

Membership of Master Plan Steering Committee  
8/23/216

In a phone conversation a couple of weeks ago, Gary asked for our recommendations about the composition of the Master Plan Steering Committee. We support the current list of 15 members that Mika shared last week...and in addition, we have a few recommendations.

- A large committee works well as a practice of inclusiveness and transparency. For a project this large and complex, a Steering Committee of 30 – 35 members is typical.
- Specifically, we recommend:
  - A faculty representative from each Academic Division;
  - A faculty, staff member or manager representative from each Student Services Division; and
  - One to three mid-managers representing other areas in Instructional Services, Student Services, and/or Administrative Services.
- A Tri-chair system has worked effectively at some colleges, such as two VPs and the Academic Senate President. We serve as support for the Chairs, preparing all agendas and presentations, but the Chairs serve as the on-campus representatives of the committee and the comprehensive plan, convene the meetings, and send meeting notices as needed.
- We recommend that the District leadership develop a charge for the Master Plan Steering Committee. Here's a start on that task:

*The Mt. SAC Master Plan Steering Committee is a collaborative group selected to represent all District constituents. This Steering Committee will meet monthly during the development of the **Mt. SAC Comprehensive Plan 2017 – 2017** to monitor progress, brainstorm issues, and provide feedback on first drafts of the comprehensive plan.*

Sheryl, Eva, Sandra