Email announcement

**Subject: Tri-Chairs Educational Master Planning Team**

Cañada College is preparing in developing our Educational Master Plan (EMP). We are looking for volunteers to serve on the EMP planning team. The members of this committee will have 5 faculty, 3 classified staff, 1 student, and 1 administrator. Faculty will be selected by the Academic Senate, Classified staff will be selected by the Classified Senate/CSEA, an administrator will be selected by the Cabinet, and a student will be selected by the ASCC.

* 5 faculty: Humanities & Social Sciences, Science and Technology, Business/Design/Workforce, Athletics, Learning Resources, and Library, and Counseling. **Faculty will be compensated for summer work.**
* 3 classified staff: one from student services, one from academic support services, and one from administrative services.

This team will meet:

* once before the end of the semester (1.5 hours)
* a whole day Planning Institute Training at the end of June (8 hours)
* once before the fall semester start in August (1.5 hours)
* Twice a month meetings in fall 2016 (1.5 hours  each)
* Once a month meeting in spring 2017 (1.5 hours each)

Meetings will focus on:

* Planning Roadmap
  + Define the role of the planning team
  + Provide training for the team
  + Create a glossary of terms for use in the EMP
  + Create **a communication plan**, timeline of activities with expected outcomes
* Assess the Landscape
  + Environmental scan (some of this has already been done by the District)
  + Institutional context
  + Strengths, Weaknesses, Opportunities, and Threats (SWOT)
  + Mission, vision, values

Faculty interested in volunteering should email Doug Hirzel ([hirzel@smccd.edu](mailto:hirzel@smccd.edu)). Staff interested in volunteering should email Debbie Joy ([joyd@smccd.edu](mailto:joyd@smccd.edu)). Please volunteer via email **by 5:00 p.m. May 13, 2016.**