

# LOS MEDANOS COLLEGE

## EMP CORE GROUP MEETING

APRIL 9, 2020

**MEMBERS PRESENT:** Chialin Hsieh (Chair), Bob Kratochvil, Nancy Ybarra, Tanisha Maxwell, Carlos Montoya, Sabrina Kwist, Marie Arcidiacono Kaufman, Scott Hubbard, Scott Warfe, BethAnn Stone, Chris Long, Catherine Fonseca, Christian Ortiz, Jocelyn Villalobos, Emma Blackthorne (Guest), Natalie Hannum (Guest), Catt Wood (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:** The group reviewed the updated EMP 2020-2025 website and draft goals and objectives. Diane used the SOAR results, the quantitative data, and alignment with Mission and VfS goals, to develop the five (5) EMP Themes reviewed at the March retreat. During the group's discussion of these themes, a sixth theme was added and draft goals with corresponding objectives were outlined. Diane used these outlined draft goals and objectives, dialogue from the retreat, and the themes developed to refine and develop our new draft goals and objectives. Diane and Chialin included a grid that lists our draft EMP goals and objectives and the VfS goal(s) that aligns with each EMP goal.

4.) **EMP 2020-2025 DRAFT TABLE OF CONTENTS:** The group reviewed the draft *EMP 2020-2025 Table of Contents*. It is noted that the final plan will be a concise report that focuses more on the goals and implementation, with data to be included in the appendices.

5.) **DRAFT KEY PERFORMANCE INDICATORS:** Key Performance Indicators (KPI) are annual measurements that inform us on our progress towards achievement of the EMP 2020-2025 goals. When we streamline the implementation, goals, and outcome reporting with our program review process and cycle, we may not need to develop new metrics. Many of the KPIs we would use are already in place through the program review process, SEM, VfS, and ISS. We can determine the how LMC defines our KPIs.

6.) **EMP 2020-2025 IMPLEMENTATION PLAN:** Diane reviewed the implementation plans from other community colleges to formulate some ideas on the development of our implementation plan. We want to ensure we identify annual EMP activities we want to achieve and includes positions/offices responsible. We need to determine our timelines for planning activities and reporting outcomes. A recommendation is to use fall-for-fall as planning (i.e. plan activities in fall 2020 for fall 2021). The group reviewed a sample implementation plan structure. It is suggested that we should connect the implementation plan, goals, activities and reporting outcomes with our program review processes and cycles. The current program review templates include reporting on VfS goals, Institution-Set Standards, resource allocation requests, assessments, degree and certificate achievement, and professional development. Additionally, the cycle of our program review process would

allow adequate time for planning of activities, and the reporting of the outcomes to align with program review. By integrating the implementation and outcome reporting with program review, it will alleviate any duplication of work and align with a multitude of other plans and initiatives. The group is encouraged to share these drafts with their constituency groups and e-mail any further feedback to Chialin.

- 7.) **CAMPUS COMMUNICATION:** Please share the draft EMP goals and objectives, and EMP Themes Grid with your constituency groups and e-mail any feedback to Chialin.