LOS MEDANOS COLLEGE

EMP CORE GROUP MEETING
MAY 7, 2020

MEMBERS PRESENT: Chialin Hsieh (Chair), Bob Kratochvil, Nancy Ybarra, Tanisha Maxwell, Carlos Montoya, Scott Hubbard, Scott Warfe, BethAnn Stone, Paul West, Chris Long, Catherine Fonseca, Jocelyn Villalobos, Diane White (Facilitator), Luisa Velazques (Guest), Natalie Hannum (Guest), Nikki Moultrie (Guest), Jeffrey Benford (Guest)

1.) **WELCOME**

2.) **OVERVIEW OF AGENDA:** The group reviewed the agenda and desired outcomes for the meeting.

3.) **DRAFT EMP 2020-2025 GOALS/OBJECTIVES – Implementation Plan:** The feedback previously received indicated that we should have a bi-annual implementation plan in for the EMP. Additionally, using a bi-annual implementation plan we can align the reporting with our program review cycle. The Vice Presidents will lead cross-functional teams to identify objectives and activities to implement. The group accepted the draft implementation plan. It is also noted that the Biannual Implementation Plan Report Sample is very similar to the "Goal Setting" section in the program review templates. This helps to integrate already existing forms, processes and cycle to alleviate the need for duplication of work.

4.) **EMP 2020-2025 DRAFT REVIEW:** Diane White provided the group with a review of the first-level draft of the EMP 2020-2025. Diane noted the bullet-points included in the draft capture the ideas that have come to light through discussion and feedback, these will be crafted into structured paragraphs as we move forward through the draft process. Additionally, it is noted that BethAnn will compile the feedback and discussion on the draft review and provide it to Diane for incorporation into the next draft.

   • **Purpose** – It is important to be clear and concise in communicating the purpose of the plan to our internal and external communities. A section or possibly a table will be included on how the EMP also aligns with Guided Pathways and SEM. The group reviewed a table currently included in the draft that demonstrates our EMP alignment with Vision for Success (VfS) and the 4CD Strategic Plan goals. Context will also be included on the sources of the data used.

   • **Operationalization & Implementation** – It is suggested that since this is a "living document", we should insert language that references amendments. If there are any changes recommended that may warrant an amendment to the plan, these would be reflected in the biannual implementation report(s). Diane will incorporate some language in the Implementation Plan pertaining to possible amendments as a result of the biannual review and reporting.

   • **Implied Facilities & Technology** – Included in the plan are the implications to technology and facilities as a result of the plan development process and the data analysis. WSCH forecasting is a primary source of data analysis used to plan for future technology and facilities development. The reported implications and WSCH forecasting will help to bridge

the EMP to FMP. Some programs, predominantly CTE, have external boards (i.e. BRN, EMT, etc.) that have spatial requirements or policies for the College to adhere to as well.

  • **Goals & Objectives** – The group is reminded to submit any feedback to Chialin and/or BethAnn by Wednesday May 13th. Feedback recently received indicated that there was more emphasis on access and not as much on success, and the goals appear more like objectives. However, the group did note that we intentionally designed these goals to be more actionable and measurable.
  o Goal #1
   ▪ Revise the goal to read "Increase and maximize equitable opportunities for students to successfully complete courses and programs".
   ▪ Add an objective that reads "Increase equitable access to courses, programs, and student support services by improving the flexibility in the delivery of programs and services."
   ▪ Revise objective 1.1 to be broader and more inclusive of all four areas of SEM, (not just the scheduling model).
  o Goal #2 – The group had no feedback on this goal however, BethAnn will send this goal to Natalie Hannum for review and feedback as it is primarily related to workforce development.
  o Goal #3
   ▪ In objective 3.1 add "increase successful completion".
   ▪ In objective 3.2 change "Increase" to "Enhance" this may help to address completion and success.
   ▪ It is noted that we need to incorporate completion, success and/or transition in each of the objectives.
  o Goal #4
   ▪ The group reviewed a proposed revision to the goal language as an attempt to include some verbiage pertaining to a possible near future budget deficit and the COVID-19 epidemic.
   ▪ It is noted that the intent would be to align the needs with the resources.
   ▪ Add or revise the language in 4.1 to "Prioritize EMP needs" or something similar and then from there we would align the resources. A suggestion is we may not need to include this in the objective or goal, it may be better placed with implementation activities.
   ▪ Nancy recrafted the language for Goal #4 to "Effectively employ institutional resources to meet the needs critical to the College mission."

5.) **EMP 2020-2025 TIMELINE-FALL 2020 SCHEDULE:** The group reviewed and accepted the draft EMP 2020-2025 Document Implementation Timeline. It is noted that feedback on the draft the group will be reviewing today is due to the OPIE (Office of Planning & Institutional Effectiveness) by March 13th. Following that deadline, the draft will go to the Senates for review and feedback.

6.) **CAMPUS COMMUNICATION:** The draft EMP Goals & Objectives was shared with the Academic Senate and Classified Senate Council, no further feedback has been received. BethAnn will share this updated draft during her report-out at Classified Senate on Monday. BethAnn will e-mail Shagoofa, Christian, and Jocelyn with the updated draft to share during their LMCAS meeting on Monday.