

**Sample: Educational Planning Committee Report  
Academic Year 2019-2020**

Year 1 of the 2019-2022 Strategic Plan  
Year 1 of the 2019-2025 Educational Master Plan

**EMP Focus Area and Goal: Instructional Programs Goal 3  
Champions: Assistant Vice President for Instructional Support**

Helpful Links (Note – for live links, switch from “editing” mode to “reading view” under “View”):  
[2019-2025 EMP and 2019-2022 strategic plan](#)  
[Timeline for Implementation](#)

**EMP 6-Year Goal and Strategic Plan 3-Year Objectives:**

*Instructional Programs EMP Goal 3: Implement a student-centric master schedule that meets student needs for timing, location, and course offerings rotation. Master schedule defined: A strategic approach to the schedule that maximizes the learning opportunities for students and establishes the instructional priorities for the institution. You get what you design for.*

*IP Goal 3 Performance Indicator 1: Decrease in average time-to-degree; baseline is 6.3 years; target is 5 years. (Source: Banner transcript files for degree earners, average time-to-degree 2016–17 through 2018–19).*

**IP Goal 3 Performance Indicator 2:**

*Percent of degree/transfer students completing 15 or more units in the fall term increases. Baseline is 5.6%; target is 8.4%. (Source: SSM Launchboard; successfully completed unit thresholds in the fall, degree/transfer students, annual average of students completing 15 or more units, 2015–16 through 2017–18).*

*Strategic Plan Objective IP3.1: COM will have a master schedule that allows students to reach their educational goals in two to three years for full-time students and five years for part-time students, based on mapped student journeys from Instructional Programs Objectives 1.1 and 1.2.*

*Progress Indicator IP3.1: The master schedule reflects student ability to complete two to three year full-time or five year part-time educational goals*


- 1. What actions have been taken toward achieving the objectives above? Please describe (reference action steps when relevant). Attach or add links to relevant documentation for each objective. Note: For attachments, clearly identify which objective the evidence supports. URLs are fine but please attach a screenshot of a webpage if the page will change over time.**

*Strategic Plan Objective IP3.1: No progress yet. The work will begin in earnest in 2020-21 (see timeline).*

- 2. Are you on track to achieve the objectives above? Please answer these questions for EACH of the objectives separately.**

- Please self-rate your progress toward achieving each of the above objectives:

 Red: No progress

 Yellow: Substantial progress

 Green: All action steps implemented, and objective achieved

- b. What evidence supports your judgment of progress made toward this objective? Include progress indicator data for each of the progress indicators above.
- c. Where are you not on track? What will you do differently for next year / what else needs to happen?

*Strategic Plan Objective IP3.1:*

- a.
- b.
- c.

*Strategic Plan Objective IP3.2:*

- a.
- b.
- c.

**3. Performance Indicator Data for EMP 6-Year Goals: Please input Year 1 performance indicator data below:**

**2019 - 2020**

**EPC Use Only:**