

## Sample LMC EMP Implementation Plan

2020-2021

### Draft Protocol:

- Since the EMP is a college-wide plan, the President's Office would oversee the EMP Implementation Plan and annual EMP Implementation Plan Reports (described below).
- **XXX** could be responsible for identifying annual activities, which are needed to implement, and thus, ultimately accomplish, each **EMP Goal and Objective**, the appropriate **process owner** (position responsible for overseeing the completion of the activity), and the **outcome(s)** for each activity.
- The identification of annual EMP implementation activities for upcoming academic years could be approached in several possible ways: 1) identify activities for the next academic year only; 2) identify activities for two to three academic years; 3) identify activities for all five academic years covered by the EMP. Two to three academic years may be a more efficient approach that allows for some flexibility while allowing for opportunities to methodically consider what sets of future activities would be most logical based on what has been accomplished.
- EMP Implementation Activities for upcoming academic years would ideally be identified very early in the spring semester (e.g., January 2020 for AY 2020-2021) but could also be done earlier (e.g. October 2020 for AY 2020-2021), which would allow for more time to prepare for activities.
- **Annual Implementation Plan Reports** could be presented in a very streamlined format (e.g., single page fillable pdf) and include:
  - Status of each activity – complete; not complete;
  - Outcomes for completed activities; and,
  - For activities not completed, approximate percentage or portion that has been completed, a completion deadline.
- Annual Implementation Plan Reports would be reviewed by **the Planning Committee?** and submitted with (or without) comments or recommendations to the President.
- The College would have to determine the best timeline/deadline for submission of Annual Implementation Plan Reports.
- Annual Implementation Reports should be published and posted on the website.

**SEE NEXT PAGE FOR SAMPLE IMPLEMENTATION PLAN DOCUMENT STRUCTURE....**

**SAMPLE IMPLEMENTATION PLAN 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.**

Objectives:

1. By 2020-2021, develop and implement the Distance Education Plan to include online student services and technical professional development.

<b>ACTIVITY</b>	<b>PROCESS OWNER</b>	<b>OUTCOME</b>

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.

<b>ACTIVITY</b>	<b>PROCESS OWNER</b>	<b>OUTCOME</b>

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.

<b>ACTIVITY</b>	<b>PROCESS OWNER</b>	<b>OUTCOME</b>