

**EMP Steering Committee Response to Senate Suggestions
Regarding the EMP Processes for Removal (Completion) and Addition of Objectives
March 2015**

At its March meeting, the EMP Steering committee considered and responded to suggestions and comments regarding the proposed processes for the Educational Master Plan regarding removal (completion) and addition of objectives to the EMP. Following are those comments, in italic text.

Highland Lakes – Chair Gina Mandas (gxmandas)

Adding a new objective

- Why should disciplines have to go through their dean or individuals have to go through their supervisors? Is there a work around for this?
The EMP considered this when developing the processes and felt it was important for these suggestions to be vetted through a supervisor or dean. Removal through completion or other means of objectives to the EMP should be seriously considered. The addition of a new objective will likely require significant resources and, as such, should also be vetted through the appropriate channels.
- Once something gets to “Consider appropriateness for EMP” where does it go from there? Who determines whether it’s appropriate or not?
The EMP Steering Committee is a representative group of administrators and faculty who consider the appropriateness of new objectives. If an objective is not considered to be a likely candidate for the addition of an objective, the requestor will be notified through feedback from the EMP Steering Committee, via Nancy Showers.
- This appears to be a very linear process, when in fact some of these steps might actually be parallel ones or things that should be considered together.
The process was developed with goals of simplicity and ease of use.
- On the first step “Is this request related to Completion and/or Student Success?”: Is this the only initial criteria? Should this be the first criteria? Who will make this determination? Again, this seems to be one of several initial questions that should be asked at the same time.
The EMP Steering Committee reconfirmed these as the initial criteria and agreed that alignment to Completion and/or Student Success is suitable given the college’s current strategic direction.
- Where is the feedback loop?
Feedback to the EMP process will be provided by Nancy Showers, acting as a liaison for the EMP Steering Committee. Annotations to the process better illustrating this feedback loop will be added and posted to the EMP website.
- Once an idea is brought forth, and gets a no at one of the diamond shaped steps, what does the presenter need to do for the idea to be reconsidered?
It is recommended that the presenter/requestor consider the feedback from the EMP Steering Committee before making a recommendation for reconsideration.

Removing an objective

- First no box: Does this currently exist or is this yet to be defined?
The EMP Implementation Team will use the EMP Action Plan as their criteria for determining if the desired outcomes have been accomplished and this document and related discussion are critical components in the process review.
- What does second diamond box mean?
This refers to the EMP Action Plan and whether or not the steps as outlined have been completed.
- If no is answered at this step, what happens from there?
The team should complete the necessary action plan steps or determine and document why they have not been completed.
- Should you not have assessment process somewhere within the first loop?
The assessment process is included in determination of the Action Plan steps and why they may not have been completed. The team is also encouraged to conduct a process review and engage in a discussion about what worked and what could have been improved.
- Is there a feedback loop?
Feedback to the EMP process will be provided by Nancy Showers, acting as a liaison for the EMP Steering Committee. Annotations to the process better illustrating this feedback loop will be added and posted to the EMP website.
- This seems to have more of a circular process to it than adding a new objective does?
The process was developed with goals of simplicity and ease of use.

Orchard Ridge – Chair Michelle Pergeau (mlpergea)

Adding an objective

- Why are the board of trustees part of the process (don't meet enough to really address)?
The EMP Steering Committee determined it was critical to consider all college stakeholders in this process, including the Board of Trustees.
- For the fourth point down (will financial, human, technology, or facility resources be needed?) is it automatically approved if these are not an issue?
No, but these are critical components in consideration of a new objective.

Southeast – Chair Vince Lamb (rvlamb)

- Should time elements be added to the stages of evaluation in both processes so that things move along in a timely manner?
The EMP Steering Committee agreed that this would be difficult to quantify at this point in the process development and implementation, but will be considered later.