

**September 18, 2017**

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

**Room AC217**

**Present:** Alexander Vassiliou, Cheo Massion, Christina Leimer, Connie Siegenthaler, David Everitt, Elizabeth Pratt, Mia-Khau Chia, Peggy Dodge, Steven Newton, Nicole Oldendick

**Absent:** Cara Kreit, Emy Bagtas, Miriam Fabian Garcia

## **MINUTES**

### **Agenda**

Agenda approved for the current meeting.

### **Minutes**

Minutes for 5/1/17 meeting were approved.

### **Welcome/Introductions/EPC Charge/Responsibilities**

Committee members introduced themselves. Christina gave a high level overview of the charge, and noted that progress on the strategic plan's objectives is assessed based on managers' reports and presentations. The EPC rates whether the objectives are met, the intensity of activity toward accomplishing the objectives, and if sufficient evidence is provided. Continuing members shared that this a collegial process. Several also mentioned that serving on the committee helps members learn more about the College and its students.

### **Presentation Schedule**

Committee members agreed that the October 2 agenda will include an informal SWOT analysis and a preliminary discussion about the next educational master plan (EMP). The next institutional-level plan will span 6 years or less. Christina also indicated that Education Code does not require an EMP specifically, but rather an institution-level plan. The next EMP will be developed in Fall 2018 and will include the planning bodies listed in the Integrated Planning Manual and other campus constituents. The development process will include an environmental scan, SWOT analysis, and review of what has been accomplished under the last EMP along with what priorities remain or have arisen going forward. The new EMP will start in Fall 2019.

The November 6 agenda will include any remaining items from October 2, and a review of both the Strategic Plan 2015-2018 and the strategic plan progress report to ensure committee members understand the various parts of the plan and its construction. Nicole will include the updated presentation schedule in the next EPC meeting's materials.

### **Strategic Plan Progress Report**

A draft of the 2016-17 strategic plan progress report was discussed and reviewed by the EPC at the end of Spring 2017 and the final was presented to the Board of Trustees in Summer 2017. It will be presented to PRAC in Fall 2017. The Board gave positive feedback on both the progress and the report format.

Committee members reviewed how the EPC rates activities using color coding to designate the extent to which activities designed to achieve the objective are implemented: red (no activity), yellow (some activity) or green (high activity). Objectives with a yellow rating in the progress report were discussed.

The EPC also determines whether an objective was met for the year: yes or no depending on whether the performance indicator target was achieved. Committee members also discussed some of the objectives with a no rating. Some of the no ratings are present because it isn't possible to meet a six year quantitative measure in three years. Also, some quantitative measures need to be modified now that there are data that better inform how the objective should be measured. Some of the objectives will roll forward to the next strategic plan.

### **Chair Election**

Motion by Steven Newton and second by Peggy Dodge to elect Christina Leimer as chair for the 2017-18 academic year. All members were in favor.

**Next meeting:** October 2, 2017

Agenda items to SWOT Analysis; Preliminary Discussion about EMP: Timeline, Reviewing Other Plans, etc.