

**September 10, 2018**

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

**Room AC217**

**Present:** Cara Kreit, Cheo Massion, Christina Leimer, Connie Siegenthaler, David Everitt, Peggy Dodge, Steven Newton, Elizabeth Pratt, Fernando Sanchez, Hien Nguyen, Holley Shafer (guest)

**Absent:** Classified Staff (TBD)

## **MINUTES**

### **Agenda**

Agenda approved for the current meeting.

### **Minutes**

Minutes approved for 5/21/18 meeting.

### **Introduction of members:**

Short intro of members, including time served on EPC and why they serve on the EPC.

### **Overview of EPC Charge and Process**

EPC Charge reviewed. This year is primarily focused on the EMP, including info gathering and synthesizing to inform development of EMP.

Info will be gathered from five sources

- 1) Environmental scan
- 2) Mission/Values discussions after convocation
- 3) External community forums
- 4) 3-year Strategic Plan Progress Report – July 2018
- 5) Internal community forums and discussions

Committee Process – meeting docs will be sent beforehand and members are asked to have reviewed them prior to the meeting. All members are responsible for keeping the meeting on track and moving forward, including allocation of time for all members to speak. Members are also responsible for sharing the work of the committee with their employee/student group.

### **EMP Planning Terminology and Final Product**

The EMP asks the “What” in terms of the broad goals and aspirations the District has after info has been synthesized from the sources discussed earlier.

The Strategic Plan addresses the “How” in terms of how the identified goals will be met, including specific objectives, action steps and performance indicators.

The terminology to be used in the 2019 – 2025 EMP will be more reflective of standard planning terminology.

- 1) Focus Area instead of Challenges
- 2) Goals instead of Recommendations

First Draft of EMP by first meeting in November and then final draft ready in December to go through the PGS.

### **Convocation Mission/Values Discussion Process**

Results from the individual groups were synthesized by Cara Kreit, Christina Leimer, Connie Siegenthaler and Holley Shafer. Many items were seen and listed as both a strength and a weakness and five broad areas rose to the surface from the synthesis exercise

- **Diversity/Equity** Strength and Needs Improvement
  - Student Support programs
  - Student Diversity
  - Faculty/staff hiring and communication
- **Sustainability** Strength and Needs Improvement
- **Basic Skills/Pathways/AB705** Strength and Needs Improvement
- **K-12 Outreach & Partnerships** Strength
- **Community Outreach/Marketing/Communication to Students**

The question was raised as to why Academic Excellence wasn't one of the bullets. Particular concern expressed about COM's transfer students getting admitted to top universities. One possible revision would be to use Academic Excellence as a top-level item with Basic Skills, Pathways and AB705 bullets under it.

- **Academic Excellence**
  - Basic Skills
  - Pathways
  - AB705

Christina and Cara will review the list of items from the convocation discussion again in this light to see what might address the issue while accurately reflecting the convocation discussion highlights.

### **Document Review Process**

When members review the 3 Year Strategic Plan Progress Report prior to the next meeting (when it will be discussed) the following should be kept in mind:

- What items do we want to bring forward into the new EMP/Strategic Plan?

- What themes emerge from the items selected to bring forward?

Links to Strategic Plan Progress Report - July 2018 and Environmental Scan will be sent to committee members prior to the next meeting.

**Next meeting:** September 24, 2018