

Summary of Meeting on EFMP Chapters 1 - 6

5/16/17

Thank you all for your time yesterday! Your insights and suggested additions are well-timed and will strengthen the final document. I am grateful! I am writing to summarize our agreements regarding the next steps on revisions and additions to the draft EFMP.

- Add data and/or narrative related to the data
 - Expand the narrative about special populations in the Mt. SAC service area with data, including participation rates, first-time college students, etc.
 - Broaden the narrative about population age cohorts to highlight all age groups and describe that Mt. SAC serves a mosaic of ages
 - Add examples of Mt. SAC CTE programs to the data set that illustrates the relationship between education and income
 - Add Mt. SAC CTE data available through LaunchBoard and Skills Builder
 - Add narrative on CTE program pages to connect the transferability of courses with job opportunities that require bachelor's degrees
 - Expand the Enrollment Growth Forecast (currently Data Set 43) to include (1) FTES and (2) the ranges of high-medium-low
- Related to the School of Continuing Education
 - Use title "School of Continuing Education" instead of "Adult and School of Continuing Education"
 - Revise title of the second overview section of Chapter 3 (Instructional Programs) from Overview of Noncredit Instructional Programs to Overview of School of Continuing Education
 - Delete "below college level" from the description of noncredit programs and courses
- Review the document to ensure that "outcomes" are used only in reference to student learning outcomes; replace the current use of "outcomes" with "student achievement"
- Revise Interview Themes: Instructional Programs to clarify that the themes are based on interviews with instructional faculty, staff, and administrators

Upcoming meetings to be completed by mid-June if possible

1. Interview Themes: Administrative Services
 - ❖ Mike and Eva will meet with leaders of Administrative Services units to discuss/revise/confirm the draft Interview Themes: Administrative Services
2. Interview Themes: Student Services
 - ❖ Audrey will meet with leaders of Student Services units to revise and further develop "Challenges and opportunities" sections for each of the three Student Services clusters
 - ❖ Eva will incorporate the revised and new "Challenges and opportunities" in the draft of Chapter 4
 - ❖ Eva will draft the section on Interview Themes: Student Services for Audrey's review and edits
3. Human Resources
 - ❖ Chapter 5 will be expanded to include Human Resources
 - ❖ Eva will draft a description of HR and will contact the VP of HR to arrange an interview time to review and edit the draft with the VP
4. Interview Themes: President's Cabinet
 - ❖ Once the Interview Themes are completed for all other areas, Eva will facilitate a discussion about the big picture/vision issues in President's Cabinet
 - ❖ This discussion will be the basis for the final section in Chapter 6: Interview Themes: President's Cabinet

Dr. Eva Conrad, Consultant, College Brain Trust