



Proposed Educational Master Plan Update Organizational Structure

A large, light blue arrow pointing from the bottom left towards the top right. Inside the arrow, there are three circles: a blue circle at the bottom left, a green circle in the middle, and another blue circle at the top right. Each circle is associated with a text block describing a committee or council.

Educational Master Plan Subcommittee (of IEC) - Oversight for EMP Teams

Members

- (2) Co-chairs
- (3) Faculty
 - (3) Staff
 - (3) Administrators
 - (1) Student

Institutional Effectiveness Committee (IEC)

*Co-chairs: Director of
Research/Planning &
Faculty Lead*

Members

- (3) Faculty
- (3) Staff
- (3) Administrators
- (1) Student

College Council

*Co-chairs: President & AS
President*

Members

- (3) Faculty
- (3) Staff
- (3) Administrators
- (1) Student

Educational Master Plan Teams of the EMP Subcommittee

The five Educational Master Plan Teams will work under the auspices of the EMP Subcommittee. The EMP Subcommittee reports to and operates under the leadership of the IEC. In so doing, the EMP Subcommittee aligns with our existing leadership and governance structure. The EMP Teams will consist of members of the IEC Subcommittee, but also include students, faculty, staff, and administrators from across the College based on their interest and content knowledge and expertise. The work of the teams will be regularly reviewed by the ICE Subcommittee, which in turn would make periodic reports to the IEC. The IEC will recommend to the College Council the proposed Updated EMP for CoA.

A. Plan Review & Assessment Team Scope:

1. Assess and evaluate the existing District Strategic Plan
 - a. Team composition
 - b. Process for development
 - c. Alignment with college plans at the time
 - d. Implementation
 - e. Outcomes of its implementation
 - f. Lessons learned.
2. Make recommendations for new Plan and processes.
3. Frame the relationship of the Plan with college plans.
4. Identify all College of Alameda entities to be incorporated into New Plan.

Members: *Members of IEC & Others with relevant knowledge/experience/interest*

B. Scan and Analysis & SWOT Analysis Team Scope:

1. Review internal and external scans provided by the District Office of Institutional Research and Strategic Planning.
2. Incorporate relevant data from colleges' Offices of Institutional Research.
3. Analyze data, summarize trends, and draw conclusions, to be presented to
4. Engage in formal Strength/Weaknesses/Opportunities/Threats analysis.
5. Incorporate analysis from Plan Review & Assessment Team.
6. Incorporate analysis from Scan and Analysis Team.
7. Prepare summary & make presentation to ... of Team findings.

Members: *Members of IEC & Others with relevant knowledge/experience/interest*

C. Mission/Vision/Values and Strategic Themes Team Scope:

1. Using all the analysis provided by Teams A, B, & C, review and revise the existing Mission, Vision, and Values statements.
2. Review existing themes and goals of the three colleges' Strategic Plans.
3. From analyses of Teams A,B,&C's work, develop new set of strategic themes that comport with and support the colleges' plans as well as frame the overall strategic agenda of the College of Alameda.
4. Once themes are developed, create a set of metrics by which the themes will be assess and evaluated.

Members: *Members of IEC & Others with relevant knowledge/experience/interest*

D. Organizational Structures & Processes Team Scope:

1. Review current organizational, decision-making, and shared governance structures within the College of Alameda
2. Develop model for vertical and horizontal alignment of plans from district entities identified on A.4.
3. Integrate district-wide committees into planning model
4. Integrate/map board committees into planning models
5. Create a system of delegated responsibilities between entities identified in A.4 consistent with the Functional Map.
6. Design a monitoring/assessment/evaluation system to ensure new Plan undergoes formative and summative evaluation.

Members: *Members of IEC & Others with relevant knowledge/experience/interest*

E. Writing Team Scope:

1. Collect, archive, and review work products from all working teams.
2. Upon completion of work by the above teams, write a new College of Alameda Strategic Plan that is consistent with conclusions reached by
3. Ensure new Plan is consistent in format and voice throughout the document.
4. Deliver final work product to Strategic Communications for publication and distribution in multiple formats.

Members: *Members of IEC & Others with relevant knowledge/experience/interest*