

October 17, 2016

2:00-4:00 p.m.

Room AC217

Present: Cara Kreit, Christina Leimer, Connie Siegenthaler, Mia Chia, Paul Wilson, Steven Newton, Nicole Oldendick (staff resource)

Absent: Carol Hernandez, David Everitt, Peggy Dodge

MINUTES

Agenda

Agenda approved for the current meeting.

Minutes

Minutes for 5/2/16 meeting were approved.

Welcome/Introductions/EPC Charge/Responsibilities

New and returning committee members introduced themselves.

The EPC charge and Strategic Plan 2015-2018 brochure were distributed. The full strategic plan is posted on the PRIE Planning webpage. Christina summarized the primary role of the EPC as the participatory governance committee responsible for monitoring the progress on the strategic plan. Based upon champion/lead reports, the EPC rates the extent to which action steps are implemented and if objectives are met. EPC members will receive reports by the champions/leads a week before the scheduled presentation at the EPC meeting and are expected to review them in advance of the meeting so they are prepared for discussion. At the meeting itself, the champion/lead will present their report orally, after which EPC members can ask questions and will rate action steps and objectives. New EPC members are asked to look through the EPC website: <http://www.marin.edu/sharedgov/committee/EPC/index.htm>

Academic Year 2016-17 is the second year of the three-year strategic plan. In year three (2017-18), the EPC will simultaneously monitor the current strategic plan and help develop the next three-year strategic plan. The EPC will also have a major role in developing the educational master plan (EMP) although that role has not yet been defined. The current EMP is a ten-year plan which ends in 2019. Subsequent EMPs will span six years to better account for changes within the college and the external environment. Preparation for the new EMP will include SWOT analysis, community review, forums, work groups, and review of what progress has been made.

(Note: After this meeting, Christina reviewed the Integrated Planning Manual. Development of the next EMP does not begin in the coming year, but in the following year—Spring 2018.)

EPC's Final 2016 Strategic Plan Progress Report

After the last EPC meeting of the year, PRIE synthesizes the ratings done by EPC into a strategic plan progress report. The report is presented to the Board of Trustees in the summer and then to PRAC and EPC in the fall. The Strategic Plan 2015-2018 Progress Report, Year One: 2015-2016 was sent as an attachment to the calendared EPC meeting for review and reference. It is posted on the PRIE Planning webpage: <http://www.marin.edu/com/PRIE/planning/index.html>

In the past, the EPC would rate if activity was happening and the extent to which it happened. Last year these were rated with a color coded system of red meaning no progress, yellow for substantial progress and green as all action steps are being implemented. The Strategic Plan 2015-2018 now also has quantitative, and in some cases, qualitative performance indicators, to show whether the objective itself is being met. One of the issues for COM per ACCJC in previous years was that COM had plans but was not implementing them. For the past 5-6 years, COM has remedied this and has been routinely implementing its plans. Adding targets and metrics to the most recent strategic plan is further developing the planning process to use outcomes as another measure of institutional effectiveness.

Consequently, the EPC now rates the extent to which activity is happening and whether the objective is being met. The color coded system of rating activity implementation will be retained and as will rating whether the objective has been met, denoted with a yes or a no. Christina recommends that the EPC continue to monitor and rate both the activity and objective. After Jonathan Eldridge's presentation at the next meeting, the EPC will discuss the rating of activities and objectives.

Meetings and Reporting

The tentative meeting schedule was approved.

The reporting calendar was reviewed. There has been one revision since the calendar was sent out. Jonathan Eldridge will present only on SS1.1 and SS1.5 at the November 7 meeting due to data availability.

Chairs

Chair/co-chair election is tabled until the next meeting since several continuing members were unable to attend today's meeting.

Action Item: Include chair/co-chair election on the next agenda.

Accreditation

COM will have an accreditation site visit in March 2017. The institutional Self-Evaluation Report (ISER), which will be reviewed by the visiting team, has been worked on by at least 30-40

people college wide and is in its final stages of completion. The president of Mt. San Jacinto College will be the chair of the team that visits COM. Prior to the site visit, the visiting team members will send a list of questions to the college based on their review of the ISER and any other materials or websites, requests for any additional evidence, and will indicate who they would like to meet with. They will probably want to speak with PRAC, the EPC, Academic Senate, SLOAC, Curriculum Committee, PRIE, and attend open campus forums. We will have further information once we receive the visiting team's requests. Anticipated areas of interest for the visiting team include how COM's plans fit together, how resource allocation is tied to planning, how we know what we are doing is working, and how data is used to make decisions.

Next meeting: November 7, 2016

Agenda items to include presentations on SS1.1 and SS1.5 and chair/co-chair elections.