



## Educational Master Plan (EMP) Teams

The four Educational Master Plan Teams will work under the auspices of the EMP (Educational Master Plan) Subcommittee. The EMP Subcommittee reports to and operates under the leadership of the College Council. In so doing, the EMP Subcommittee aligns with our existing leadership and governance structure. The EMP Teams will consist of members of our shared governance committees, but also include students, faculty, staff, and administrators from across the College based on their interest and content knowledge and expertise areas of work to be performed by the team. The College Council will recommend to the College President the proposed Updated EMP for CoA (College of Alameda).

#### **A Plan, Review, & Assessment Team Scope**

- 1 *Members of Institutional Effectiveness Committee (IEC), Student Equity & Achievement Committee SEA (Student Equity Achievement) & Others with relevant knowledge/experience/interest*
- 2 Review and assess the current relevance and resonance of the existing mission/vision/values of CoA, redraft if necessary
- 3 Assess and evaluate the existing CoA Educational Master Plan
  - a) Team composition
  - b) Process for development
  - c) Alignment with other strategic plans (Enrollment Management Plan, Student Equity Plan, Facilities & Tech Master Plan, Strategic Plan Framework)
  - d) Implementation process
  - e) Outcomes of its implementation
  - f) Lessons learned
- 4 Make recommendations for new Plan and processes.
- 5 Frame the relationship of the Plan with other college plans.
- 6 Identify all College of Alameda entities to be incorporated into New Plan.

#### **B Scan and Analysis Team Scope**

- 1 *Members of IEC, Budget, and Professional Development Committees & Others with relevant knowledge/experience/interest*
- 2 Review internal and external scans provided by the District Office of Institutional Research and Strategic Planning.
- 3 Incorporate relevant data from colleges' Offices of Institutional Research.
- 4 Analyze data, summarize trends, and draw conclusions, to be presented to the College Council

- 5 Engage in formal Strength/Weaknesses/Opportunities/Threats (SWOT) analysis.
- 6 Incorporate analysis from Plan Review & Assessment Team.
- 7 Prepare summary & make presentation to ... of Team findings.
- 8 Informed by the analyses and conclusions summarized in the report from Team A, develop new/revised themes that comport with and supports CoA's new or newly affirmed mission, vision, and values.
- 9 Once themes are developed, create a set of metrics by which the themes will be assessed and evaluated.

### **C Organizational Structures & Processes Team Scope**

- 1 *Members of Budget, SEA, Heathy & Safety Committees & Others with relevant knowledge/experience/interest*
- 2 Review current organizational, decision-making, and shared governance structures within the College of Alameda
- 3 Develop model for vertical and horizontal alignment of plans from district entities identified
- 4 Integrate district-wide committees into planning model
- 5 Integrate/map board committees into planning models
- 6 Create a system of delegated responsibilities between entities identified in A consistent with the Functional Map.
- 7 Design a monitoring/assessment/evaluation system to ensure the new Plan undergoes formative and summative evaluation.

### **D Writing Team Scope**

- 1 *Members of IEC, Curriculum, Academic Senate & Others with relevant knowledge/experience/interest*
- 2 Collect, archive, and review work products from all working teams.
- 3 Upon completion of work by the above teams, work with consultant to write a new College of Alameda Strategic/Educational Master Plan that supports and aligns with the District's strategic plan
- 4 Ensure the new Plan is consistent in format and voice throughout the document.
- 5 Deliver final work product to Strategic Communications for publication and distribution in multiple formats.