

De Anza College Educational Master Planning Committee Minutes  
Wednesday, December 1, 2009, 12:30-2:30

Attending: Fifield, Jenkins, Kramer, LaManque, Lee, Murphy, Spatafore  
Guests: Jim Haynes, Coleen Lee-Wheat

1. Review Minutes from the last meeting
  - The minutes of the November 11, 2009 meeting were approved.
3. Discuss the current Decision-making model – Academic Senate presentation
  - Haynes and Lee-Wheat, SLO Coordinators, reviewed the SLO Coordinating Team and Consultants proposal: **Developing a Synchronized Institutional Planning Process that Is Effective, Efficient, and Enduring**

Presentation Focus

Our Institutional Planning Cycles  
Our Accreditation Cycle  
Our Resource Allocation Process

Outcomes Based Program Review Proposal includes:

Three-year PR cycles with annual updates  
Our resource allocation – proposed validation framework

Action Plan for 2009-2010 includes:

Three approaches should be debated and adopted

1. Synchronize & align Institutional Planning with an Outcome Based Program Review process that includes annual updates
  2. Establish timelines and strategies to review and update the College's guiding documents within the six-year Accreditation cycle
  3. Create and implement a process to validate the relationships between resource requests and Guiding Documents.
- LaManque suggested including a budget overlay and that the group's input is incorporated into the proposal before sending to the campus population.

There was also a discussion about the context in which the planning takes place – budget augmentation versus reduction. It was agreed that a standard set of questions should be asked each year with variation of an additional set of questions depending upon whether the budget was increasing or decreasing.

Jim suggested that the best approach overall was to stay positive – it was hard to ask people to suggest ways of reducing their programs.

There was also discussion about the development of a lens for review each year. It needed to take place early – it could be a separate group or it could be the Planning and Budget Teams. Jim and Coleen were especially interested in getting the annual update standardized – in the past there was not always an annual update to program review.

- Spatafore – commented that the information is enormously helpful for including in the Educational Master Plan.
- Kramer noted that the difficulty in actually doing the work should be included in the SLO process. He also suggested that there be some review of the history of our processes over the last 15-20 years.
- It was agreed that the College Council was the committee that could give the President advice on a new planning model and that after that the proposal could be included in the Educational Master Plan document.

2. Discuss the Mission Statement (proposal from Kramer)

- a. Proposed change to include “provides a learning environment”
- b. Ideas on how to incorporate the Institutional Core Competencies
- Kramer suggested taking language from the Core Competencies and include in the Mission Statement under Outcomes – global, cultural, social and environment awareness
- Murphy asked that the statement be succinct and global and doesn’t elaborate too much.
- Murphy – the point is to determine what is it about the student that is most important for the college to provide.
- Spatafore – noted she would prefer the statement to look like a pyramid - including mission, purpose and outcomes
- Murphy thinks the statement should be similar to SJS and or other colleges in the area.
- Murphy on rewording the existing Mission Statement as follows:

**De Anza College challenges students to develop their intellect, character and abilities, become broadly and deeply educated and to advance social justice.**

- Lee suggested a format that would include:  
Mission Statement  
Commitment statement  
Outcomes

It was agreed that the “Mission Statement” would include the 3 aspects mentioned by Lee – including the Outcomes from the ICC’s (the full statement).

Action - Murphy asked the group to review the Cal State East Bay and De Anza Mission Statements and recommend a one-line sentence.

**De Anza College provides an academically rich, multicultural learning experience that challenges students to realize their goals, pursue meaningful lifework, and to be socially responsible actors in their communities, locally and globally.**

Action - As a follow up to his commitment to work on a context statement for the Education Master Plan, Murphy distributed a DRAFT De Anza College Education Master Plan Context document. He asked the group to review the document for editing and to determine if it serves its purpose.

Action - Kramer proposed a meeting the week of 12/6 with those that can attend to engage in a discussion about the wording for the Mission Statement. Spatafore and LaManque agreed to meet. Kramer will propose a date and time.

Action - LaManque asked the group if they want to accept the SLO presentation and include it in the Educational Master Plan.

- Murphy wants the proposal included in the Ed Master Plan asked that the presentation be sent to the College Council for review and comments. After that he will begin a conversation about what the intermediary body will be for the process.
- Murphy – does the Ed Master Plan rely on the strengths that no matter what happens in the economy, if we are successful in educating students with the abilities all employers want to have (contained in the Institutional Core Competencies) versus specific career coursework?

Announcements:

- Faculty member Bob Stockwell will be joining the Educational Master Planning Committee.
- The Educational Master Planning Committee will continue to meet in Winter 2010. Dates TBA
- The next meeting is scheduled for December 16 at 10 a.m.
- LaManque has created a De Anza Educational Master Plan web site accessed through the College Council web site [http://www.deanza.fhda.edu/gov/college\\_council/empc/index.html](http://www.deanza.fhda.edu/gov/college_council/empc/index.html)