

**February 4, 2019**

**2:00-4:00 p.m.**

**Room AC217**

**revised March 3, 2019**

**Present:** Cheo Massion, Christina Leimer, Hien Nguyen (via zoom), Gina Cullen, Leslie Lee (via zoom), Cara Kreit, Steve Newton, Julian Solis, Hollie Shafer (guest), David Everitt, Fernando Sanchez, Connie Siegenthaler

**Absent:** Peggy Dodge,

### MINUTES

#### Agenda

Agenda approved for the current meeting.

#### Minutes

Minutes approved for 12/03/18 with the following revision: addition of the word “not” under DWC feedback paragraph.

#### Strategic Plan Taskforce (SPTF) Update:

DR. Coon appointed taskforce members, 31 members total. Members are divided into groups, one group for each focus area of the EMP with two Co-Champions for each group. The EMP is the framework for the SPTF Focus groups and the goal of the SPTF is to operationalize the Ed Master Plan. Group members and co-champions will solicit feedback from the COM community members pertinent to their specific focus areas. The Co-champions and members of each focus area will be distributed to the college community so COM employees can offer concerns/suggestions to the pertinent people. Cara and Christina will assist the focus groups in identifying areas of overlap to avoid wasting time and resources. The SPTF has been provided the following documents from the EPC: minutes from the September 24<sup>th</sup> EPC meeting detailing voting and carryovers from the last Strategic Plan and the Memo from the EPC detailing items that came up during EPC discussions, but are at the Strategic Plan level. The timeline for SPTF is to have a draft of the plan by Spring Break with the plan review by the campus community taking place March 25 – April 10. The SPTF will solicit input during the planning phase and the Co-champions names will be provided to the COM community for people wishing to reach out to a specific focus group. Tentative approval at June Board of Trustee meeting.

#### EPC Spring Meeting Schedule:

The March 18 and April 15 meetings are cancelled. The spring meetings will be held: March 4, April 1 and May 6.

**Academic Senate, Cabinet and EMP Online Survey Feedback Discussion:**

Feedback broken down into 5 areas:

1. Substantive Issues
2. Wording
3. Factual
4. Formatting
5. Notes to Strategic Plan Taskforce

It was decided that Cara and Christina will take care of areas 2-4 and EPC will discuss items that fall under 1 and 5.

**College Systems**

Balance of Chancellors Office requirements VS Marin needs should be added in intro and made more prominent throughout the plan as well as in the conclusion. It was noted that “we can’t be all things to all people” and that some items may get moved to next three-year plan.

Environmental Sustainability: Why is it missing from the plan? EPC did not see it rise as a major goal. It will be added to second goal under College systems.

Sustainability/technology/budget items: will be added to narrative in College Systems so SPTF can create goals and activities addressing these items. Campus safety will be added to context paragraph of College Systems. Remove “Bollinas Lab and new acquisitions” from Goal 2, and put that as a note to the SPTF. Under Goal 3 remove the word “directly” and make a note to SPTF that we don’t want to rule out creative options for housing.

Note to SPTF - Add “Technology workforce demands”

Recommend a new bullet stating “Adequately maintain all financial obligations for the College with financial sustainability in mind.”

**Student Access and Success:**

Reword section referring to “highly educated older adults.” We want to make clear that we are increasing access for all older adults, not just those who are highly educated. Note to SPTF for Goal 1 - Online enrollment needs to be streamlined and more accessible for those who are not comfortable with technology.

Reword fifth goal to read “provide effective orientation and early support to students so they can determine and achieve their education goal” and move to third place on the list.

**Equity:**

Goal 1 - Add “prospective and current students,” Note to SPTF to focus on students with disabilities, who experience food insecurity, and/or have low computer literacy skills.

**Instructional Programs:**

Goal 2: Add the word “curriculum” after K-12.

**Community Engagement and Responsiveness**

Goal 4 replace “all’ with “mission relevant”

**Action Steps for next meeting:**

EMP will be revised as suggested and sent to SPTF along with comments/recommendations from feedback.

**Next meeting:** March 4, 2019