

CSM DRAFT EDUCATIONAL MASTER PLANNING PROCESS

April 29, 2018

PLANNING PROCESS

1. EMP Planning Goals

Engage the CSM campus in a participatory process to define our Education Master Plan that considers data, the district goals, and a SWOT Analysis from constituents across campus. The qualitative data collected from the EMP focus group sessions will be validated at IPC through town hall meetings and interdisciplinary meetings. Once the qualitative data and 5in5 goals are defined, inter-division teams will implement the goals that will be monitored regularly.

2. Timeline

- January-June:
 - EMP focus groups
 - EMP focus group qualitative data analysis
 - EMP focus group qualitative data validation
 - 5 in 5: Identify five focus areas that support our strategic goals over the next 5 years
 - Form an EMP 5in5 team to plan for organization and communication
- Fall Semester: Validate EMP Focus Group Qualitative data and 5in5 focus areas
- November-January: Draft EMP
- February: Draft EMP to IPC for review
- March: Draft EMP to campus for review
- April: EMP final approval

3. Planning Process

Campus Organizations/ Committee	Recommended Process
IPC January 2018	<ul style="list-style-type: none"> • Discuss, review, and refine the proposed planning process • Review data to inform the strategic plan <ul style="list-style-type: none"> ○ SMCCD Strategic Goals ○ CSM Goals ○ College Index (directly measures the goal as currently defined) ○ Tableau data: First time students, persistence data, degree completion (FT, PT) ○ Overview of satisfaction surveys ○ College equity data
EMP Focus Group Sessions February-May 2018	<ul style="list-style-type: none"> • Discuss data as is relates to gaps and goals • SWOT Analysis (approximately 250 attendees) <ol style="list-style-type: none"> 1. Student Service Council 2/6 2. Instructional Admin Council 2/6

	<ol style="list-style-type: none"> 3. Social Science Creative Arts 2/7 & 4/4 4. Language Arts 3/12 5. Academic Support and Learning Technologies 3/12 6. Math & Science 3/9 7. Business Technology 4/5 8. Academic Senate 2/27 9. Student Senate 2/26 10. Classified Staff (flex Day) 3/8 11. Classified Senate 2/27 12. Counseling 5/3
IPC 5/18	<ul style="list-style-type: none"> • Validate EMP qualitative data and define focus areas that support CSM's strategic plan • Form 5in5 Team to design a strategy to implement the 5in5 across campus
Flex Day 8/10/18	<ul style="list-style-type: none"> • Gallery walk of EMP qualitative data and validation (TBD based on allotted time)
September-October 2018 Campus-wide Communication Forums	<ul style="list-style-type: none"> • Town Hall Meetings (Mike Claire and Hilary Goodkind) • Inter-Division Meetings with faculty and staff (Mike Claire and Hilary Goodkind)
IPC October 2018	<ul style="list-style-type: none"> • Approve EMP focus areas and 5in5 Plan • Launch 5in5 implementation teams
November-January	<ul style="list-style-type: none"> • Draft EMP • PRIE defines metrics for EMP
February	<ul style="list-style-type: none"> • Draft EMP to IPC for review
March	<ul style="list-style-type: none"> • Revise EMP and send to campus for feedback
April	<ul style="list-style-type: none"> • EMP to IPC for final approval
May 2019-May 2023	<ul style="list-style-type: none"> • 5in5 implementation teams/committees meet to work towards our collective goals <ul style="list-style-type: none"> ○ Twice yearly progress reports given at IPC ○ PRIE monitors progress • Annual review of progress towards goals