

LOS MEDANOS  
COLLEGE

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

March 6, 2020 9:00 a.m. – 3:00 pm • Student Services Center Classroom SS-412

**Chair:** Chialin Hsieh

**Recorder:** BethAnn Stone

**Group Members:** Nancy Ybarra, Tanisha Maxwell, Bob Kratochvil, Carlos Montoya, Marie Arcidiacono Kaufman, Scott Hubbard, Josh Bearden, Scott Warfe, BethAnn Stone, Chris Long, Catherine Fonseca, Paul West, Eloine Chapman, Shagoofa Khan, Christian Ortiz, Rochelle Arnold

**Facilitator:** Diane White

| <b>CURRENT ITEMS</b> |   |   |  |                           |                    |                  |
|----------------------|---|---|--|---------------------------|--------------------|------------------|
| <i>Item #</i>        | <i>Topic/Activity</i>   | <i>Desired Outcome</i>  | <i>Information Discussion Acceptance</i> | <i>Lead</i>               | <i>Time (mins)</i> | <i>Follow up</i> |
| 1.                   | Welcome   |   | I  | Hsieh                     | 10                 |                  |
| 2.                   | Overview of agenda and outcomes   | ➤ Consensus regarding purpose and outcomes of EMP Core Group Meeting.   | I, A                                     | Hsieh                     | 5                  |                  |
| 3.                   | Master Planning Overview<br>• Review <i>Glossary of Key Planning Terms</i><br>• “Theme” versus “Goal”   | ➤ Clarify key terms and develop consensus.<br>➤ Determine if we want to add “theme” to glossary   | I, D, A                                  | White/<br>Hsieh           | 20                 |                  |
| 4.                   | Review Draft Mission, Vision, Values (MVV)<br>• Review functions of MVV<br>• Review draft MVV and answer key questions.<br>• Discuss next steps   | ➤ Discuss draft MVV and answer key questions:<br>❖ Does the Mission Statement meet Standard IA criteria?<br>❖ Does the Mission Statement align with the CCCCCD Mission Statement?<br>❖ Is Vision Statement still valid?<br>❖ Is Values Statement still valid?<br>➤ Discuss next steps | I, D, A                                  | White/<br>Hsieh           | 30                 |                  |
| 5.                   | <b>BREAK</b>  |   |  |                           | 15                 | <b>BREAK</b>     |
| 6.                   | Profile Analysis & Implications:<br>• Review and discuss external and internal data set analysis summaries and implications<br>• Review and discuss the summary(s) of input gathered in the public forums | ➤ Review and discuss external and internal data sets and implications, to identify emerging themes<br>➤ Review and discuss the summary(s) of input gathered and themes emerging from the February public forums.  | I, D                                     | White/<br>Hsieh/<br>Stone | 45                 |                  |
| 7.                   | Gap Analysis & EMP Themes<br>• Review the Gap Analysis<br>• Review the EMP Themes developed   | ➤ Overview of the development process for the Gap Analysis and Themes.<br>➤ Discuss and validate the Gap Analysis and EMP Themes  | I, D, A                                  | White                     | 45                 |                  |

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|--|--|--|---------|-----------------|----|--------------|
| 8.   | <b>LUNCH</b>   |  |         |                 | 15 | <b>LUNCH</b> |
| 9.   | EMP Goal Development <ul style="list-style-type: none"> <li>• SMART Goals</li> <li>• Review and discuss draft goals</li> <li>• Assess EMP draft goals</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Discuss and determine the breadth of EMP goals and developing SMART goals.</li> <li>➤ Develop draft goals</li> <li>➤ Assessment and consensus on draft goals</li> </ul>   | I, D, A | White/<br>Hsieh | 90 |              |
| 10.  | Alignment with District & VfS <ul style="list-style-type: none"> <li>• Review draft goals and ensure alignment with District SP Goals.</li> <li>• Review draft goals to ensure alignment with the CCCCCO Vision for Success Goals</li> </ul> | <ul style="list-style-type: none"> <li>➤ Discuss draft goals and alignment with District Strategic Plan Goals.</li> <li>➤ Discuss draft goals and alignment with CCCCCO Vision for Success Goals.</li> <li>➤ Validate the draft goals for EMP 2020-2025 and alignment with District and CCCCCO.</li> </ul> | I, D, A | White/<br>Hsieh | 15 |              |
| 11.  | Technology, Facilities, Student Services Implications in EMP <ul style="list-style-type: none"> <li>• Overview of approach to identifying implications</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Discuss approach to identifying implications in EMP for technology, facilities, and student services.</li> </ul>  | I, D    | White           | 15 |              |
| 12.  | Closing <ul style="list-style-type: none"> <li>• Final Questions??</li> <li>• Assessment of Retreat</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Open discussion to include any questions from the group members.</li> <li>➤ Receive instructions on completing the Retreat Assessment Survey.</li> </ul>  | I, D    | White/<br>Hsieh | 15 |              |
| 13.  | Adjournment  |  |         |                 |    |              |
| 14.  | Future Agenda Items:   |  |         |                 |    |              |
| <ul style="list-style-type: none"> <li>•</li> </ul>                    |  |  |         |                 |    |              |
| Spring 2020 meeting dates: April 9 <sup>th</sup> , May 7 <sup>th</sup> |  |  |         |                 |    |              |