

Comprehensive Plan Logistics Meeting
8/23/16

The **Mt. SAC Comprehensive Plan** (EMP + FMP) consultant team (Sandra Kate, Sheryl Sterry and Eva Conrad) met on August 19th to begin our coordination of this important project. We would now like to meet with you to accomplish tasks, such as:

- a. Develop timeline and dates for project activities, including meetings of the Master Plan Steering Committee;
- b. Confirm draft Table of Contents for the **Mt. SAC Comprehensive Plan**;
- c. Identify contact persons, approval groups, stakeholders for collaboration, workshops, and forums to be conducted during the development of the Comprehensive Plan;
- d. Establish District-wide communication mechanisms for the Comprehensive Plan development and review process (e.g., kick-off meeting, regular progress reports, website, newsletters, periodic notices);
- e. Review draft list of District's academic disciplines and programs and units to be analyzed;
- f. Review data items to be developed for data portfolio and identify which items are available in District institutional research and documents;
- g. Review the plan for community involvement;
- h. Review draft templates for the analysis of academic disciplines and student services; and
- i. Set annual schedule for Master Plan Steering Committee meetings.

We look forward to seeing you all soon!

Sandra, Sheryl, and Eva