

**Educational Planning Committee**

**October 7, 2019**

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

**Room AC217**

**Present:** Gina Cullen, Leslie Lee, Sharon Goldfarb(via Zoom), Cara Kreit, Holley Shafer, Julian Solis, Connie Siegenthaler, Ryan Bryne, Logan Wood, David Everitt

**Absent:** Amina Nakhuda

**Agenda**

Agenda approved for the current meeting.

**Minutes**

Minutes approved for 09/24/19

**Agenda Items:**

The EMP and Strategic Plans are continuing to make their way through the governance system.

**1. Powerpoint presentation for review of best practices from SCUP**

- 1.1. Are we on track to achieve goals/objectives?
- 1.2. Are goals and objectives still reasonable?
- 1.3. Why are goals and objective unmet?
- 1.4. Review of reporting techniques

**2. Review of template for annual reporting process**

- 2.1. How will we measure progress? Will we continue to use "signal lights." Yes.
- 2.2. Too many objectives to review progress in detail for each objective during the presentations (but written report will capture this). Committee will keep the focus when possible on the broader 6-year goals. The Champions will fill out the overall plan for 3-year implementation of action steps in Year 1 and Champions will use Goal reporting form to document action steps, evidence, and progress. Champions will self-rate progress towards objectives and EPC can decide if it accepts the results of the self-assessment (any we don't agree with).
- 2.3. Discussion questions for Champions when they come to EPC: "what challenges are you facing?" "what are your biggest wins?"
- 2.4. Can the EPC committee provide support and if so what is the nature of the support? We can help make connections across work teams and focus areas of the plan. We can advise Champions to ask for resources from PRAC but otherwise EPC will not be involved in resource requests.
- 2.5. Can we adjust the plan? Not best practice to do so because of transparency issues. Only in extreme cases. Otherwise, narrative reports can capture challenges/responses as conditions change.
- 2.6. Can we adjust the metrics? This might be possible because they are mainly guidelines.

**3. Draft EPC Report format:**

- 3.1. Report will include objectives and action steps
- 3.2. A narrative of progress
- 3.3. What evidence do you have to support the progress?
- 3.4. What are your challenges?
- 3.5. Is the objective met?
- 3.6. EPC will embed some narrative explanation for each report, specifically for the Board of Trustees

**4. Possible schedule for reporting out from each group**

- 4.1. Must take into consideration when data is available to people who need it to complete their report
- 4.2. Champions have been grouped together where areas overlap
- 4.3. Goals have been grouped together where there is overlap
- 4.4. Where data are available, PRIE will provide updated data to champions prior to their report date so they can comment on progress toward the 6 year goal. For goals requiring narrative report-outs, champions will be responsible for reporting progress at the same time they report on objectives.
- 4.5. Many areas of work are already ongoing, so champions will be able to report on progress even though its early in the cycle of the plan

**Action Steps:** Cara will formulate a draft reporting template for the committee to review next time, Logan Wood will investigate eLumen as a way of collecting data and evidence in one central location.

**Next Meeting is October 21, 2019**