AGENDA – Wednesday, January 22, 2014
PCR
2:10 – 4:00 pm

I. Call to Order

II. Approval of Minutes – December 12, 2013

III. Information/Discussion Items

1. Review / confirm role of Educational Master Plan in COS integrated planning process
2. Identify purposes of COS Educational Master Plan
3. Discuss pros and cons of integrating educational plan and facilities plan in a single document, a comprehensive plan
4. Review sample Educational Master Plans (or Comprehensive Master Plans) with same purposes
5. Identify content of each section of Educational Master Plan
6. Identify if any components need external support from consultants
7. Draft timeline for developing Educational Master Plan
8. Draft process for developing Educational Master Plan

IV. Action Items

None

V. Other
Meeting Summary  
Thursday, Jan. 22, 2014  
PCR  
2:10–4:00 p.m.

Attendance  
Members present: Jennifer La Serna, Greg Turner, Stephanie Collier, Belen Kersten, Jesse Wilcoxson, Mehmet Ozturk, Ryan Barry-Souza, Lisa Loewen, Marvin Turk, Juan Arzola, Lori Luna  
Members absent: Lee McDonald, Jonna Schengel, Omar Gutierrez  
Guests: Dr. Eva Conrad

I. Call to Order  
Jennifer La Serna called the meeting to order at 2:13pm.

II. Approval of Minutes

III. Information/Discussion Items  
1. Purposes of COS Master Plan 2015-2025  
Dr. Conrad discussed the role of Educational Master Plan in the COS integrated planning process.

Dr. Conrad presented the road map for developing the COS Master Plan 2015-2025. The committee reviewed “draft purposes for COS Master Plan 2015-2025” document. After much discussion, the committee developed four purposes:

a. Assess the District’s success in meeting its Mission and based on that assessment identify its current strengths and weaknesses  
b. Analyze current state and national trends in higher education and ten-year projections of demographic change to project the District’s future challenges and needs  
c. Connect the District’s education needs to plans for District facilities  
d. Inform the public of the District’s plan for the future

The committee also discussed how to link the educational plan to the facilities plan and a system for District-wide communication regarding the COS Master Plan.

2. Table of Contents for COS Master Plan 2015-2025  
The committee reviewed the “draft table of contents” document and identified content for each section of the Educational Master plan. The committee also reviewed “samples of description of programs and services” document. After much
discussion, Dr. Conrad will provide the committee with additional samples of descriptions for programs and services at the next meeting.

3. **Timeline and Process for developing COS Master Plan 2015-2025**
The committee discussed the timeline and process for developing the COS Master Plan 2015-2025.

4. **Master Plan Task Force**
The committee discussed the membership of the Master Plan Task Force. After much discussion, the committee recommended the following:

   a. Faculty: (8)
      • One faculty from each division

   b. Managers: (7)
      • President appoint: 2-3 academic, 2 student services, 2 administrative services, and 1 research

   c. Staff: (4)
      • 3-4 classified staff appointed by CSEA

   d. Students: (2)
      • 2 students appointed by student senate

The committee also discussed strategies to keep District constituents involved and informed. After much discussion, the committee will utilize the COS eNEWS as the communication mechanism regarding the COS Master Plan.

**IV. Action items**

None

**V. Other**

Meeting adjourned at 4:11pm

Next Meeting: January 23, 2014 in PCR

Summary submitted by Khantee See