**Educational Master Plan Ad Hoc Committee**

**August 31, 2015**

**3:00 pm**

**Attending:** David Atencio (Faculty), Chuck Kralowec (Institutional Researcher), Ryan LaSalle (Faculty), George Villagrana (PIO), Rick Garza (Faculty), Jan Dekker (VP of Instruction/Co-Chair), Jason Meyers (Classified), Jim Chin (Dean of Instruction-MCCC), Gary Sakaguchi (IT Director), Linda Cooley (Faculty/Co-Chair

**Review Meeting Notes**: May 11, 2015

* Update on Technology plan-Gary is setting meeting to reinstate the TAC Committee. First meeting is this Friday. David Atencio will forward to Jim Chin to make sure Madera is represented

Proposals Summer Writing Team

* Summer writing team came up with some proposals
  + Suggestion to make this document have a 5 year review to tie into Strategic Plan
    - 2013-2017 Plan
    - 2017-2021 Plan
    - 2021-2025 Plan
* Also suggested detailed numbering for each section of the EMP, so that when connecting goals they can be easily tied to each plan.

**Overview Data Opening Day**

* On opening day, departments came up with goals. Goals need to be connected to our interconnected plans and guiding principals
* What is going to be our process of whittling this down to 10-15 goals?
* These goals will be a blending of our internal data (the opening day work, each plan goals, additional responses from departments, FTES data) and the external data (EMSI data, job trends, advisory boards, etc.)
* Criteria for evaluating each goal
  + Feasibility (is it actually doable)
  + Direct link to success of students
  + Need
    - Based on EMSI data
  + Need
    - Based on internal data
  + Supports growth of MO
  + Staff Development
  + Ties directly to Vision 2025
* Opening Day comments need to be sent to those in charge of other plans for follow through
  + Strategic Plan, Staffing Plan, Technology Plan, Facilities Plan, Budget Plan, etc.
* All of this data needs to be summarized and discussed in the EMP
* There are still areas and Ideas that have not yet been given
  + After EMSI data is received, send to departments with our criteria. Give them an opportunity to respond
  + Send in form of an open ended response survey
  + Give deadline
* Entire process of coming up with goals needs to be described and substantiated in the EMP document.

**EMSI Update**

* EMSI Data should be received today and should be sent out this week

**Timeline**

* Plan to have to the Board by March 1st.
* Academic Senate will require two reads, must go to constituents in early Spring Semester.
* Our complete draft should be done end of Fall Semester

**Next Meeting**

* October 12, 2015 3:30-5 pm. Need Student Services rep
  + Go over goals received from committee chairs of Plans (strategic, technology, etc.)
  + Student Ed Plan or Application data (majors/degrees declared)
  + Scorecard data
  + Program data