



**2020-2021**  
**Administrative Procedure**  
**Educational Master Planning**

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

A subcommittee of the College's Institutional Effectiveness Committee (IEC) 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. It includes specific direction and parameters for the implementation of programs and activities related 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.

**Vision:** Merritt inspires students to create meaningful lives including fulfilling careers, community participation, self-expression, and a love of learning.

**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 rich and varied backgrounds, experiences, languages, values, and cultures of everyone at the College.

Analysis of the institutions Strengths, Weaknesses, Opportunities and Threats (SWOT) will allow for a more comprehensive plan to meet the objectives and expected outcomes.

**INTENDED PARTICIPANTS:**

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

## **CALENDAR:**

Begin: September

Formation and first meeting of Task Force: October – November

First Town Hall (mission, vision, core values): December

Second Town Hall (data portfolio, external environmental scan): Early February

First Draft: Late February

Third Town Hall: (final review and feedback of draft): Early April

Final Draft: Late April

Governance Vetting: May

Board Approval: Early June

Task Force:

Administrators: President, Vice President of Instruction, Director of Research, Vice President of Student Services, Division III Dean

Faculty: Academic Senate (AS) President or Designee, IEC Chair, Guided Pathways Lead or AS Designee

Classified: Classified Senate President or Designee

Student Representative: Associated Student Body President or Designee

Subcommittees – will provide information and input to Task Force

Student Equity Committee (SEA)

Distance Education (DE) Committee

Career Education (CE) Committee

College Facilities Committee (CFC)

Merritt Technology Committee (MTC)

College Budget Committee (CBC)

Curriculum Committee (CC)

Transfer Center/Counselor

## **DESCRIPTION OF PROCESS:**

Schedule meeting of EMP Task Force

Analyze data from Areas of Focus, ie. Institutional Set Standards, external scan

Review Mission, Vision, Goals and Values (both District and College)

Review current EMP to identify necessary updates

Receive input from subcommittees

Finalize EMP and present to IEC and College Council as an informational item

Disseminate updated EMP to campus community and publish on College website

### **Areas of Focus**

- 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 (Vision for Success Goals...)
- Enrollment Status Trends (First time cohort, Continuing, Dual Enrollment)
- Enrollment Trends (FTES, head count, productivity)
- Program Data (State mandated metrics: eg. Vision for Success goals as stated in last EMP)
- Enrollment Management Profile (WSCH/FTE)
- Enrollment Growth Forecast
- Future Space Needs
- Instructional Program Plan Updates
- Enrollment Growth Forecast
- Future Space Utilization (5-year capital plan: facilities needs, capacity)
- Instructional Program Plans
- Strategic Enrollment Management Plan
- Outcomes Assessment (ILO, PLO, SLO, AUO, SAO)
- Guided Pathways: Program Maps/Areas of Interest
- Resource Allocation
- 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