

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

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

## **Institutional Planning Committee (IPC) Meeting**

**Friday, May 18, 2018**

**1:00 - 3:00 p.m.**

**College Heights Conference Room, B10-401**

Members: Laura Demsetz, Rich Rojo, Mary Vogt, Hilary Goodkind, Colby Riley, Alicia Frangos, Elnora Kelly Tayag, Kim Lopez, Heeju Jang, Madeleine Murphy, Fauzi Hamadeh, Mike Claire, Sandra Stefani-Comerford and Heidi Diamond.

### **MEETING SUMMARY**

#### **Review of the Agenda**

Kim went over the agenda and explained that we would be spending the entire meeting on Hilary's presentation of the EMP SWOT analysis results.

#### **Review Summary Notes from the May 4, 2018 meeting**

Laura Demsetz asked to be added to the attendees list.

#### **EMP Discussion and Planning**

Hilary presented the context and overview of the CSM planning efforts (attached power point). She then reviewed a draft EMP outline.

The Education Master Planning Qualitative Data (SWOT analysis) was presented to IPC. Our planning effort this year has taken a different approach than we have in the past. Over 250 faculty, staff, and administrators contributed to a SWOT analysis that will guide our planning efforts. Once shared and discussed, IPC members drafted 5 major focus areas for the EMP.

EMP Focus Areas:

1. Building on a Tradition of Service to the Community
2. Supporting our Student's Aspirations
3. Creating Equity Opportunities for all of our Students
4. Building on a Culture of Participation and Communication
5. Commit to Progressive and Innovative Teaching and Learning

These draft focus areas directly support CSM's strategic Goals. Over the summer, an IPC workgroup (Madeleine, Mary, Heeju, Fauzi, Alicia, and Colby) will formalize the Focus Areas and define 3 priorities for each. They will be presented at IPC in the fall.

#### **Discuss Change of IPC Meeting Time in 2018-19 (1<sup>st</sup> & 3<sup>rd</sup> Wednesdays from 1-3pm)**

All approved Kim's suggestion that IPC convene on Wednesdays instead of Fridays beginning in the fall.

## **Announcements**

No announcements.

Meeting adjourned at 2:33 p.m.

Next Meeting: September, 2018