will prepare a list of community members. • CTE programs have advisory committees; those individuals actively participate in the program already.
Options for Assessment of Prior EMP	Diane White	<ul style="list-style-type: none"> • Slide shared by Diane White. • Question raised about how assessment of EMP/FMP was done in past. Hazel said it was not done in the past. • Hazel De Ausen shared link to Strategic Plan. • Fahmida Fakhrudin noted the IEC will look into it and discuss. • There will be goals and then determine who the "process owner" of the goals is.

		<ul style="list-style-type: none"> • There is a new trend to have the strategic plan built into the EMP – more of a strategic educational master plan. • Slide provided proposed timeline; what is doable
Five EMP Guiding Questions for Stakeholder Engagement	Diane White	<ul style="list-style-type: none"> • Way to organize a huge volume of information. • Want to know who we are serving now. • Depending on population you are targeting, they will let you know what portion isn't serving them; this is what is meant by delivery system.
Next Meeting(s): Days/Times	President Gilkerson	<ul style="list-style-type: none"> • Monthly for one hour. • This should be enough time if everyone does the front-end work.
<p>Closure:</p> <p>A. Tasks/Assignments Prior to Next Meeting (Date/Time TBD)</p> <ul style="list-style-type: none"> • Follow Up: Assessment of Prior EMP <p>B. Documents or Resources Needed</p> <p>C. Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • Prior EMP Assessment • Finalize plans for community engagement forums (February 2022) <p>D. EMP Project Communication Items</p>	All	<ul style="list-style-type: none"> • Important to share back with constituent groups