

# Taft College

## Educational Master Plan Committee Purpose Statement - 2024

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The Taft College Educational Master Plan Committee (EMPC) serves as a cross-representative steering committee and work group, advisory to the College President, for the purpose of assisting with the development of the college's ten-year Educational Master Plan (EMP). The EMPC will work in a consensus-building manner.

### **EMPC Duties and Responsibilities**

The responsibilities of the EMPC include:

- Serve as a resource to the College President in the development of the college's EMP
- Provide input and feedback throughout the process of plan development
- Ensure alignment of the EMP with the college's mission, vision, and values
- Ensure alignment of the college's EMP with accreditation standards
- Keep students, student success, and service to the Taft College region at the center of discussion during plan development
- Focus efforts on a college model of integrated planning, and a dynamic planning process
- Establish a meeting schedule, post to the internal college community, and invite resource persons as needed
- Encourage employee and student participation in the plan development process
- Strive for organizational effectiveness and efficiency during plan development
- Communicate the work of the EMPC to colleague constituents

### **Guiding Principles:**

- Accountability: Take ownership and be responsible to all of Taft College's stakeholders
- Impartiality: Minimize biases in the work of the committee
- Ethics: Do the right thing
- Professionalism: Uphold high technical and ethical standards
- Service: Assume an obligation to assist stakeholders in understanding the committee's work
- Transparency: Maintain current information about the work of the project, and communicate using available channels
- Operate consistent with Taft College Values

### **Executive Liaison and Logistics Person**

An executive liaison and a logistics person will work with the CBT team Lead:

- Executive Liaison: Dr. Xiaohong Li, Vice President of Information and Institutional Effectiveness
- Logistics Person and Recorder: Brandy Young, Executive Assistant, Institutional Effectiveness

### **Team Membership**

The EMPC comprises representatives from each employee classification, namely, Administration, Faculty, and Classified Professionals and include a student if possible. If there is not a student member, the EMPC will ensure student voice in the process of plan development.

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### **Criteria for Team Membership**

1. Membership will include the chair and an additional approximately 16 representative members.
2. Membership shall include representation from:
  - Instruction, Student Services, and Administrative Services
  - Each employee group – Management and confidential staff, Faculty, and Classified Professionals.
  - Diverse mix of long-standing employees, those with the College less than 5 years, and diverse representatives (age, gender, ethnic mix, disabled, etc.)
3. The Recorder / Logistics Person will assist the committee as needed
4. Resource Persons will be called upon as needed to support the committee's work
5. Members are expected to attend all meetings; for continuity, no substitutes/alternates

| MEMBERSHIP ROSTER |                                             |
|-------------------|---------------------------------------------|
| Name              | Job Title /Position and Area(s) Represented |
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### **Methods of communicating work of the EMPC to the College**

College Website and Meetings with Constituent groups; others TBD by the Committee.

### **Meeting Schedule**

Spring 2024: Feb 9, 10-12; April (11 or 12), time \_\_\_\_\_ (2 hrs)

Fall 2024: TBD