

Timeline for Revising Educational Master Plan (aka Institutional Master Plan or Strategic Master Plan)

Group	Meeting	Topic	Activity
Governing Board	October 2016	Overview	Board presentation on plan for updating master plan, including Board discussion of key policy questions and issues to address
Team B	Fall 2016 (October)	Operating Principles	Team B drafts Operating Principles to include in new EMP
		Values	Team B drafts proposed list of values for Team A to discuss
Team A	Fall 2016 (November)	Mission	Team A discusses mission statement
		Vision	Team A discusses vision statement
		Values	Team A discusses values statement
Governing Board	December Special Meeting	Mission, Vision, and Values	Board discusses and considers approval of mission, vision, and values
Team B	Winter 2017	External Scan, Internal Assessment	Make Team A assignments for external scan, internal assessment
Team A	Spring 2017 (February)	External Scan	Subgroups of Team A work on reviewing external scan data to identify Opportunities and Threats, reporting out at end of meeting
Team A	Spring 2017 (April)	Internal Assessment	Subgroups of Team A work on reviewing internal assessment data to identify Strengths and Weaknesses, reporting out at end of meeting
		SWOT	Team A discusses Strengths, Weaknesses, Opportunities, and Threats and discusses preliminary EMP goals
Governing Board	April or May Meeting	External Scan, Internal Assessment, SWOT	Board discusses planning work and possible goals and objectives
Team B	Spring 2017 (May)	Goals	Team B drafts proposed EMP goals
Team A	Fall 2017 (October)	Goals	Team A discusses and approves goals
Team A	Fall 2017 (November)	Strategies	Team A discusses and approves strategies under the goals
		Performance Indicators	Team A discusses and approves performance indicators
		Objectives	Team A discusses and approves objectives (targets for performance indicators)
Governing Board	Spring 2018	EMP	Approval of Master Plan (Two Readings)