

Team B (Planning Resource Committee)
June 9, 2011
9:00 am AD 121
Meeting Notes

Present: Ed Karpp (chair, filling in for Mike Scott), Henan Joof, Monette Tiernan, Alice Mecom, Pat Zayas, Jeanette Stirdivant, Mike Dulay

The meeting was called to order by Ed Karpp at approximately 9:10 am.

EMP Action Items

The committee discussed how to streamline responses to the many action items of the Educational Master Plan and the accreditation self study. The suggestion was made that the action items be taken to Administrative Exec at the beginning of the year so they can identify a small set of goals to work on during the year. This could work with the current Annual Goals process, so that Administrative Exec begins by identifying high-priority goals for the next year, then these goals are approved by Team B, Team A, and Campus Exec. When they are approved through governance, the goals would be sent back to Administrative Exec, with the appropriate goals going to the appropriate administrator or to the Senate President. The administrators and the Senate President would develop an action plan for each assigned goal, including timelines and the entities to be involved in addressing each goal. After the end of the defined timeline, the administrator or Senate President would report on the progress/completion of the goal, and this information would be included as the EMP is updated and revised.

- MSC that Administrative Exec develop annual action plans for each of the 13 identified Annual Goals, with timelines for each action plan

The committee also discussed some of the goals. They felt that the first goal, evaluate the policy on repeatability for credit courses and how students get priority registration [for those courses], was an important one. The committee also felt that streamlining the transition between noncredit and credit (Annual Goal #5) would require defining the relationship between noncredit and student services.

Updating and Revising EMP

In order to keep the EMP as a living document rather than a shelf document, the committee decided that its goal should be to regularly update and revise the EMP. Some EMP items are outdated and some are in need of revision. Ed Karpp will send the current EMP in spreadsheet form to the members of Team B so they can begin to identify changes they feel are necessary. The committee will also try a Google Docs spreadsheet to keep the document up-to-date. Changes to the EMP that are proposed by Team B will go to Team A for approval.

Next Meetings

Team B decided to schedule meetings in the summer on the following dates:

- Monday, July 18 from 2:00 to 3:30
- Monday, August 22 from 2:00 to 3:30

Team B also decided to set a tentative Team A meeting on Friday, September 30 from 1:00 to 3:00.

Adjournment

The meeting was adjourned at approximately 10:10 am.