

AVC EMP Timeline.docx

Text in **BLUE** signifies on campus meetings.

Phase 1

October/November 2015

- **Kick-off Meetings with President's Team / Educational Master Plan Committees**
- Finalization of Process / Timelines / Reporting Structure / Reviews and Approval Process with College
- Develop Master Plan Goals / Mission / Outcomes with College
- Validate / Update Previous Educational Master Plan Assumptions
- Secure Requested Resources from the District
- Scoping / Data Collection / Review
- Identify Student Characteristics
- Zip Code Analysis and Determination of Effective Service Areas
- Demographic and Population Growth Analysis
- Determine the College's Potential to Serve Students
- Conduct External Environmental Scan
- Determine Enrollment and WSCH History
- Conduct Section Level Analysis of the Current Program of Instruction
- Determine Program of Instruction Distributions
- **Conduct Assessment of Current Space / Capacity**
- Prepare Draft of College-wide Opinion / Values Survey Together With FMP Consultant
- **On-Campus Meeting with President's Team / Educational Master Plan Committee**

Phase 2

December 2015

- Assess Institutional Performance Against Goals
- Review /Assimilate Data from Unit Plans / Program Reviews
- Conduct Opportunities / Challenges Analysis for Educational Plan
- Develop Key Planning Assumption for Educational Plan
- Identify Key Strategic Priorities for the Educational Plan
- Administer and Assess Survey or Questionnaire

January 2016

- Assessment of Future Labor Markets
- Consideration of New Academic Programs
- Identification of Academic Programs that Need Support
- Application of Growth to the Future Program of Instruction
- Determination of Future Capacities for WSCH and Enrollment
- **Forecast for the Future Program of Instruction**
- **Space Requirement for the Future Program of Instruction**
- **Space Requirements for Support Services of the College**
- **Space Compliance Testing – Title 5 / Cap / Load Ratios**
- **On-Campus Meeting with President's Team / Educational Master Plan Committees**

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Phase 3

February 2016

- Creation of Educational Plan Draft
- Translation of Space Needs into Physical (space) Requirements

March 2016

- On-Campus Meeting with President's Team / Educational Master Plan Committees including Presentation of Draft Educational Plan
- Refine Draft of Educational Master Plan

Phase 4

April 2016

- Post Draft of Educational Master Plan Document to College web
- On-Campus Meeting with President's Team / Educational Master Plan Committees and
- Open Campus Forum including Presentation of Draft Educational Plan

Phase 5

May/June 2016

- Finalization of the Campus Inputs to the Educational Master Plan
- Presentation of Final Draft of Educational Master Plan to District's Executive Committee
- Educational Master Plan presentation to Board of Trustee

A simplified graphic schedule follows. This schedule indicates anticipated on-campus meetings. It is the intent of this schedule to indicate that Educational Master Plan. Should additional meetings be required and approved by the College they will be provided as additional services.

Task/Milestone Educational Master Plan	Oct '15	Nov '15	Jan '16	Mar '16	Apr '16	Jun '16
Kick-off Meetings with President's Team & Educational Master Plan Committee	X					
Meeting with President's Team/Educational Master Plan Committee		X				
Committee & Campus-Wide (Open) Forum to review EMP findings and solicit Input		X				
Progress Meeting with President's Team/Educational Master Plan Committee			X			
Presentation of Draft Educational Master Plan with President's Team/Educational Master Plan Committee				X		
Presentation of Final Draft of Educational Master Plan with President's Team/Educational Master Plan Committee and Open Campus Forum					X	
Educational Master Plan presentation to Board of Trustees						X