



Educational Master Plan Task Force Membership and Duties

Planning and Budgeting Council

February 3, 2021

Prepared by PBC Co-Chairs and the Office of Planning, Research & Institutional Effectiveness

What is an Educational Master Plan (EMP)?

An Educational Master Plan is defined as, “a part of the College’s Master Plan that defines the education goals of the College as well as the current and future curriculum to achieve those goals. The Educational Master Plan precedes and traditionally guides the Facilities Master Plan.”

Source: Community College League of California

Why do we develop an EMP?

The purpose of the Educational Master Plan (EMP) is to offer the essential data and foundation upon which the instructional program and support service needs can be addressed and met in the future. It will also assist in the creation or update of other important College plans. These include plans for technology, facilities (capital expenditures), personnel, finance, budget, and others.

The Plan should be a flexible document, to be reviewed annually as the economy fluctuates, students' needs change, and new educational trends develop. Inherent in this logic is the fact that institutional change takes time.



**Educational
Master
Plan**

**Strategic
Enrollment
Management Plan**

**College
Plans**

EMP and Accreditation

The EMP is a critical part of Canada's accreditation cycle.

The Western Association of Schools and Colleges' Accrediting Commission for Community and Junior Colleges (ACCJC) has established guidelines to which a College must adhere.

An institution must follow these guidelines to meet the needs of its students and community efficiently. It is critical that the College incorporate all planning efforts to meet the standards determined by ACCJC to maintain accreditation status.

The accreditation process endorses the College's integrity to the public and informs the local community that the College's purposes are suitable and being accomplished through a practical educational program.

Education Master Plan: 2017-2022

Year 1
2017-18

Year 2
2018-19

Year 3
2019-20

Year 4
2020-21

Year 5
2021-22

Strategic Enrollment Planning

Strategic Enrollment Management Plan: 2020-23

Year 1
2020-21

Year 2
2021-22

Year 3
2022-23

College Committee Plans

- Equity Plan
- Environmental Sustainability Plan
- Online Education Plan
- Professional Development Plan
- Safety Plan
- Technology Plan

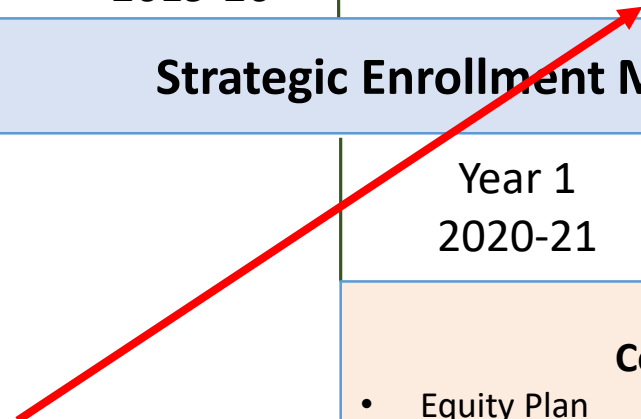
Committee plans operationalize and help monitor the implementation of the goals and strategic initiatives established in the EMP and SEM by topic

2020-21
Strategic Plan
(operational)

2021-22
Strategic Plan
(operational)

2022-23
Strategic Plan
(operational)

Our next EMP should be adopted no later than spring of 2022



EMP Planning Timeline (proposed)



Purpose of the Task Force

- The PBC Educational Master Plan Task Force will oversee, participate in, and lead the campus in a one-year strategic planning process dedicated to developing a new, 5-year Educational Master Plan. This Plan will define the education goals of the College as well as the current and future curriculum to achieve those goals. This Plan will include the essential data and lay the foundation upon which instructional programs and student support service needs can be addressed and met by the College in the future.
- As the College's Accreditation Oversight Committee, the PBC appoints this Task Force to serve on its behalf to ensure that the EMP development process and resulting Plan support the College's excellent accreditation standing and maintain its ability to meet and exceed all of the Standards set by Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Proposed Task Force Membership

Tri Chairs:

- Academic Senate President – Diana Tedone Goldstone (& David Eck)
- Classified Senate President – Jeanne Stalker
- Dean of PRIE – Karen Engel

Faculty Representatives:

- HSS Division rep
- BDW Division rep
- STEM Division rep
- KAD Division rep
- Counseling Division rep
- **Request involvement of:** Online Ed. Coordinator; CIETL Coordinator; Faculty Equity Coordinator; Interest Area Faculty Coordinators

Classified Staff Representatives

(equal # to faculty; union & non-union reps and managers; strive for gender balance):

- Outreach & Welcome Center rep
- Student Success Team Retention Specialist(s) rep
- Transfer Services rep
- Instructional Division rep
- Instructional Technologist (online education specialist)

Student Representative(s)

ASCC and/or CWA, Puente, BSU, student involved in antiracism efforts – invite students who can speak to a variety of student experiences

ADD: a community member

Research, Analysis and Writing: PRIE Office with support from ____

Cabinet members invited to participate throughout the process

Task Force Members: Level of Commitment

- Serve from March 2021 – April 2022
- Attend at least one training (e.g., Society for College & Urban Planning)
- Attend meetings 2xs/month for approximately 2 hours per meeting
- Review materials before and after meetings
- Help organize and lead campus-wide forums (4-8) to engage the entire campus community in the EMP planning process
- Ensure regular, clear communication between the constituency each member represents and the work of the Task Force
- Support regular reporting on progress to the PBC and larger campus community

Additional slides if needed

The Planning Team in 2016-17:

Tri-Chair:

- Academic Senate President—Doug Hirzel (Science and Technology Division)
- Classified Senate President—Debbie Joy (Student Services Division)
- Dean of Planning, Research and Institutional Effectiveness (PRIE)—Chialin Hsieh

Faculty Representatives:

- Paul Roscelli (Business, Design, and Workforce Division)
- Alicia Aguirre (Humanities and Social Sciences Division)
- Chris Rico (Counseling Division)

Classified Staff Representatives:

- Nick Carr (Athletics, Kinesiology, Dance, Library and Learning Resources Division and Academic Support)
- Tracy Huang (Administrative Services Division)

Student Representative:

- Jo Dai (Associated Students of Cañada College)

EMP Writer:

- English Faculty—Doniella Maher

Book Design & Layout:

- Visual Communications Coordinator—Jose A. Garcia Jr.

President, Vice Presidents, & Deans invited to participate throughout the process