

# **COLLEGE EDUCATIONAL MASTER PLANNING COMMITTEE (CEMPC)**

*(A sub-committee of the College Council)*

## **DRAFT**

### **CHARGE**

- A. CONDUCTS SITUATIONAL ANALYSIS** (every 5 years with annual updates as needed). Situational Analysis is designed to create a culture of on-going reflection. Considerations should include but not be limited to:

1. Where are we now?
2. What are our stakeholders' needs?
3. What do our assessment data tell us? (Use Institutional Performance Data) \*What are we doing well?
4. What can we improve?
5. External opportunities/threats?
6. What is happening in the external environment?
7. Trends?

#### **DOCUMENTS TO BE REVIEWED INCLUDE BUT ARE NOT LIMITED TO:**

1. **Program Review** (every 5 yrs.)
2. **Ed Plan** (5 yr. plan; update annually)
3. **Annual Program Plans** (i.e., Categorical Programs)
4. **Accreditation Self-Study**
5. **College Facilities, Technology & Matriculation Plans**
6. Any annual departmental/unit updates that are available

- B. RECOMMENDS 3-5 STRATEGIC DIRECTIONS** (every 3-5 yrs; annual updates as needed):

1. In what major directions will we focus our efforts to advance toward our vision?
2. How will we know we have improved?
3. What will we stop doing or do differently?

- C. RECOMMENDS ANNUAL INSTITUTIONAL PRIORITIES**

- D. REVIEWS, ANALYZES & COMMENTS ON UNIT ANNUAL ACTION PLANS AND ADMINISTRATIVE REVIEW, ANALYSIS & RECOMMENDATION (A.R.A.R.) OF THE UNIT ACTION PLANS**

- As appropriate, makes referrals to other governance committees for specialized input and refinement

### **MEMBERSHIP**

1. Two (2) Administrators appointed by the College President: one from Instruction and one from Student Services
2. Four (4) Faculty appointed by the Merritt College Academic Senate: two of whom must be Counselors
3. Three (3) Classified: two appointed by the Merritt College Classified Senate & one of whom must be the College Research & Planning Officer
4. One (1) Student appointed by the ASMC

Decisions will be made by consensus. From the membership, the Chair will be appointed by the College President.

## **TERMS OF OFFICE**

Administrators: one 2 year term; one 3 year term

Faculty: 2 and 3 year staggered terms

Classified: one 2 year term; College Research & Planning Officer is permanent member

Student: one year term

Members can be reappointed.

*Approved by College Council, 3/16/05*