

**FOOTHILL COLLEGE**  
**Educational Master Plan (EMP) – Phase II**  
**Thursday, August 20, 2015**  
**MEETING MINUTES - DRAFT**

**LOCATION:** Room 1901 – President’s Conference Room  
**TIME:** 11:00 AM – 12:30 PM

ITEM	TOPICS
1.	Review the EMP Process (Phases I, II, III)
2.	Clarification of the EMP Process
3.	Review Proposed EMP Goals
4.	Alignment of the EMP Goals

**ATTACHMENTS:**

1. EMP Summer 2015 Timeline (PowerPoint)
- 2.

**PRESENT:**

Elaine Kuo, Andrew LaManque, Kimberlee Messina, Justin Schultz, Teresa Ong, Victor Tam, Lauren Balducci, Roberto Sias, Karen Smith, Carolyn Holcroft

**1. REVIEW THE EMP PROCESS (PHASES I, II, III)**

Elaine Kuo provided a summary of the EMP Process Timeline (Phases I, II, and III). For additional information, please refer to *EMP Summer 2015 Timeline* PowerPoint.

**2. CLARIFICATION OF THE EMP PROCESS**

College Mission Statement: Revision of the College Mission Statement (in response to discussions regarding OPC and Student Equity as Core Missions) by PaRC and the EMP Steering Committee in the fall was discussed. Several members of the group expressed their concern regarding the timing of such a change, considering the upcoming EMP deadlines, accreditation self-study, and revision of the District Mission Statement. Consensus was reached to bring a proposal to PaRC to change the cycle to involve the College in the revision of the Mission Statement at the same time as the EMP.

Targeted Students: Several members of the group requested clarification on the definition of *targeted students* as well as a focus on what those students are being targeted for. It was noted that the District defines *targeted students* as African-American, Hispanic/Latino, and Filipino. These groups are students are being targeted for campus services and support. As there is consistency with what already is being used across workgroups (e.g. Student Equity), any conversations regarding possible terminology revision(s) will be held at PaRC in the fall.

Foothill Innovation Center Goals: Consensus was reached that any elements that would be different from what the College is already doing should be included in the EMP, otherwise there should be parallel services, alignment to the Mission. Only unique goals should be specifically noted – any other focus areas could be part of a strategic plan determined by the EMP Steering Committee in the fall.

Online Goals: Curriculum and student support pieces (related to online) already exist in the EMP. It is important to keep the need to serve the online population as part of the planning process. Only elements unique to online should be mentioned in the EMP, otherwise there should be parallel services, alignment to the Mission, etc. Other focus areas could be part of a strategic plan determined by the EMP Steering Committee in the fall.

### **3. REVIEW PROPOSED EMP GOALS**

Elaine Kuo noted that there must be good communication to the College of the measures to determine success for each goal that is kept as part of the final Education Master Plan (EMP). It was suggested that the President + PaRC could annually or biannually determine institutional initiatives (i.e. priorities for each cycle), with all initiatives relating back to one or more established EMP goal.

The current arrangement of the proposed EMP goals is a collection a goal statements organized/categorized by theme. Creating a list and removing the categorical themes – several members expressed their concern over creation of a numbered list, as this could be interpreted as hierarchical. Using bullets was a suggested alternative approach.

Sustainability was a thematic element brought up in the discussion; however, no goal statements to add to the list of existing EMP goals were suggested.

A revision to the Funding (Entrepreneurial) theme terminology was discussed, specifically selecting new verbiage (i.e. Stewardship of Resources).

A pyramid-themed arranged of the EMP goals was also discussed, but a foundational statement on which all other goals build onto. A suggested foundational statement/goal was *Create a culture of equity that promotes student success and strong support for underserved students.*

### **4. ALIGNMENT OF THE EMP GOALS**

Discussion of alignment of the EMP Goals to the existing College and operational workgroup Missions/Goals will take place at the next Phase II meeting – September 2, 2015.