

**Cañada College  
Educational Master Planning**

**STEERING COMMITTEE MEETING  
Wednesday, February 16, 2011**

The meeting was called to order at 8:30am with the following individuals present: Tom Mohr, Sarah Perkins, Byron Ramey, Robin Richards, Eliazer Ayala-Austin, Greg Stoup, and Roberta Chock.

The purpose of the meeting was to review the process, timeline and contents for Educational Master Plan (EMP). An overview of the EMP Process and Timeline that had been approved by the College Planning Council was reviewed (below).

<b>When</b>	<b>Step</b>	<b>Description</b>
February 3, 2011	Establish Process	CPC reviews and approved the Educational Master Planning Timeline and Steering Committee. Steering Committee is a subcommittee of CPC to include the President, VPI, VPSS, Academic Senate President, Classified Senate President, Co-Chair IPC, Co-Chair SSPC
February 2011	Background Information	Environmental scanning information and college information developed for review
March 3-9, 2011	Gather Input	Conduct a "Week of Listening" for the campus community to provide input on the Educational Master Plan. A series of facilitated sessions will be conducted.
March 31, 2011	Retreat	The Educational Master Plan Steering Committee will meet to review all of the input and develop draft information.
April/May 2011	Circulate Drafts	The drafts developed by the Steering Committee will be circulated throughout campus.
Summer 2011	Draft the Final EMP Document	The final Educational Master Plan will be drafted for review by the campus community in the Fall.
Fall 2011	Review Final Document	Circulate the final draft document on campus and obtain feedback.

The structure for development of the Educational Master Plan included the following participatory governance/planning committees:

- EMP Steering Committee
- CPC
- IPC
- SSPC
- APC

The President will send out an email to campus (attached) which describes the reason for, and importance of, the process as well as the general timeline.

**Draft EMP Contents**

The General Table of Contents for the Educational Master Plan was reviewed by the group and they felt it was acceptable for the first draft. The contents are proposed as follows:

## **Educational Master Plan: Draft CONTENTS**

### **Planning Context**

**Mission**

**Vision**

**Values**

### **Planning Process**

#### **Environmental Scan**

**External**

**Internal**

#### **Review of Current Programs and Services**

**Instructional Programs**

**Student Support Programs**

#### **Educational Master Plan Goals and Strategies**

#### **Evaluation Process and Timeline**

#### **Implementation Plans:**

**Strategic Plan**

**Facilities Master Plan**

**Equity Plan**

**Basic Skills Plan**

**Distance Education Plan**

**Technology Plan**

**College Learning Outcomes Plan**

**Annual Plans and Program Reviews**

The “Week of Listening” listed in the schedule is designed for the campus community to provide input into identifying what the college should be in five years. It was suggested that we conducted the sessions during regularly scheduled meetings of campus groups (e.g. CPC, IPC, SSPC, Academic Senate, ASCC, etc.) so that we reach a broad group of individuals. It was recommended that we use the data we are planning to have for benchmarking how we are doing and the Steering Committee will help bring perspective to the data.

On March 31, 2011, the EMP Steering Committee will conduct a retreat to review all of the input received from the Listening sessions.

### **Next Steps**

The next steps include:

- Schedule the “listening” sessions
- Send email to campus
- Develop a meeting schedule for the EMP
- Create a website on Inside Cañada

### **Adjournment**

The meeting was adjourned at 9:05am.

**From:** Mohr, Tom  
**Sent:** Monday, February 21, 2011 12:01 PM  
**To:** Canada Employees  
**Subject:** Educational Master Planning

Dear Faculty and Staff,

The principle that we have exercised over and over again at the college is the belief that the future of the college is controlled by those to whom the college belongs, i.e. faculty, staff and students, and that the vehicle by which they ensure a productive future for the college is to carry forward, almost continuously, a thoughtful, evidence based process of planning.

All of us, I hope, agree that planning is essential for two reasons. One: It drives us towards implementing programs that address student needs, and two: It keeps us in line with professional standards, against which the college is measured by any accrediting body. Ponder for a moment the importance of planning that has been conducted over the past several years. It was the process of planning that kept the college moving forward, despite the distressing conditions we faced, in the context of the college's relative position in the district and the fiscal impositions of the State of California. It's undeniable that it was tough minded, collaborative, evidence based planning that resulted in the best decisions we could make under the circumstances and consequently and simultaneously the gathering of the respect and attention we needed to capture available resources.

It's time now to initiate a full fledged round of Educational Master Planning. If we all participate in the various ways that the process provides us, each of us sacrificing some time and thought wherever we can, mainly through our regular committees and open forums, we can have ready for all the decision making bodies of the college, by the end of the forthcoming summer, an Educational Master Plan that takes Cañada successfully through the next five years.

I am asking that each of us do our share. How we compete, what we focus on, what we decide to do, no matter what we have to confront, is really contingent on how well we all come together and exercise our collective, professional thought.

Here's the Outline of the Process and Schedule:

February 16, 2011: Steering Committee

- The EMP Steering Committee met to discuss the process for developing the EMP

February 17-28, 2011: Environmental Scans

- Conduct external and internal environmental scans to provide information on what might be happening in the next five years

March 1-11: Weeks of Listening

- Work with existing committees and conduct campus forums to collect input from students, staff and community members on what direction Cañada College should take in the next five years; Notices of the meeting dates and times will be sent out in late February to the campus community

March 31, 2011: Steering Committee

- The EMP Steering Committee will meet to review all of the input and develop draft documents

April/May, 2011: Circulate Drafts

- The EMP draft documents will be circulated around campus for input

Summer 2011: Draft Final EMP

- Over the summer, the final EMP will be drafted

Fall 2011: Circulate Draft on campus and approval by CPC

Best,

Tom

*Thomas C. Mohr, President  
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