

Sample LMC EMP Implementation Plan

2020-2021

Discussed with Bob and Feedback from Cabinet 4.30.2020

Draft Protocol:

- A. Since the EMP is a college-wide plan, the Office of Planning and Institutional Effectiveness in consultation with the President's Office and the Planning Committee would oversee the bi-annual EMP Implementation Plan and the bi-annual EMP Implementation Report (described below).
- B. **Bi-Annual Implementation Plan: Vice Presidents** could be responsible to lead the conversation with cross functional teams for identifying annual activities, which are needed to implement, and thus, ultimately accomplish, each **EMP Goal and Objective**, the appropriate **responsible parties** (position responsible for overseeing the completion of the activity), and the **outcome(s)** for each activity.
- C. The identification Bi-Annual EMP implementation activities for upcoming academic years could be approached by identify activities for two to three academic years; it would be aligned with program review cycle.
- D. EMP Implementation Activities for upcoming academic years would ideally be identified in **Spring 2021**
- E. **Bi-Annual Implementation Reports** could be presented in a very streamlined format (e.g., single page fillable pdf) and include:
 1. Status of each activity – complete; not complete;
 2. Outcomes for completed activities; and,
 3. For activities not completed, approximate percentage or portion that has been completed, a completion deadline.
 4. **Resource needed: resource request process** (institution-wide resource request)
 5. Program Review Year 5 Update (2021-2022) and Comprehensive Program Review (2022-2023) (Spring 2022, and Spring 2023), align with program review cycle.
- F. Bi-Annual Implementation Reports would be reviewed by the Planning Committee and submitted with (or without) comments or recommendations to the President and/or SGC.
- G. The College would have to determine the best timeline/deadline for submission of Annual Implementation Plan Reports.
- H. Bi-Annual Implementation Reports should be published and posted on the website.

SAMPLE IMPLEMENTATION PLAN AND REPORT STRUCTURE (Current Draft EMP Goal 1)

EMP Goal 1: Increase and maximize equitable opportunities for students by improving flexibility in the delivery of programs and services. (Responsible Party)

Objectives:

1.1. By 2020-2021, develop and implement the Distance Education Plan to include online student services and technical professional development. (Responsible Party)

ACTIVITY	RESPONSIBLE PARTY	RESOURCES NEEDED	TIMELINE (Beginning & Ending Date)	OUTCOME	UPDATE TO ACTIVITY
1.1.1.					
1.1.2.					

1.2. By 2020-2021, develop and implement the Strategic Enrollment Management Plan (2020-2023) to include a flexible scheduling model, which addresses online, weekends, intersessions, short-term courses, and noncredit programs. (Responsible Party)

ACTIVITY	RESPONSIBLE PARTY	RESOURCES NEEDED	TIMELINE (Beginning & Ending Date)	OUTCOME	UPDATE TO ACTIVITY
1.2.1.					
1.2.2.					

1.3. Increase equitable access at the Brentwood center including, but not limited to, courses, programs, student support services, learning communities, student life through 2022-2023. (Responsible Party)

ACTIVITY	RESPONSIBLE PARTY	RESOURCES NEEDED	TIMELINE (Beginning & Ending Date)	OUTCOME	UPDATE TO ACTIVITY
1.3.1.					
1.3.2.					