

To: Vice Presidents Irene Malmgren and Michael Gregoryk

From: Eva Conrad

Re: Preliminary Recommendations for a Planning Document for the Farm

Date: September 22, 2014

As I understand our conversations last week, the college would like to prepare a document focused on the instructional programs housed in the area collectively referred to as the Farm. This document will use quantitative and qualitative analysis of these instructional programs as the foundation for developing educational and facilities plans for these programs over the next decade.

In order to ensure that this document is consistent with the college's integrated processes, I recommend that the proposed document be identified as an addendum to the college's current long-term plan, the *Mt. San Antonio College Educational Master Plan 2008 – 2009* which was developed for the purpose of projecting the college's programs and services to the year 2020.

The following is a general, preliminary outline of the content of this document.

The programs housed on the farm are in two departments: Agriculture Sciences and Animal Science. Each discipline in these two departments will be analyzed separately in the addendum, creating the following draft table of contents.

Mt. San Antonio College Educational Master Plan 2008 – 2009
2014 Addendum: The Farm

Purposes and Methodology of this Addendum

Agriculture Sciences

- Agriculture Power Equipment Technology
- General Agriculture Technology and Sciences
- Horticulture
 - Ornamental Horticulture
 - Landscape Design and Maintenance
- Plant Science

Animal Science

- Agriculture Business, Sales and Services
- Animal Health Technician
- Pet Science
- Veterinary Technician

The analysis of each discipline will include the following sections:

- Description of the current program
- Enrollment data (similar to the data included in the current educational master plan)

Analysis of enrollment data (What are the programmatic strengths and weaknesses?)
 Labor market data for that discipline (see sample below)
 Analysis of labor market data
 Projected growth for this discipline
 Implications for facilities

Here is a sample of labor market data excerpted from the *MiraCosta Community College District 2011 Comprehensive Master Plan*

<http://www.miracosta.edu/governance/budgetandplanning/downloads/2011%20CMP%20Document%20Low.pdf>

Graduates/Jobs Gap Analysis

TOP Code	Description	2010 Jobs	2015 Jobs	Change	% Change	Current Hourly Earnings	Annual Openings	Total 2009 Grads	Gap/Surplus
2105.00	Administration of Justice	663	800	137	21%	\$29.36	30	56	(26)

The primary differences between this document and the college's current educational master plan are

- (1) Each discipline in Agriculture Sciences and Animal Science will be described separately;
- (2) Enrollment data will be analyzed to identify programmatic strengths and weaknesses; and
- (3) Labor market data for each disciplined will be presented and analyzed.

This document will be a tool for decision-making in that it will project the growth for each discipline including options. But the document will not provide the final answer or decision regarding the future of each discipline.

Draft process for developing a document to be titled *Mt. San Antonio College Educational Master Plan 2008 – 2009, 2014 Addendum: The Farm*.

September 23 – 30	Irene reviews approach and process with Cabinet and Matt Judd and revises the approach and process as needed.
September 25 – October 10	Office of Institutional Research prepares a report of program-specific data. Eva prepares draft descriptions and data analysis. Audrey works with EMSI to prepare Labor Market report.
October 13	Eva sends draft descriptions to Irene, Mike and Matt Judd.
October 16 – 17	Eva meets with Matt Judd and faculty to edit draft descriptions and data analysis.
October 31	Audrey and EMSI complete the Labor Market report.
November 3 – 7	Eva incorporates edits into the draft descriptions and adds the Labor Market report and analysis.
November 10 – 11	Eva meets with Matt Judd and faculty to edit draft descriptions and data analysis including the Labor Market analysis.
November 17 – 28	Eva prepares final draft of the addendum.
December 1-5	Irene, Mike, Matt Judd, faculty and others review and suggest changes to draft addendum.
December 8 – 12	Eva incorporates suggested changes to create the final addendum.
December 12 - ?	Addendum is reviewed college-wide. (What is the appropriate college-wide approval process?)