



**2015-2016**  
**Administrative Procedures**  
**Educational Master Planning**

**EXPECTED OUTCOME: College-Wide Integrated Planning**

A subcommittee of the College's Educational Master Planning (CEMPC) is tasked with drafting a plan that ensures continuous improvement for institutional effectiveness throughout the College, informed by data and participation by College constituents. Evidence that is both quantitative and qualitative is analyzed in support of the College's mission.

**RATIONALE:**

The comprehensive plan for the College provides strategic direction for the fulfillment of the College's mission. The plan provides specific direction and parameters for the implementation of programs and activities relating to educational, support service, and facility development of the college.

**College Mission:** The mission of the Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes, and values needed to succeed and participate responsibly in a democratic society and global economy.

**Core Values:** *Student Success:* We provide challenging and rigorous learning experiences that support the academic and personal success of our students. *Caring Spirit:* We genuinely care about every member of our campus community. *Teamwork and Inclusion:* We encourage everyone to participate in College governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences. *Campus Climate:* We strive to create a student-centered learning environment that leads to student retention, persistence, and success. *Diversity:* We honor and respect the different backgrounds, experiences, languages, values, and cultures of everyone at the College.

**INTENDED PARTICIPANTS:**

Various stakeholders from the College and service area community are invited to participate with the updating and revising of the plan.

## CALENDAR

In 2009, Merritt College drafted an Integrated Educational and Facilities Master Plan which bridged two documents together: the 2008 Educational Master Plan and the Facilities Master Plan. The plan served multiple purposes, including assisting the College in planning for future facilities.

The Facilities Master Plan for Merritt College was developed by WLC Architects. The *Integrated Educational and Facilities Master Plan (IEFMP)* was created to assist the College with projecting the educational programs, support services and facilities that will be needed through the year 2022. It was specifically designed to be a dynamic document, flexible enough to adjust to new issues and needs that may arise, which would guide decision-making for years to come.

The 2009 IEFMP established Fall 2007 as a baseline for institutional metrics and measurable targets. The external and internal environmental scan information included in this Plan was extracted from 2007-2008 data. The 2016 Educational Master Plan will use analyses of Fall 2015 data to inform, revise and update the strategic direction of the College. In Spring 2016, the College will collect and analyze data to align strategic goals and objectives and set measurable targets for the next four years.

## DESCRIPTION OF PROCESS:

- Peralta District Strategic Plan, Vision, Values, Principles, Goals
- Integrated Planning and Budgeting Model
- District External Scan and Data Portfolio
- Current Programs
- Student Demographics
- External Scan for Merritt College
- Internal Scan for Merritt College
- Annual EMP Milestone Progress Reviews
- College cohort size
- PCCD Cohort Model
- College Age Groups
- Program Data
- CSSEP Evaluation
- Enrollment Management Profile (WSCH/FTE)
- Enrollment Growth Forecast
- Future Space Needs
- Instructional Program Plans

- Student Services Program Plans
- Institutional Learning Outcomes
- Student Learning Outcomes
- Facility Needs
- Program Maps
- Lessons from the Data
- Challenges and Opportunities

**REFERENCE:**

- Board Policy: BP 2410 –Board Policy and Administrative Procedure
- Board Policy: BP 3225 - Institutional Effectiveness
- Board Policy: BP 3250 - Institutional Planning
- Board Policy: BP 4210 - Student Learning Outcomes
- Administrative Procedure: AP 3225 - Institutional Effectiveness
- Administrative Procedure: AP 3250 -Institutional Planning
- Administrative Procedure: AP 4210 - Student Learning Outcomes
- 2014 ACCJC Eligibility Requirements: ER19: Institutional Planning and Evaluation
- 2014 ACCJC Standard: 1.B.9 and I.C.3
- Merritt College Governance and Decision-Making Handbook
- Peralta Strategic Annual Goals and Institutional Objectives
- Peralta Program Review Handbooks

**OTHER:**