

# San Bernardino Valley College

## Educational Master Plan Committee (EMPC)

### ***PURPOSE STATEMENT***

#### Executive Liaison

An executive who sits on the President's cabinet and serves as a liaison to the committee.

#### Committee Purpose

The Purpose of the EMPC is to serve as a working group and to guide the development of the San Bernardino Valley College 2022-2027 Educational Master Plan (EMP). The EMPC will:

- Ensure representation of all areas of the College in developing the EMP;
- Work in collaboration with the CBT Consultant Team, providing input and feedback from constituents throughout the process of the plan's development;
- Support alignment of the EMP with the College's Mission, Vision, and Values;
- Keep students, student success, equity, and service to the College region at the center of discussion during EMP development;
- Exemplify quality employee engagement, advocate for additional internal stakeholder engagement, and serve as a communication body to the internal College community;
- Ensure each voice is heard and valued in the process; and
- Adopt the "three Ps" approach to the project: **P**articipate, **P**repare, and **P**eer communication.

#### Committee Make-up / Criteria

College Administrative Chair assigned by the President - serves as committee chair and meeting convener. Membership will include:

- Representatives from all three areas of the College: academic affairs, student services, and administrative services.
- Administrative, mid-management, faculty, classified/support staff, and student representatives.
- Faculty members shall be comprised of representatives from both Liberal arts and sciences, and Career Technical Education (CTE).
- The College's Diversity, Equity, and Inclusion representative.
- The College researcher.
- A diverse (gender, age, ethnicity) group of representatives, including both those who are long-standing employees and those in their positions less than five years.
- Ideal membership is 12-20 persons.
- Non-member Resource Persons may be called upon to support the team's work.

Team Membership Composition

<b>Name</b>	<b>Position</b>	<b>Group(s) Represented</b>
Dr. Joanna Oxendine	Dean, Research, Planning, & Institutional Research	Executive Liaison & Executive Committee Chair
Dr. Scott Thayer	Interim President	President
Dr. Dina Humble	Vice President of Instruction	Executive Cabinet
Dr. Olivia Rosas	Vice President of Student Services	Executive Cabinet
Dr. Celia Huston	Faculty, Program Review Co-Chair, Accreditation Co-Chair	Faculty
John Feist	Technology Support Specialist II, President, Classified Senate	Classified Professionals, Classified Senate, Administrative Services
Rocio Delgado	Financial Aid Specialist	Student Services
Rania Hamdy	Professional Development Coordinator	Faculty
Davena Burns-Peters	Academic Senate President, Faculty, DE Faculty Co-Lead	Faculty
Anthony Castro	Faculty, Guided Pathways Co-Lead	Faculty
Tatiana Vasquez	Faculty, Safety Committee Co-Chair	Faculty
Mary Copeland	Faculty, Curriculum Committee Chair	Faculty
Rick Hrdlicka	Director, Campus Technology Services	Management, Administrative Services
Jamie Herrera	Faculty, Counseling Faculty Co-Chair	Faculty, Student Services
Cassandra Thomas	Lab Technician, Chemistry – President, CSEA	Classified Professionals
Paul Del Rosario	President, Associated Student Government	Student
Dr. Stephanie Lewis	Dean, Mathematics, Business, and Computer Technology	Management, Instructional Dean
Kathy Kafela	Coordinator, Transfer and Career Services	Student Services
Kay Dee Yarbrough	Administrative Curriculum Coordinator	Classified Professionals, Instruction
Melita Caldwell-Betties	Faculty Chair, Water Supply Technology	Faculty
Suzan Hall	Administrative Assistant	Assistant to the Executive Committee Chair

Committee Recorder and Resource Personnel

The Chair’s Assistant, Suzan Hall, will serve as the recorder and provide logistical support to the CBT team and EMPC. Additional College faculty and staff may be called upon as needed to serve as resources to the EMPC as it progresses in its work.

Meeting Schedule

The committee will meet bi-weekly as needed to support the project, on designated Thursdays, alternating between mornings and afternoons, as listed below. Meetings will be canceled if there is not meaningful work to be done by the committee. The project is scheduled to complete by June 2021.

Spring 2022 Meetings  
(List Dates / Times Here)

Fall 2022 Meetings  
(List Dates / Times Here)

How Work Is Communicated

1. Members will communicate with colleagues between meetings.
2. Project and EMP updates will be provided to the College Council & Academic Senate.
3. A designated internal-facing web page will be established for transparency, communication and input/feedback from college employees.
4. This EMPC Purpose Statement, an overview of the EMP Project, and monthly updates will be posted to the College’s EMP web page.

Where Recommendations Go

College Council  
College President

*Date Drafted:* \_\_\_\_\_