COLLEGE OF MARIN

Educational Planning Committee (EPC)

Educational Planning Committee
November 18, 2019
2:00-4:00 p.m.
Room AC229

Present: Gina Cullen, Leslie Lee, (via Zoom), Cara Kreit, Holley Shafer, Connie Siegenthaler, Ryan Bryne, Logan Wood, David Everitt, Amina Nakhuda

Absent: Sharon Goldfarb, Julian Solis

Agenda
Agenda approved for the current meeting.

Minutes
Minutes approved for 10/07/19

Going Paperless: Committee approved going paperless for meetings.

Agenda Items:

1. **Review of Strategic Plan Implementation timeline:**

    1.1. A "living" document that will cover the three years of the strategic plan. Indicates which action steps will be addressed each year. The champions for each focus area will fill out this document by mid-December and be the reporting persons for each focus area.
    1.2. There are:
        6 Focus areas
        27 Goals
        52 Objectives
    1.3. Performance Indicators will cover 6 years
    1.4. Process of the EPC will be to:
        1.4.1. Review progress
        1.4.2. Track evidence
        1.4.3. Support work teams

2. **Draft Annual Report Template for EMP Goals:**
    2.1. Reporting schedule by 6-year goal and 3-year objective
    2.2. Reporting on action steps and providing evidence
    2.3. Self-rating process using "signal lights"
    2.4. What are your challenges and what are your plans to meet and resolve them?
    2.5. Is the objective met? (currently part of the signal lights)

3. **Role of EPC in the process:**

   3.1. Is the role of the EPC just to record the champions progress? Is it the role of the EPC to be the holder of the institutional knowledge and history of the college and provide accountability? Yes – there is value in the process and our support in it, along w/ the higher level 6-year discussions connected to EMP and performance indicators and IR role as "data coach" as resource for committee discussions.
   3.2. Is it the role of the EPC to connect the dots between different focus areas where appropriate and inform the focus area champions where their work may overlap with another focus area? Can we ask champions to sit in on the reporting of other focus area champions where overlap exists between the two areas? Yes, Champion presentations are organized based on this and we will invite Champions to attend together.
   3.3. Should the same reporting document be used year over year so future champions can see the history of the focus area reporting. Does this provide for more continuity? Does this setup the future champions for a better possibility of success?   Suggestion is to build on the template year to year so we are not creating new ones each year.   End of 3 years culminates in a summary from Champions to new Strat Plan Task Force of information they should know and lessons learned about the overall progress/wins/challenges/etc.
   3.4. Should EPC discussion be part of the reporting document? Determined that it would be approved minutes that are put in as a link at the bottom of the each reporting form and uploaded to the tracking tool.
   3.5. Should the EPC be part of the reflection discussion on the Goal and Performance Indicators? An annual report is done and provided to PRAC and BOT, summary by champions and comments from EPC should be part of this annual report to capture any additional feedback EPC had beyond just the reports from Champions.
   3.6. Should questions posed by the committee be part of the reporting document? Only in minutes. Due to time constraints, questions from committee members should be focused on where we may not be on track and only the level of detail necessary to see this (not for just interest in the topic).
   3.7. What happens if all action steps are taken and the objective is still unmet? Can the performance indicators be modified? Action steps, objectives, and progress indicators are not to be modified other than for significant reasons since they are only 3 years.

   The role of the EPC is to provide a platform for reporting and reflection on goals to take place and hold the institutional knowledge and history and insure accountability.

4. **EPC Reporting Schedule:** approved by committee

5. **Tracking System for Reports and Evidence:** IT is developing a site with a similar setup to the Accreditation page on the COM website to house evidence and reports for easy access for all stakeholders

Next Meeting is December 2, 2019