Educational Master Plan
Task Force Membership and Duties

Planning and Budgeting Council
February 3, 2021

Prepared by PBC Co-Chairs and the Office of Planning, Research & Institutional Effectiveness
What is an Educational Master Plan (EMP)?

An Educational Master Plan is defined as, “a part of the College’s Master Plan that defines the education goals of the College as well as the current and future curriculum to achieve those goals. The Educational Master Plan precedes and traditionally guides the Facilities Master Plan.”

Source: Community College League of California
Why do we develop an EMP?

The purpose of the Educational Master Plan (EMP) is to offer the essential data and foundation upon which the instructional program and support service needs can be addressed and met in the future. It will also assist in the creation or update of other important College plans. These include plans for technology, facilities (capital expenditures), personnel, finance, budget, and others.

The Plan should be a flexible document, to be reviewed annually as the economy fluctuates, students' needs change, and new educational trends develop. Inherent in this logic is the fact that institutional change takes time.
EMP and Accreditation

The EMP is a critical part of Canada’s accreditation cycle.

The Western Association of Schools and Colleges' Accrediting Commission for Community and Junior Colleges (ACCJC) has established guidelines to which a College must adhere.

An institution must follow these guidelines to meet the needs of its students and community efficiently. It is critical that the College incorporate all planning efforts to meet the standards determined by ACCJC to maintain accreditation status.

The accreditation process endorses the College’s integrity to the public and informs the local community that the College’s purposes are suitable and being accomplished through a practical educational program.
Our next EMP should be adopted no later than spring of 2022.
EMP Planning Timeline (proposed)

- **January 2021**: Form EMP Planning Task Force
- **Spring 2021**: Conduct an Environmental Scan
  - Higher Ed in a post-COVID world
  - Conduct an Equity Audit?
- **Spring 2021**: Review College Mission, Vision, Values
- **Fall 2021**: Develop new College Goals & Objectives
- **Fall 2021**: Refine Strategic Framework
- **Spring 2022**: Solicit Feedback on Draft EMP
- **May 2022**: Adopt New EMP (2022-27)
Purpose of the Task Force

• The PBC Educational Master Plan Task Force will oversee, participate in, and lead the campus in a one-year strategic planning process dedicated to developing a new, 5-year Educational Master Plan. This Plan will define the education goals of the College as well as the current and future curriculum to achieve those goals. This Plan will include the essential data and lay the foundation upon which instructional programs and student support service needs can be addressed and met by the College in the future.

• As the College’s Accreditation Oversight Committee, the PBC appoints this Task Force to serve on its behalf to ensure that the EMP development process and resulting Plan support the College’s excellent accreditation standing and maintain its ability to meet and exceed all of the Standards set by Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.
Proposed Task Force Membership

**Tri Chairs:**
- Academic Senate President – Diana Tedone Goldstone (& David Eck)
- Classified Senate President – Jeanne Stalker
- Dean of PRIE, Accreditation Liaison Officer – Karen Engel

**Faculty Representatives:**
- HSS Division rep
- BDW Division rep
- STEM Division rep
- KAD Division rep
- Counseling Division rep
- **Request involvement of:** Online Ed. Coordinator; CIETL Coordinator; Faculty Equity Coordinator; Interest Area Faculty Coordinators

**Classified Staff Representatives**
(equal # to faculty; union & non-union reps and managers; strive for gender balance):
- Outreach & Welcome Center rep
- Student Success Team Retention Specialist(s) rep
- Transfer Services rep
- Instructional Division rep
- Instructional Technologist (online education specialist)

**Student Representative(s)**
ASCC and/or CWA, Puente, BSU, student involved in antiracism efforts – invite students who can speak to a variety of student experiences

**ADD: a community member**

Research, Analysis and Writing: PRIE Office with support from ___

*Cabinet members invited to participate throughout the process*
Task Force Members: Level of Commitment

• Serve from March 2021 – April 2022
• Attend at least one training (e.g., Society for College & Urban Planning)
• Attend meetings 2xs/month for approximately 2 hours per meeting
• Review materials before and after meetings
• Help organize and lead campus-wide forums (4-8) to engage the entire campus community in the EMP planning process
• Ensure regular, clear communication between the constituency each member represents and the work of the Task Force
• Support regular reporting on progress to the PBC and larger campus community