

Collegial Governance Handbook



**Santiago
Canyon
College**

January 2021

EDUCATIONAL MASTER PLANNING COMMITTEE

Updated and approved by College Council 11/28/2017

Mission

This committee provides leadership for the cyclical revision of the Educational Master Plan (EMP), which is informed by program review, internal and external data, and student learning and achievement data from all areas of Academic Affairs, Continuing Education, Student Services, and Administrative Services. In addition, the committee assists in the development of institutional goals and the facilitation of institutional dialogue around program improvement.

Responsibilities

- Monitor and facilitate the annual planning process and ensure that the information is utilized for planning.
- Administer the Program Review Process, including template development, timeline creation and information dissemination.
- Report and make recommendations to the Academic Senate and College Council on planning and program evaluation.
- Investigate special topics related to planning as directed by College Council.
- Facilitate the development of institutional goals and the Educational Master Plan Document.

Co-Chairs

- One faculty: in charge of agenda, facilitates meetings
- One administrator: in charge of website, minutes, compilation of data, documents and reports

Membership

9 Faculty, one from each of the following areas:

- Humanities/Arts/Communication
- Social Science
- Library
- Mathematics
- Sciences
- Business/Career and Technical Education
- Counseling
- Continuing Education
- At Large

4 Classified (*appointed by CSEA*)

1 Vice President or Designee

1 Dean of Institutional Effectiveness, Library and Learning Support Services

1 Student