

Basic Information: Updating the Hartnell College Educational Master Plan

The Campus-Wide Task:

- About every two years, community colleges update their formal educational master plan (EMP).
- Hartnell College is now launching the process to create the 2008 update to our educational master plan.
- This update process will be different from prior efforts and will incorporate wider participation.

The New Education Master Plan Update Process:

- The new process to update our EMP will utilize a step-wise, inclusive manner that has various campus units building their sections based on the input and direction of other units. In brief, our plan will be founded first by the goals, objectives, strategies and activities generated by the instructional professionals of the campus. Next, those instructional goals, objectives, and strategies will be shared with student services professionals to help guide the development of their goals, objectives, etc. Next, the goals, etc., of instructional services and student services will be shared with administrative services professionals to help guide the development of their goals, objectives, etc. The participants of each area will not only identify goals, etc., but will also identify resource requirements and assessment methods to document progress and success. All of these inputs will then be combined into Hartnell College's EMP 2008 Update document.

Flow:

1. Instructional units/faculty utilize new data and other resources to identify, *by discipline or unit*, their short- and medium-term goals, objectives, courses, programs, and activities. They identify the resources (human, space, tech, fiscal, other) that would be required to meet these goals, objectives, courses, programs, etc.
2. Their plans go through an interactive discussion and refinement process with lead faculty and deans.
3. The academic plans that result from this process are presented by deans to instructional administrative leadership for another round of collaboration, review and refinement. The result of this process is the preparation of an overall instructional plan component that features resource requirements and that facilitates assessment.
4. The new 2020 data and the new instructional plan component are then used by Student Services to update, *by unit or program*, their goals, objectives, activities, (resource needs) etc. The same process of interactive discussions, collaboration, review and refinement is undertaken between Student Services staff, managers, and senior leadership. The result of this process is the preparation of an overall student services plan component, again featuring resource requirements and tied to assessment.
5. The new 2020 data, the new instructional plan component, and the new student services component are then used by Administrative Services to update, *by office/unit*, their goals, objectives, activities, (resource needs) etc. This same collaborative, review, and refinement process is undertaken to result in an overall administrative services plan component, again featuring resource needs and assessment.
6. All of these components are then combined into a new updated educational master plan draft. That draft will grow through a process of review and refinement. The result of this process is the completion of an updated educational master plan featuring goals, actions, resource needs, and that facilitates assessment.

Special Features:

- This new planning process supports shared governance, inclusion, and transparency.
- This process will promote informed planning, sustainability, assessment, and measurable outcomes.
- For additional information, please contact Dr. Kathleen Rose.