**Educational Master Plan (EMP) Core Group**

This document highlights (a) membership, (b) role of members, and (c) communication plan.

## **Expanded Planning Committee Membership**

| **P=Planning Committee; E=Expanded** | **Name** | **Representation** | **College Position Title** |
| --- | --- | --- | --- |
| P | Chialin Hsieh | Committee Chair | Senior Dean of Planning & Institutional Effectiveness |
| P | BethAnn Stone | Administrative Support | Senior Administrative Assistant, Office of Planning & Institutional Effectiveness |
| P | Bob Kratochvil | Management Rep | College President |
| P | Tanisha Maxwell | Management Rep | Vice President of Student Services |
| P | Nancy Ybarra | Management Rep | Dean of Liberal Arts |
| P | Scott Hubbard | Academic Senate Rep | Faculty, Mathematics Department/ TLC Chair |
| P | Marie Arcidiacano Kaufman | Academic Senate Rep | Faculty & Dept. Chair, Communication Studies & Speech/Academic Senate Vice President |
| P | Louie Giambattista | Academic Senate Rep | Faculty & Curriculum Committee Chair |
| P | BethAnn Stone | Classified Senate Rep | Sr. Administrative Asst, Office P&IE/ Administrative Asst. III, Nursing Programs |
| P | Tammy Oranje | Classified Senate Rep | Financial Aid Scholarship Program Specialist |
| P | Christopher Long  | Classified Senate Rep | Program Assistant  |
| P | Shagoofa Khan,  | LMCAS Senate Rep | Student |
| P | Christian Ortiz | LMCAS Senate Rep | Student |
| P | Vacant | LMCAS Senate Rep | Student |
| E | Josh Bearden | Academic Senate President | Faculty, History, Academic Senate President |
| E/P | Scott Warfe | Faculty Research Coordinator | Faculty, English, Accreditation Technical Writer |
| E | Paul West | Classified Professional | Science Lab Coordinator |
| E | Catherine Fonseca | Classified Professional |  |
| E | Sally Montemayor Lenz | Management Rep | Vice President of Instruction |
| E | Carlos Montoya | Management Rep | Vice President of Business and Administrative Services |
| E | Vacant |  | Student |
| E | Vacant |  | Student |

**Planning Committee**

**EMP Core Group**

**EMP Core Group**

**EMP Core Group Communication Structure**

## **EMP Core Group Members’ Role**

1. Develop the planning process
2. Develop the planning timeline/milestone
3. Analyze/synthesize data results
4. Facilitate/support public forums and/or College Assembly
5. Draft goals
6. Draft objectives
7. Draft action steps
8. Communication

<https://pediaa.com/difference-between-role-and-function/>

**EMP Core Group Communication Plan**

The purpose of a Communication Plan is to outline:

1. Who will be responsible to distribute/communicate What to Whom
2. How and When the information will be distributed/communicated
3. The purposes of the communication are:
4. to seek feedback
5. to give information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who** | **What** | **Whom** | **How** | **When** | **Purpose** |
|  |   |   |   |   |   |
|  |   |   |   |   |   |

**Committees/Groups**

**SGC**: EEO, IDEA, Planning, PDAC, Safety, Sustainability, TLC, SEM

**Academic Senate**: Curriculum, TLC, Distance Ed, General Ed

**Classified Senate**

**Student Senate**

**Manager:** President’s Cabinet,President’s Council, Student Services Leadership Team, Deans

**Department Chairs**

**Career Technical Education**

**Foundation**

**EMP Core Group Communication Calendar**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who** | **What** | **Whom** | **How** | **When** | **Purpose** |
| **Planning Committee** | **10/3** |  |
|  | EMP Timeline and Deliverables | Academic SenateClassified SenateStudent Senate |   | 10/7 | To give information |
|  |  | SGC |  | 10/9 |  |
|  |  | SEM |  | 10/15 | To give information and align with SEM Timeline |
|  |  | President’s Council |  | 10/16 |  |
|  |   | Academic SenateClassified SenateStudent Senate |   | 10/21 |   |
|  |  | SGC |  | 10/23 |  |
|  |  | Academic SenateClassified SenateStudent Senate |  | 11/4 |  |
| **Planning Committee** | **11/7** |  |
|  |  | SGC |  | 11/13 |  |
|  |   | Academic SenateClassified SenateStudent Senate |   | 11/18 |   |
|  |  | SEM |  | 11/19 |  |
|  |  | President’s Council |  | 11/20 |  |
|  |   | Academic SenateClassified SenateStudent Senate |   | 12/2 |   |
| **Planning Committee** | **12/5** |  |
|  |  | SGC |  | 12/11 |  |