

## Approved Process for Updating 2008 Hartnell College Educational Master Plan

Task	Completion Date
<p>Discuss/review/revise and gain support for proposed new process with:</p> <ul style="list-style-type: none"> <li>• Academic Senate</li> <li>• Shared Governance Task Force</li> <li>• Management Group</li> <li>• Other groups as needed</li> </ul>	Completed
<p>Present Salinas Valley Vision 2020 results and revise/finalize update process with:</p> <ul style="list-style-type: none"> <li>• Academic Senate</li> <li>• Shared Governance Task Force</li> <li>• Management Group</li> <li>• Campus community via town hall debriefs</li> </ul>	Completed
<p>Work with Academic Senate, Shared Governance Task Force, and other campus leaders to identify time, fiscal, and other resources required to launch the EMP update process</p>	Completed
<p><b>Launch instructional component updating process among instructors and faculty.</b> Faculty and instructors collaborate by discipline to produce goals, objectives, activities, new course/program offerings, delivery strategies, etc., along with the resources required to realize those goals and objectives. The result of this process is the generation of goal/objectives/resource needs electronic files for each discipline.</p>	December 14, 2007 – beginning of February 08
<p><b>A review process follows between faculty, instructors and their respective deans</b> to discuss, collaborate, refine, and ultimately reach conclusions on a revised set of goals/objectives/resource requirements of all instructional disciplines, as needed.</p>	Mid February 08
<p><b>A review process follows between deans and senior academic administrators</b> to discuss, collaborate, refine, and ultimately reach conclusions on a revised set of goals/objectives/resource requirements of all instructional disciplines, as needed. Where there are substantive differences between the proposed discipline statements carried forward by the deans and the final set of proposed discipline statements determined at this review level, affected faculty and instructors will be so advised with an opportunity for additional review with their respective dean, so that dean has a final round of discussions with senior academic administrators. The result of this process is a draft of the proposed statements by discipline.</p>	Late February 08
<p>Staff, consultants, and others <b>draft general information portions of EMP</b> that are not directly connected to the work products above.</p>	Late Feb 08 – Early March 08
<p>Staff, consultants, and others <b>compile the instructional portion</b> of the EMP. Campus <b>instructional community review draft</b> and provide input.</p>	Late Feb 08 – Early March 08
<p><b>Student Services receives the draft instructional EMP portion and launch SS component updating process among SS managers and directors, key staff.</b> Staff collaborates by program to produce goals, objectives, activities, new service offerings, delivery strategies, etc., along with the resources required to realize those goals and objectives now formulated with an understanding of instructional goals. The result of this process is the generation of goal/objectives/resource needs electronic files for each SS component.</p>	March 08

<p><b>A review process follows between SS managers and directors and senior Student Services administrators</b> to discuss, collaborate, refine, and ultimately reach conclusions on a revised set of goals/objectives/resource requirements of all student services disciplines, as needed. Where there are substantive differences between the proposed discipline/program statements carried forward by managers and directors and the final set of proposed discipline statements determined at this review level, affected staff will be so advised with an opportunity for additional round of discussions with senior student services administrators. The result of this process is a draft of the proposed Student Services statements by program area.</p>	<p>March 08</p>
<p>Staff, consultants, and others <b>compile the student services portion</b> of the EMP. Campus <b>student services community review draft</b> and provide input.</p>	<p>March 08</p>
<p><b>Administrative Services receives the draft instructional and student services EMP portions and launch AS component updating process among AS managers and directors, key staff.</b> Staff collaborates by program to produce goals, objectives, activities, service delivery strategies, etc., along with the resources required to realize those goals and objectives now formulated with an understanding of instructional and student services goals. The result of this process is the generation of goal/objectives/resource needs electronic files for each AS component.</p>	<p>April 08</p>
<p><b>A review process follows between AS managers and directors and senior Administrative Services administrators</b> to discuss, collaborate, refine, and ultimately reach conclusions on a revised set of goals/objectives/resource requirements of all administrative services units, as needed. Where there are substantive differences between the proposed unit statements carried forward by managers and directors and the final set of proposed unit statements determined at this review level, affected staff will be so advised with an opportunity for additional round of discussions with senior administrative services administrators. The result of this process is a draft of the proposed Administrative Services statements by program area.</p>	<p>May 08</p>
<p>The prior work on updating the general portions of the new, updated EMP are merged with the vetted and reviewed instructional services, student services, and administrative services sections to <b>produce the first draft of a comprehensive educational master plan</b>, complete with goals, objectives, strategies/activities, listing of resources needed and assessment opportunities.</p>	<p>May 08</p>
<p>Campus <b>community reviews draft</b> and provides input</p>	<p>Late May 08</p>
<p><b>Finalize updated EMP</b></p>	<p>June 30, 2007</p>
<p>Use updated EMP to <b>modify Facilities Master Plan</b>. Use updated FMP to <b>finalize new 5-Year Construction schedule</b>.</p>	<p>June 30, 2007</p>