

**Educational Planning Committee**  
**September 13, 2021**  
**2:00-3:30 p.m.**  
**Via Zoom**

**Present:** Cara Kreit, Holley Shafer, Gina Cullen, Alina Varona, Emily Fox, Logan Wood, Connie Siegenthaler, Julian Solis

**Absent:**

**Agenda**

Agenda was approved for the current meeting.

**Minutes**

Minutes approved for May 10. 2021

**Introduction of committee members and chair elections:**

Holley Shafer and Cara Kreit were elected committee Co-Chairs.

**[EPC Look Back at Planning Year 2 and Look Ahead to Year 3](#) – PowerPoint Presentation**

**Review of EPC Charge and Responsibilities:**

**Charge:**

The EPC is responsible for coordinating and setting goals for planning broad educational endeavors at the College.

**Responsibilities:**

Oversee and coordinate development of EMP and conduct annual review of progress on Strategic Plan objectives. Oversee development of Strategic Plans and ensure that goals, objectives and specific plans are in line with priorities.

Ensure compliance with accreditation standards.

2020 Addition for PGS Committees – determine what PGS committee can do help move the needle on anti-racism and equity at COM.

**What are our responsibilities specific to this year?**

- Annual review of the third year of the *Strategic Plan 2019-2022*
  - Champions of objectives come to discuss plans w/ EPC for Year 3 of the 3-year strategic plan
    - EPC members contribute knowledge from across the college and of the EMP focus areas.
  - EPC makes recommendations on objectives to move forward to the next strategic plan (to be developed this year)

- EPC evaluates end-of-year progress reports submitted by Champions for objectives

### **Overview of EMP and Strategic Plan:**

Review of EMP Goals and planning cycle: We are in the third year of the EMP and in the third and last year of the current Strategic Plan. Year 2 of the current Strategic Plan saw 5 objectives completed, 36 showing substantial progress and 11 showing limited or no progress. Fall 2021 will focus on review of progress on objectives for the third year of the current Strategic Plan and Spring 2022 will focus on development of the next 3 year Strategic Plan. Review of EPC recommendations from last year (slide 5 of PowerPoint presentation)

### **Annual Review of Year 3 of Strategic Plan:**

What format do we want to use this year for reviewing progress, making recommendations and evaluating end-of-year progress reports? How can we divide the work?

Review of [Champions Reporting Schedule](#) -

Goals and objectives have been grouped together in the same meeting where it makes sense to do so.

EPC members need more time to review reports and documents before the meeting. EPC strategized ways to have more committee engagement and discussion during each meeting.

It was proposed and accepted that for each goal or set of goals to be reported on:

1. One or two committee members would review reports/documents from last year and give a short overview of progress to date on those goals at the beginning of the meeting or the end of the previous meeting where those goals will be discussed. A volunteer signup sheet will be circulated so members can sign up, Gina Cullen has volunteered to do the first group of SAS Goals 3,4 & 5 for the September 27<sup>th</sup> meeting.
2. Champions will be invited to come 15 minutes after the meeting begins in order for the review/report to be presented and discussed. EPC will develop potential questions for champions. We will pilot this for the upcoming meeting and see if the discussion should take place in those 15 minutes or during the prior session.
3. Champion/Practitioner/Implementor: it will be suggested to Champions that they invite or include the people who are actually “boots on the ground.” They can bring the people who are implementing the day to day work to come and be a part of the conversation per the EPC recommendations from last year. This will assist the EPC to understand the progress in more detail.

### **Cara presented the recommendations from SCUP on best practices regarding Annual Review of Progress and looking forward to next year:**

- Look back
- Look around
- Look ahead

**Annual monitoring asks:**

- Are we on track?
- Are goals still realistic?
- Are the priorities still correct?
- Is the implementation process working?
- Why are goals unmet?
  - Insufficient resources
  - Increased competition or changes in the external environment
  - Change in institutional priorities or economic status
  - New leadership
  - Lack of appropriate technology
  - Poor management
  - Lack of stakeholder buy-in
  - Poor communication and coordination
  - Progress indicator or action steps don't align with goals

**The EPC developed the following questions as prompts for the champion presentations for year three of the Strategic Plan reporting:**

**Look back** at your 3-year implementation plan, progress report, and EPC recommendations from last year.

**Look around:** What questions do you have that would be helpful to think through with the committee? Who can you bring with you from implementation team to speak to the work? (For example: Champion, practitioner, implementor)

**Look ahead:** Highlight how you are approaching the actions steps for 2021-22 (Year 3) and your priorities/plans for this year. What are the challenges and opportunities for your overall 2020-2021 plans, particularly as a result of the Covid-19 pandemic

**Equity:** Highlight how planning for your action steps “is done with intentional focus on equity-mindedness” and how your action steps address the “racial equity gaps which exist at the College through planning, programs, practices and policies.”

**Recommendation for next strategic plan: Review** EMP 6-year goal for this objective. Would you recommend this objective move ahead for the next strategic plan in order to achieve this goal? If so, given progress so far, are there any changes you might recommend in order to successfully achieve the 6-year goal? If progress was hindered, what was missing or needed? (for example, resources, time, lack of alignment in plan, tech, change in priorities, change in external environment, etc.)