MARIN
COLLEGE OF MARIN

Educational Planning Committee (EPC)

MEETING MINUTES

October 5, 2026 | 2:00 - 4:00 pm

AC 217 & Zoom

Present: Holley Shafer, Nicole McIntyre, Mary Kesler, Kathleen Antokhin, Eresa Puch, Emily Fox

Guest: Alyssa Graff

Absent: Brier Welch

Agenda - Agenda approved

Minutes – 9/21/26 approved

Review of EPC Committee Charge

Operational Clarifications:

- "Plan 2030" is the Educational Master Plan (EMP); the "Strategic Plan" refers to the annual implementation plans. This distinction should be clarified on the website.
- AP Review Process: The committee reviews Administrative Procedures (APs) related to educational planning only when they are sent for review, not annually.

Nominees and/or volunteers for Chair and/or Co-Chair

- Nomination of Holley Shafer for chair/co-chair: accepted
- Nomination of Emily Fox for co-chair: declined but open to a co-chair role in Fall 2027

EPC Composition

- EPC will continue seeking faculty members to join
- PGS plan: PGS is seeking not to have conflicting PGS meetings

Review of Plan 2030 goals and Year 2 draft implementation plan

Review of where data metrics came from:

- Goal 1 from Vision 2030
- Goal 2 Student Survey and Employee Survey
- Goal 3 not a lot of Sustainability data. Star Assessment results will be used in the future.

Steward presentation: Holley Shafer and Alyssa Graff

Be a Great Place to Work & Grow: Goal 3

Provide employee-informed professional growth opportunities for employees to excel in their work and prepare for advancement opportunities.

- Removed Strategy #1: Funding group participation in external conferences due to budget constraints.
- Added: Piloting a skills-based learning model to provide hands-on, job-specific training at the department level.
- Key Initiatives:
  - Department-Level Training: Partnering with departments (e.g., EOPS, Student Services, Library) to deliver customized training, co-funded by the PLDC and department budgets.
  - Mentorship Expansion: Piloting a mentorship model within the Classified Leadership Program, with plans to expand it to new employee onboarding.
  - ProLearning Integration: Increasing ProLearning platform use by creating new internal training content (e.g., Banner, IT systems) using Articulate.
  - Program Review Alignment: Integrating professional development needs and goals into the non-instructional program review process to ensure training is strategic and fills specific gaps.
  - SharePoint Migration: Migrating internal PD resources from the public website to a new SharePoint site.
    - Rationale: To align with campus-wide web accessibility goals and create a secure, employee-focused hub.
    - Structure: SharePoint will house forms and guidelines; ProLearning will house training content, with links between the two.
  - Cross-Departmental Collaboration: Expanding opportunities for job shadowing and cross-training, starting with an apprenticeship program in Maintenance & Operations (M&O).
- Professional Learning & Development Center (PLDC)
  - Enhance team collaboration
  - Training for department, organizational changes
  - Repository of learning resources
  - Provide individual professional development, technical and faculty tools
  - PLC committee will review and approve proposals of proposed professional learning
  - Physical space CSS 102 is open for books, resources and computer use. CSS 103 is a meeting/conference room to be used primarily for Professional Development. CSS 103 is open for bookings through OIM.
  - Communication on what is offered will be coming after more discussion

- Challenges & Committee Support
  - Employee Engagement: Difficulty getting employees to prioritize and participate in PD opportunities.
  - Funding: PRAC did not recommend funding for the PLDC this year, although it was ultimately given a $20,000 funding budget

EPC Support: The committee will continue to provide input and serve as a sounding board for the PLDC's initiatives.

SharePoint Adoption:

- Widespread confusion among faculty on how to use SharePoint for collaborative work, leading to inefficient practices like using personal OneDrive files.
- Research needed on SharePoint search feature.
- Training needed on OneDrive, Sharepoint and Teams

Next Steps

Holley Shafer:

1. Ask Jonathan to schedule a November meeting for all Plan 2030 stewards to foster collaboration.
2. Send a final email to stewards this week to finalize year 2 implementation strategies.
3. Send the updated strategies document to EPC.

Wrap-up

- Next meeting: October 19, 2026