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| **Development of the 2011-2016 Education Master Plan: *Index to Documents***  An annotated chronology and access guide to the 2011-2016 CCC Education Master Plan and supporting documents | |
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| *Highlights for quick reference:* Agendas and other Minutes and Feedback from constituencies:  action-item documents follow-up notes faculty, staff, students, community | |
|  | November 2012 |

**Using this Index**

This index is a guide to the documents in the two volumes titled *Development of the 2011-2016 Education Master Plan: Documents and Index.* In the index pages below, the ***Tab*** column assigns a number to each document. The numbers correspond to tab pages in the two binders containing the printed documents. Use the tabs to find a particular document of interest. This example shows how:

To view this document, go to **Volume I**, flip to tab **20-29**,

then page ahead to the colored sheet marked **28**.

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| **Document Date** (YYYY/MM?DD) | **Action** | **Document Title and Content** | **Source Documents** (see *Documents* binders) | |
| **Tab** | **File Name** |
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|  |  |  |  |  |
| 2010/10/14 | Agenda | *Coastline Community College Education Master Plan Kick-off Meeting:* ***Core Group*** – Agenda: 9 to 11 a.m., Oct. 21, 2010. | **28** | X:\MASTER PLAN\Educational Master Plan – Voorhees Group\EMP Oct 21 2010 Meeting Agendas\Kick-off\_ Agenda\_LeadTeam\_102110.docx |
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**2011-2016 Education Master Plan (EMP) - Development Chronology**

| **Document Date** (YYYY/MM/DD) | **Action** | **Document Title and Content** | **Source Documents** (see *Documents* binders) | |
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| **Tab** | **File Name** |
|  |  | **Website for the CCC Education Master Plan** |  |  |
| Current | Online repository of 2011-2016 Master Plan Information | **CCC Education Master Plan Development Process**– The Coastline website includes an online 5-page repository of information about the content and development of the 2011-2016 CCC Education Master Plan.  Located among the pages at [www.coastline.edu](http://www.coastline.edu), this information includes a brief narrative summary of the planning process following by clickable links to the following pages. Each page includes links to multiple documents:   * Planning Source Data * Feb. 4, 2011 – Strategy Session #2 & All-College Workshop * Jan.18, 2011 – Webinar * Dec. 1, 2010 – Strategy Session #1 * Oct. 21, 2010 – Kick-off Meeting * College Demographics * Research Analysis and Reports * Facilities Master Planning * External Environmental Scan   **Coastline 2005 Master Plan** [The plan immediately prior to the 2011-2016 Education Master Plan]   * Final Report * Past Planning Documents   **Coast Community College District (CCCD) Vision 2020**   * District Master Plan Website | **1** | <http://www.coastline.edu/divisions/president/page.cfm?LinkID=1511>  All the document files for **tab 1** are accessible on the Coastline website, www.coastline.edu. |
|  |  | **Summary Brochure** for Coastline’s 2011-2016 Education Master Plan | 2 | <http://www.coastline.edu/files/MasterPlanBrochure_2011.pdf> |
|  |  | **Coastline Community College 2011-2016 CCC Education Master Plan ­**– Complete text. | 3 | http://www.coastline.edu/files/CCC\_EdMasterPlan\_2011\_2016.pdf |
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|  |  | **Organization and Staffing to Develop the Plan** |  |  |
| 2010/09/27 | Consultant’s Proposal | *A Proposal to Facilitate an Educational Master Plan for Coastline Community College.* Voorhees Group, LLC. Glenwood Springs, Colorado. 27 pps. | 4 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group |
| 2010/10/20 | Consultant’s Capabilities and Personnel | *Qualifications and Personnel.* Background and capabilities of the Voorhees Group; short biographies of Dr. Rick Voorhees, Dr. Cathy Hasson, and Dr. Alice Bedard-Voorhees. By Rick Voorhees. 3 pps. | 5 | <http://www.coastline.edu/files/BIOs%20Voorhees%20Group.doc> |
| 2010/11/30 | Coastline Team Roster | *CCC Educational Master Plan (EMP) Core Group and Steering Committee Roster.* Listing of the consultants, the Coastline **Core Group** (9 people), and the Coastline **Steering Committee** (26 people). D. Aistrich. 2 pps. | 6 | <http://www.coastline.edu/files/CCCEMP%20Core%20Group%20and%20Steering%20Committe%20102910da.docx> |
|  |  | **Scheduling and Checklists** |  |  |
| 2010/10/11 | Schedule | *Timelines, Tasks, and Responsibilities.* Suggested timetable of activities and responsible parties for completion of the Education Master Plan. Cathy Hasson (Voorhees Group). 3 pps. | 7 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Timeline and Schedules\Coastline\_EMP\_Timeline\_vr2 101110.docx |
| 2010/10/18 | Checklist | *Educational Master Plan Checklist.* Proposed check-off list for planning tasks.  D. Aistrich. 3 pps. | 8 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Checklist\CCCEMP Checklist 101310da.docx |
| 2010/11/09 | Schedule | *Coastline Community College 2010-2011 Planning Schedule.* Formal, graphic-enhanced bulletin announcing the overall schedule from kick-off (Oct. 21, 2010) through finalization of the Education Master Plan Report (week of May 2, 2011). S. Gonzalez/D. Aistrich. 1 page. | 9 | <http://www.coastline.edu/files/Educational%20Master%20Plan%202010-11%20Dates.docx> |
| 2010/11/16 | Schedule | *Vision 2020 – Education Master Plan: December 1, 2010 – Schedule.* Detailed schedule for an all-day (8 a.m. to 7 p.m.) sequence of orientation meetings, interviews, and strategy sessions with the Voorhees Group. J. Sanchez/S. Gonzalez. 1 page. | 10 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Timeline and Schedules\EMP Dec 1 v1.docx |
| 2010/12/10 | Updated Checklist | *Education Master Plan Checklist as of 12/10/2010.* Updated version. T. Snyder. 2 pps. | 11 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Checklist\Education Master Plan Checklist 121010da.doc |
| 2011/02/04 | Meeting Sign-in Sheet | *Steering Committee Sign-in Sheet.* D. Aistrich. 2 pps. | 12 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Core Group and Steering Committee List\CCCEMP Steering Committee Sign-In Sheet 011811da.docx |
|  |  |  |  |  |
|  |  | **Research** |  |  |
| 2010/11/22 | Research | *Coastline Community College* ***Environmental Scan****.* Rick Voorhees. 19 pages. Topics:   |  |  | | --- | --- | | * Demographics * Housing * Employment | * Economics and Education * Secondary Schools * Technology | | * Coastline Community College & Higher Education | |   [41-04.1] | 13 | <http://www.coastline.edu/files/Coastline%20Community%20College%20Environmental%20Scan%20DRAFT%2022Nov10.pdf> |
| 2011/01/18 | Research | *ESL Enrollment Figures.* Seats and headcount for ESL enrollments at Coastline, 2009-2010. S. Gonzalez. 1 page. | 14 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP ESL Enrollment Figures\ESL Enrollment Figures.xlsx |
| 2011/01/25 | Research | *Basic Skills Data.* Charts showing trends in Basic Skills enrollment at Coastline, 2005-06 thru 2009-10. Email message by Rick Voorhees. | 15 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Basic Skills Data\Basic Skills Data.htm |
| 2011/02/01 | Research | *AA Degrees Available Online.* Review of AA degrees that Coastline students can earn through the college’s existing military and regular distance learning programs. V. Rodriguez. 2 pps. [16-2] | 16 | [X:\MASTER PLAN\Johns Project - Aug 2012\Educational Master Plan - Voorhees Group\EMP AA Degrees Available Online\AA Degrees available Online.docx](file:///X:\MASTER%20PLAN\Johns%20Project%20-%20Aug%202012\Educational%20Master%20Plan%20-%20Voorhees%20Group\EMP%20AA%20Degrees%20Available%20Online\AA%20Degrees%20available%20Online.docx) |
| 2011/02/01 | Research | *CCC California Online Associate Degrees.* List of associate degrees and community colleges that award them. Rick Voorhees. 1 page. [22-1] | 17 | CCC California Online Associate Degrees.pdf [See line 22 on John’s sheet] |
| 2011/02/01 | Research | Exchange of emails regarding the research on AA degrees available online. Includes link to online Speech course at Jones University. Message from consultant Alice Bedard-Voorhees. [16-3] | 18 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP AA Degrees Available Online\Re Meeting with Vince Rodriguez and DL Faculty Focus Group.htm |
| 2011/02/03 | Research | *Local Housing and Employment Trends and their Potential Impact on Coastline Community College.* Analysis of issues, trends, and what-if scenarios for housing in Orange County as related to Coastline plans and programs. Michelle Ma. 2-page table. [32-1] | 19 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Employment Housing Trends - From Michelle Ma\Copy of EmploymentHousingTrends\_coastlinePLANNING.xls |
| 2011/01/19 | Research | *Marketing and Public Relations Plan: 2010-2011.* Explanation of markets served; student characteristics; logic for translating master plan priorities into marketing goals; and strategies and tactics for each of eight marketing goals. Michelle Ma. 15 pps. [14-1.1] | 20 | PDF: MktPlan2010\_2011.pdf |
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|  |  | **Surveys**  In the course of developing the Education Master Plan, Coastline conducted two SurveyMonkey surveys**:**   1. **November 2010** – The first survey was an internal scan to determine how the various college programs perceived their current situation and their future. It was, in effect, an internal SOAR analysis (**S**trengths, **O**pportunities, **A**spirations, and **R**esults). 2. **March 2011** – The second survey collected information to assist the Voorhees Group in drafting the Education Master Plan.   The following documents present details of both surveys. |  |  |
|  |  | **1. The November 2010 Survey** |  |  |
| 2010/11/10 | Request to Respond to Survey | *Coastline Vision 2020 – Education Master Plan****:*** *Educational Programs and Service Planning Survey.* Memorandum, from Dr. Adrian and Coastline vice presidents, with SurveyMonkey questionnaire attached. Seven open-ended questions about the status, needs, and future of each program. Addressed to department chairs, unit leaders, and managers. (No date appears on face of the document; the Document Properties page gives a creation date of 11/10/2010).  J. Sanchez. 3 pps. [67-9] | 21 | <http://www.surveymonkey.com/s.aspx?PREVIEW_MODE=DO_NOT_USE_THIS>  [Note: ignore the DO\_NOT\_USE legend; it merely indicates a special display mode of SurveyMonkey.] |
| 2010/12/09 | Follow-up | Email identifying departments that have not yet responded to the survey.  J. Sanchez. 1 page. [67-2] | 22 | Jorge Sanchez email sent Dec. 9, 2010 at 11:46 am.  [See document 67-2] on John’s line 67] |
| 2010/12/30 | Responses to Survey | *Coastline Vision 2020 – Education Master Plan:* ***SurveyMonkey.*** Response pages show complete, open-ended, narrative responses by 27 individuals to the November 2010 survey (the document immediately above).  55 pages. [67-11] | 23 | EMP Survey 2.pdf  [Page 1 of the document, “1. IDENTIFICATION,” shows four light-blue horizontal bars.] |
|  |  | **2. The March 2011 Survey** |  |  |
| 2011/03/18 | Request to Respond to Survey | Survey Form with memo from Dr. Adrian on cover page. The form requests comments on Related Trends, Goals, Action Priorities, and Key Success Indicators. 9 pps. [67-6**.**2] | 24 | StrategicDirectionsResponseSurvey.pdf  [See the second attachment to Jorge’s email, which is the second attachment to John’s 67] |
| 2011/03/30 | Responses to Survey | *EMP Strategic Directions 2011:* ***SurveyMonkey.*** Response pages show complete, open-ended, narrative responses to the March 2011 survey (the document immediately above).  55 pages. [67-10] | 25 | EMP StrategicSurvey March 2011.pdf  [Page 1 of the document has two large blocks of text: “1. Review the RELATED TRENDS…” and “2. Given the GOAL above…”] |
| 2011/03/23 | Responses to Survey | Compilation of Steering Committee’s responses to the March 29011 survey. 18 pps. [67-4.1] | 26 | EMPResponses.pdf  [Attachment to Darian’s 3/23/2011 11:40 am to Cathy] |
|  |  | **CCC Education Master Plan Kick-off: October 2010** |  |  |
| 2010/10/11 | Meeting Logistics | *Educational Master Plan: Preparations for the October 21, 2010 Kick-Off Meeting.* Room assignments, food & bever­ages, catering, etc. J. Leighton/D. Aistrich. 1 page. | 27 |  |
| 2010/10/14 | Agenda | *Coastline Community College Education Master Planning Kick-Off Meeting:* ***Core Group***– Agenda: 9 to 11 a.m., Oct. 21, 2010. | 28 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Oct 21 2010 Meeting Agendas\Kick-off\_Agenda\_LeadTeam\_102110.docx |
| 2010/10/14 | Agenda | *Coastline Community College Education Master Planning Kick-Off Meeting:* ***Steering Committee***– Agenda: 11:15 a.m. to 3:00 p.m., Oct. 21, 2010. | 29 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Oct 21 2010 Meeting Agendas\Kick-off\_Agenda\_SteeringCmt\_102110.docx |
| 2010/10/14 | Agenda | *Coastline Community College Education Master Planning Kick-Off Meeting:* ***Collegewide Forum***– Agenda: 3 to 5 p.m., Oct. 21, 2010. | 30 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Oct 21 2010 Meeting Agendas\Kick-off\_Agenda\_Collegewide\_102110.docx |
| 2010/10/20 | Meeting Reminders | Email from Dr. Adrian to **Staff Support Members** re Oct. 21 Meeting. [59-3] | 31 | Email 10/20/2010 2:30 pm |
| 2010/10/20 | Email from Dr. Adrian to **Steering Committee** re Oct. 21 Meeting. [59-2] | 32 | Email 10/20/2010 2:24 pm |
| 2010/10/20 |  | Email from Dr. Adrian to **Collegewide** re Oct. 21 Meeting. [59-4] | 33 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Oct 21 2010 Communication\Lori Adrian email - Oct 20 2010.docx |
| 2010/10/09 | Schedule | *Coastline Community College 2010-2011 Planning Schedule.* Formal, graphic-enhanced bulletin announcing the overall schedule from kick-off (Oct. 21, 2010) through finalization of the Education Master Plan Report (week of May 2, 2011). S. Gonzalez/D. Aistrich. 1 page. | 34 | <http://www.coastline.edu/files/Educational%20Master%20Plan%202010-11%20Dates.docx> |
| 2010/10/30 | Coastline Team Rosters | *CCC Educational Master Plan (EMP) Core Group and Steering Committee Roster.* Listing of the consultants, the Coastline **Core Group** (9 people), and the Coastline **Steering Committee** (26 people). D. Aistrich. 2 pps. | 35 | <http://www.coastline.edu/files/CCCEMP%20Core%20Group%20and%20Steering%20Committe%20102910da.docx> |
| 2010/10/20 | Consultant’s Capabilities and Personnel | *Qualifications and Personnel.* Background and capabilities of the Voorhees Group; short biographies of Dr. Rick Voorhees, Dr. Cathy Hasson, and Dr. Alice Bedard-Voorhees. By Rick Voorhees. 3 pps. | 36 | <http://www.coastline.edu/files/BIOs%20Voorhees%20Group.doc> |
| 2010/10/21 | Meeting Handouts | *The Community College Imperative.* Coastline’s situation in the world today**:** past vs. present; changes in vision and mission; national and global considerations. Richard Voorhees. PowerPoint. 16 slides. | 37 | <http://www.coastline.edu/files/CCC%20Community%20College%20Imperative.ppt> |
| 2010/10/21 |  | *The Student Success Agenda.*  The new emphasis on student success; problems in achieving it; lesson learned. Richard Voorhees. PowerPoint. 13 slides. | 38 | <http://www.coastline.edu/files/CCC%20The%20Student%20Success%20Agenda%2019October2010.ppt> |
| 2010/10/21 |  | *Strategic Planning for Student Success.*  An introduction to the process. Richard Voorhees. PowerPoint. 38 slides. | 39 | <http://www.coastline.edu/files/CCC%20Strategic%20Planning%20for%20Student%20Success%2019October10.ppt> |
| 2010/10/21 |  | *New References to Include in Coastline CC’s Reading List for Strategic Planning.* Rick Voorhees and Dr. Adrian | 40 | [http://www.coastline.edu/files/New%20References%20to%20Include%20in%20Coastline’s%20Reading%20List%20(with%20Dr%20Adrians%20add-ins).doc](http://www.coastline.edu/files/New%20References%20to%20Include%20in%20Coastline's%20Reading%20List%20(with%20Dr%20Adrians%20add-ins).doc) |
| 2010/10/20 |  | *SOAR Handout*. Diagram (blank form) of **S**trengths, **O**pportunities, **A**spirations, and **R**esults, an alternative to SWOT analysis that focuses on outcomes most desired instead of potholes and canyons to be avoided. Voorhees Group. 1 page. | 41 | <http://www.coastline.edu/files/SOAR%20Handout.pdf> |
| 2010/10/20 |  | *SOAR Results Summary*. SOAR analysis of Coastline Community College. Voorhees Group. 2 pages. | 42 | <http://www.coastline.edu/files/SOAR_Core.docx> |
| 2010/10/20 | Action Items | *Expectations of the Education Master Planning Process: Coastline Community College Kick-Off Meetings, October 20, 2010.* Delineates top 5 themes; summary of comments from Steering Committee (15 items); and comments from Collegewide Forum (12 items). Voorhees Group. 1 page | 43 | <http://www.coastline.edu/files/Expectations%20of%20the%20Education%20Master%20Planning%20Process.docx> |
| 2010/10/21 | Meeting Notes | *October 21, 2010 Education Master Plan Kick Off Meetings.* Comprehensive notes of each of the three kick-off meetings: ***Core Group****,* ***Steering Committee***, and ***College Wide***. Bulleted lists summarizing presentations, discussion items, action items, comments and themes. Tom Snyder/Darian Aistrich. 5 pps. | 44 | <http://www.coastline.edu/files/October%2021%20Education%20Master%20Plan%20Kick%20Off%20Meeting%20Minutes.doc> |
|  |  |  |  |  |
|  |  | **Responses and Follow-up to Kick-0ff Meeting** |  |  |
| 2010/10/25 | Agenda | Conference call to review the Oct. 21 Kick-Off Meeting. Attendees:  Coastline: D. Aistrich, S. Gonzalez, J. Sanchez  Voorhees: C. Hasson, R. Voorhees | 45 | PDF: Cathy Hasson email 10/25/2011 – Agenda & Docs for Call.msg. |
| 2010/10/10 | Action Items | *Communication Plan.*  The 6-month process to develop the Education Master Plan, set forth as 22 key tasks, each with a defined communication strategy. Voorhees Group. 2 pps . | 46 | <http://www.coastline.edu/files/Coastline_EMP_CommunicationPlan.docx> |
| 2010/10/25 | Meeting Notes | *Agenda & Docs for Call* – Rough notes on a follow-up conference call held Oct. 25, 2010. C. Hasson, R. Voorhees. 1 page. | 47 | Attachment to email from Darian to Leighton, Aug. 29, 2012, 11:46 AM. |
| 2010/10/26 | Conference Call Notes | *Conference Call with Voorhees Group and Coastline College Education Master Plan (EMP): October 25, 2010.* Review of agenda items and action items, including:   * Debrief of Kick-off meetings * Review of timeline for Program/Services Questionnaire * Student Survey: Use of SOAR questions (*see below*) * External participants; press release * Next steps   Tom Snyder/Darian Aistrich. 2 pps. | 48  48 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Meeting Follow-up Notes\2010 October 25 Education Master Plan Conference Call - Follow-Up Notes 102610da.doc |
|  |  |  |  |  |
|  |  | **Subsequent Action** |  |  |
| 2010/11/30 | Comments and Feedback | *SOAR Response*. SOAR worksheet with responses for **Special Programs and Services for the Disabled**. L. Wilkerson. 2 pps. | 49 | C:\Documents and Settings\Jleighton\Local Settings\Temporary Internet Files\Content.Outlook\OQW6IUNS\SOAR Spec Programs 11\_18\_10 (2).docx |
| 2010/12/01 | Comments and Feedback | *SOAR Response*. SOAR worksheet with responses for **Financial Aid** and **Admissions & Records**. L. Wilkerson. 1 page,. | 50 | C:\Documents and Settings\Jleighton\Local Settings\Temporary Internet Files\Content.Outlook\OQW6IUNS\SOAR AR-Fin Aid-EOPS (2).docx |
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|  |  | **Strategy Session No. 1: Dec. 1-3, 2010** |  |  |
| 2010/12/01 | Agenda | *Coastline CC Education Master Planning Strategy Session:* ***Steering Committee*** *.* Agenda for Steering Committee meeting, 1:00 p.m. to 4:00 p.m. Cathy Hasson. 1 page. | 51 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Dec 1 2010 Agendas\StrategySession\_Agenda\_SteeringCmt\_110110[1].docx |
| 2010/12/01 | Agenda | *Coastline CC Education Master Planning Strategy Session:* ***Collegewide Forum*** *.* Agenda for collegewide meeting, 4:05 p.m. to 5:00 p.m. Cathy Hasson. 1 page. | 52 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Dec 1 2010 Agendas\StrategySession\_Agenda\_CollegewideForum\_110110[1].docx |
| 2010/12/01 | Agenda | *Coastline CC Education Master Planning Strategy Session:* ***Community Forum****.* Agenda for meeting, 5:15 p.m. to 7:00 p.m. Cathy Hasson. 1 page. | 53 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Dec 1 2010 Agendas\StrategySession\_Agenda\_CommunityForum\_110110[1].docx |
| 2010/11/16 | Schedule | *Vision 2020 – Education Master Plan: December 1, 2010 – Schedule.* Schedule for all-day sequence of orientation meetings, interviews, and strategy sessions with the Voorhees Group. J. Sanchez/S. Gonzalez. 1 page. | 54 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Timeline and Schedules\EMP Dec 1 v1.docx |
| 2010/11/22 | Assumptions | *Planning Assumptions: Coastline Community College.* Rick Voorhees. 3 pps. | 55 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Planning Assumptions |
| 2010/11/27 | Meeting Handout | *Scenario Building Worksheet: Strategy Planning.*  Fill-in-the-blanks worksheet, with instructions and an example, for developing planning assumptions. For use at the Dec. 1 meeting. Cathy Hasson. 2 pps. | 56 | C:\Users\johnfgl\Desktop\Educational Master Plan - Voorhees Group\EMP Dec 1-3 2010 Interview Questions\Scenario Building Worksheet.docx |
| 2010/12/01 | Questions to Ask | *Interview Protocols*. Advance notice of questions that the Voorhees Group will ask designated individuals at Coastline and the District. In addition to questions to be asked of all interviewees, separate lists are provided for a total of sixteen Coastline individuals and Coastline organizational units. Rick Voorhees. 5 pps. | 57 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Dec 1-3 2010 Interview Questions\Education Master Plan Interview Questions - Coastline Community College 1-3 December 2010.doc |
| 2010/12/01 | Follow-up Notes | *Follow-Up Notes: Education Master Plan Workshops, December 1, 2010.* Detailed review of the Planning Strategy Sessions. Numerous participant comments on**:**   * Housing and Employment * Community Colleges and Secondary Schools * Demographics * Technology and Learning, including opportunities and challenges   Also comments on various topics by local stakeholders who had been invited to the meetings.  T. Snyder/D. Aistrich. 5 pps. | 58 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Meeting Follow-up Notes\2010 Dec 1 EMP Workshop Sessions Followup Notes 121010da.doc |
| 2010/12/01 | Constituency feedback | *Follow-Up Notes: Education Master Plan Workshops, December 1, 2010.* See last two pages for comments by community stakeholders:   * Lieut. Timothy Vu, *Westminster Police Dept.* * Don Han, *Orange County Human Relations* * Daniel Callahan, *Callahan & Blaine, Attorneys; Santa Ana* * John Rich, *former general counsel, McDonnell Douglas Corp.*   T. Snyder/D. Aistrich. 5 pps. | 59 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Meeting Follow-up Notes\2010 Dec 1 EMP Workshop Sessions Followup Notes 121010da.doc |
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|  |  | **Webinar** (Core Group)**: January 14, 2011** |  |  |
| 2010/12/17 | Advance Notice of Webinar | *EMP Webinar w/Consultants – January 14, 2011, 9:00 a.m. to 11:00 a.m.* Email from Dr. Adrian asking Core Group members to mark their calendars. | 60 | EMP Webinar w Consultants – January 14 2011 9:00 a.m. |
| 2011/01/13 | Agenda | *Coastline Community College Education Master Planning:* ***Environmental Scan Webinar****.* Agenda for webinar to discuss trends found in the Environmental Scan (see below for updated version of Scan). C. Hasson. 1 page. [43-1] | 61 | S:\EMP\Planning and Development Dept EMP Files\EMP January 14 2011 CCCConfer Webinar - Core Group\Webinar\_Agenda\_CoreGroup\_011411.docx |
| 2011/01/13 | Meeting Handout | *Coastline Community College:* ***Competitor Analysis Data****.* Identifies CTE programs offered at all community colleges within 30-mile radius; pinpoints those also offered at Coastline. Rick Voorhees. Excel. 8 pps. [44-1] | 62 | Coastline Competitor Analysis Data 11Jan11.xls  [See first document on line 44 of John’s sheet] |
| 2011/01/13 | Meeting Handout | *Occupational Outlook for Associate Degree Holders*. Report showing changes in number of jobs by 2020 for approx. 280 occupations. Rick Voorhees. 9 pps. [44-3] | 63 | LMI for Coastline Nov 2010 Working.xls  [See third document on line 44 of John’s sheet] |
| 2011/01/13 | Meeting Handout | *Program/Prefix Trends: Coastline Community College.* Tabulation of seat counts for ten semesters.  Voorhees Group. 6 pps. [44-5] | 64 | <http://www.coastline.edu/files/CCC%20Program_Prefix%20Trends.pdf>  [See John’s line 44, fifth document] |
| 2011/01/14 | Meeting Handout | ***Internal Scan****: Coastline Community College Education Master Planning: January 2011.* Updated version of the original (Nov. 22, 2010) Environmental Scan. Voorhees Group. 29 slides. [44-7] | 65 | <http://www.coastline.edu/files/CCC_ESII_Webinar%20Presentation.pptx> |
| 2011/01/13 | Meeting Handout | *Coastline CC Program Questionnaire Summary: 2010.* Delineation of Coastline Core Strengths, Needs and Challenges, and Overarching Goals. Voorhees Group. 2 pps. [44-8] | 66 | Microsoft Word - CCC\_Program\_Analysis\_EMP\_vr3  [See John’s line 44, eighth document] |
| 2011/01/14 | Meeting Notes | *Education Master Plan (EMP) Notes:* ***Core Team – Environmental Scan Webinar via CCCConfer***. D. Aistrich 3 pps. [79-1**.**1] | 67 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\Education Master Plan Notes - January 14 2011 da.doc |
|  |  |  |  |  |
|  |  | **Webinar** (Steering Committee)**: January 19, 2011** |  |  |
| 2011/01/05 | CCCConfer details | Email with set-up information for forthcoming Webinar on January 19.  D. Aistrich. 1 page. [46-1] | 68 | [pdf. See line 46 on John’s sheet] |
| 2011/01/19 | Agenda | *Coastline Community College Education Master Planning:* ***Internal Scan Webinar****.* Agenda for CCCConfer webinar to discuss trends found in the Environmental Scan. C. Hasson. 1 page. [46-2] | 69 | <http://www.coastline.edu/files/Webinar_Agenda_SteeringCmt_011911.docx> |
| 2011/01/14 | Meeting Handout | ***Internal Scan****: Coastline Community College Education Master Planning: January 2011.* Updated version of the original (Nov. 22, 2010) Environmental Scan. Voorhees Group. 29 slides. [44-7] | 70 | <http://www.coastline.edu/files/CCC_ESII_Webinar%20Presentation.pptx>  S:\EMP\Planning and Development Dept EMP Files\EMP January 14 2011 CCCConfer Webinar Handouts - Core Group\CCC\_ESII\_Webinar%20RAV%207pm%20Changes[1].pptx |
| 2011/01/19 | Meeting Handout | *Coastline Community College Internal Scan Worksheet:* ***Key Points and Guiding Questions****.* An interpretation of the Environmental Scan, designed to guide discussion. C. Hasson. 2 pps. [47-5] | 71 | <http://www.coastline.edu/files/Key%20Points%20and%20Guiding%20Questions%20_vr3%20for%20January%2019.docx> |
| 2011/01/18 | Meeting Handout | ***Program/Prefix Trends****: Coastline Community College.* Tabulation of seat counts for ten semesters.  Voorhees Group. 6 pps. [47-3] | 72 | <http://www.coastline.edu/files/CCC%20Program_Prefix%20Trends.pdf> |
| 2011/01/13 | Meeting Handout | *Coastline CC Program Questionnaire Summary: 2010.* Delineation of Coastline Core Strengths, Needs and Challenges, and Overarching Goals. Voorhees Group. 2 pps. [47-4] | 73 | Microsoft Word - CCC\_Program\_Analysis\_EMP\_vr3 |
| 2011/01/25 | Meeting Handout | *Coastline Community College:* ***Competitor Analysis Data****.* Identifies CTE programs offered at all community colleges within 30-mile radius; pinpoints those also offered at Coastline. Rick Voorhees. Excel. 8 pps. [47-1] | 74 | <http://www.coastline.edu/files/Coastline%20Competitor%20Analysis%2025January11%20for%20Distribution%20(2).pdf> |
| 2011/01/25 | Meeting Handout | *Coastline Community College:* ***2020 Orange County Job Outlook for Associate Degrees****.* Rick Voorhees. 7 pps. [47-2] | 75 | <http://www.coastline.edu/files/CCC%20Orange%20County%20Job%20Outlook%20to%202020%20by%20Education%20Level.pdf> |
| 2011/01/19 | Meeting Notes | *Education Master Plan (EMP) Notes:* ***Steering Committee – Environmental Scan Webinar via CCCConfer***. D. Aistrich 2 pps. [80-1] | 76 | S:\EMP\Planning and Development Dept EMP Files\Education Master Plan Notes - January 19 2011 da.doc |
|  |  | **Guidance from the District: January/March 2011** |  |  |
| 2010/11/29 | Guidance | *Coast Community College District (CCCD) Strategic Master Planning* – *Focus Group Sessions.* Eaton-Cummings Group. 11 pps. | 77 | <http://documents.coastline.edu/accreditation/emp/draft-focus-group-summaries_craft.doc> |
| 2011/01/17 | Guidance | *Coast Community College District (CCCD)* ***Vision 2020***  *– Strategic Themes for a Challenging Decade.* Eaton-Cummings Group. 7 pps. | 78 | [X:\MASTER PLAN\Educational Master Plan - Voorhees Group\CCCD Vision 2020 Documents\cccd-vision-2020-strategic-themes\_craft\_1\_14\_2011\_jr\_some\_changes.doc](file:///X:\MASTER%20PLAN\Educational%20Master%20Plan%20-%20Voorhees%20Group\CCCD%20Vision%202020%20Documents\cccd-vision-2020-strategic-themes_craft_1_14_2011_jr_some_changes.doc) |
| 2011/03/01 | Guidance | ***Vision 2020*** *Master Planning Colloquium.* Pat Arlington. PowerPoint, 18 slides. | 79 | [X:\MASTER PLAN\Educational Master Plan - Voorhees Group\CCCD Vision 2020 Documents\vision-2020-colloquium-pp-presentation-final-revised-jrm.pptx](file:///X:\MASTER%20PLAN\Educational%20Master%20Plan%20-%20Voorhees%20Group\CCCD%20Vision%202020%20Documents\vision-2020-colloquium-pp-presentation-final-revised-jrm.pptx) |
| 2011/03/09 | Guidance | Email from Ann Nicholson, OCC, re access to **Vision 2020** documents.  This tab includes the complete 75-page draft of the Coast Community College District (CCCD) *Vision 2020 Educational Master Plan*, March 1, 2011 draft. | 80 | [X:\MASTER PLAN\Educational Master Plan - Voorhees Group\CCCD Vision 2020 Documents\EMP\_2011-03-09Email from Ann Nicholson re Vision 2020 Deadline.docx](file:///X:\MASTER%20PLAN\Educational%20Master%20Plan%20-%20Voorhees%20Group\CCCD%20Vision%202020%20Documents\EMP_2011-03-09Email%20from%20Ann%20Nicholson%20re%20Vision%202020%20Deadline.docx) |
|  |  | **Strategy Session No. 2 / All-College Meeting:** February 4, 2011  Coastline hosts a meeting twice yearly for all faculty, staff, and management. The February 2011 meeting included a 90-minute afternoon session on the Education Master Plan. The same day, from 9:00 a.m. to 12:30 p.m., the EMP Steering Committee met to begin developing goals and strategies.  The documents cited below capture the intent, process, and outcomes of the all-college session and the Steering Committee meeting. The documents are presented in two groups:  **a.** Documents about the Steering Committee meeting in the morning;  **b.** Documents about the All-College Meeting in the afternoon. |  |  |
|  |  | **a. The Steering Committee Meeting** – Feb. 4, 2011 |  |  |
| 2011/02/04 | Agenda | *Coastline CC* ***Education Master Planning Strategy Session: Steering Committee****.* Agenda for half-day meeting to discuss trends found in the Internal Scan (*see above*) and to begin interpreting these trends for planning goals and strategies. Voorhees Group. 1 page. [40-01**.**2] | 81 | <http://www.coastline.edu/files/Strategy%20Session%202%20Agenda.pdf> |
| 2011/01/31 | Meeting Logistics | Email, with documents attached, from Cathy Hasson (Voorhees Group) to Darian Aistrich (Coastline). The message requests distribution of particular documents to particular groups at particular times. [41-2] | 82 | From Cathy Hasson to Darian, Jan 31, 2011 12:03 PM |
| 2011/01/31 | Meeting Logistics | Email, with eleven documents attached, from Darian Aistrich to Steering Committee members. The message asks the committee members to review the documents before the meeting. See tabs on next page for individual attachments. [41-4] | 83 | From Darian to Steering Committee, Jan 31, 2011, 12:57 PM. |
| 2011/02/01 | Meeting Logistics | Email from Darian Aistrich to Voorhees and Coastline principals with final version of meeting schedules. Note total of 31 interviews and meetings scheduled over four days. [41-3] | 84 | From Darian to Cathy Hasson, Rick Voorhees, Dr. Adrian, and eight other Coastliners. Feb. 1 2011, 3:53 PM. |
| 2010/11/22 | Handout | *Coastline Community College* ***Environmental Scan****.*  Rick Voorhees. 19 pages. Topics: [41-04**.**1]   |  |  | | --- | --- | | * Demographics * Housing * Employment | * Economics and Education * Secondary Schools * Technology | | * Coastline Community College & Higher Education | | | 85 | <http://www.coastline.edu/files/Coastline%20Community%20College%20Environmental%20Scan%20DRAFT%2022Nov10.pdf> |
| 2011/02/09 | Research Handout | ***Internal Scan****: Coastline Community College Education Master Planning, February 2011.* PowerPoint presentation of: **1)** research data about Coastline, and **2)** questions implied by that data that are important for planning. Rick Voorhees. 9 printed pages/32 slides. [44-7] | 86 | <http://www.coastline.edu/files/CCC_ESII_StrategySession_020411_vr3.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Competitor Analysis Data****.* Identifies CTE programs offered at all community colleges within 30-mile radius; pinpoints those also offered at Coastline.  Rick Voorhees. Excel spreadsheet. 8 pps. [41-04.4] | 87 | PDF: Coastline Competitor Analysis Data 11Jan11.xls |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with No Competitors in a 30-mile Radius****.* Rick Voorhees. 1 page. [41-04.7] | 88 | <http://www.coastline.edu/files/CCC%20Programs%20with%20No%20Competition.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with One to Three******Competitors in a 30-mile Radius****.* Rick Voorhees. 1 page. [41-04.2] | 89 | <http://www.coastline.edu/files/CCC%20Programs%20with%20One%20to%20Three%20Competitors.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with Four to Six Competitors******in a 30-mile Radius****.* Rick Voorhees. 1 page. [41-04.5] | 90 | <http://www.coastline.edu/files/CCC%20Programs%20with%20Four%20to%20Six%20Competitors.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with Seven to Twelve******Competitors in a 30-mile Radius****.* Rick Voorhees. 1 page. [41-04.3] | 91 | <http://www.coastline.edu/files/CCC%20Programs%20with%20Seven%20to%20Twelve%20Competitors.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with Thirteen to Twenty-Five Competitors in a 30-mile Radius.***Rick Voorhees. 1 page. [41-04.6] | 92 | <http://www.coastline.edu/files/CCC%20Programs%20with%20Thirteen%20to%20Twenty-Five%20Competitors.pdf> |
| 2011/02/03 | Handout | [Title displayed on document] - *Coastline Community College:* ***2020 Orange County Job******Outlook for Associate Degrees****.* [Title recorded in document filename] *– CCC Occupational Data for Orange County to 2020.xls.* Detailed forecast of employment opportunities in Orange County. Created: 1/14/2011, 12:02PM. Last Modified: 1/25/2011, 10:47 Excel spreadsheet, 34 pps.  [41-04.8] | 93 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Feb 4 2011 Meeting Agenda and Handouts\Handouts Sent Prior to Feb 4 Steering Committee Meeting\CCC Occupational Data for Orange County to 2020.xls |
| 2011/01/25 | Handout | *Coastline Community College Ed Master Plan Kick-Off Meetings: October 20, 2010*. SOAR worksheet with responses entered by Cathy Hasson, Voorhees Group. 2 pps. [41-04.9] | 94 | S:\EMP\Planning and Development Dept EMP Files\EMP Feb 4 2011 Meeting Agenda and Handouts\Handouts Sent Prior to Feb 4 Steering Committee Meeting\SOAR\_Core.docx |
| 2011/01/25 | Handout | [Title displayed on document] - *Coastline Community College* ***2020 Orange County Job Outlook for Associate Degrees***. [Title recorded in document filename] *CCC Orange County Job Outlook to 2020 by Education Level.pdf.* Detailed forecast of employment opportunities in Orange County. Rick Voorhees. Created: 1/25/2011, 10:20 AM. Last modified 1/25/2011, 10:46 AM. [41-04.10] | 95 | PDF. |
| 2011/01/13 | Handout | *Program/Prefix Trends: Coastline Community College.* Tabulation of seat counts for ten semesters. Rick Voorhees. 6 pps. [41-04.11] | 96 | PDF. |
| 2011/01/30 | Questions to Ask | *Coastline Community College* ***Internal Scan Worksheet****.* A thought-organizer distributed to all attendees (Steering Committee and All-College Meeting). Voorhees filename: “Key\_Points\_Guiding\_ Questions\_Wrksh\_v3,pdf”. Voorhees Group. 2 pps. [41-02.1] | 97 | <http://www.coastline.edu/files/CCC%20Internal%20Scan%20Worksheet.pdf> |
| 2011/02/04 | Meeting Notes | *Education Master Plan (EMP) Notes: Steering Committee – Strategy Session.* D. Aistrich. 1 page. [79] | 98 | S:\EMP\Planning and Development Dept EMP Files\Education Master Plan Notes - February 4 2011 da.doc |
|  |  | **b. The All-College Meeting** – Feb. 4, 2011 |  |  |
| 2011/01/21 | Invitation/ Agenda | *2011 Spring All-College Meeting*. Letter from Dr. Adrian inviting all staff and faculty to the All-College meeting on Feb. 4, 2011. The program includes this item: [38-2]  2:30 – 4:00 General Session, Westminster Rose Center Ballroom  “Educational Master Plan: Strategic Planning for Student Success” | 99 | S:\EMP\Planning and Development Dept EMP Files\EMP Feb 4 2011 All-College Presentation\EMP Jan 21 2011 Dr Adrian invitation to Fac & Staff.doc |
| 2011/02/03 | Handout | *Coastline and Education Master Planning: February 2011.* PowerPoint presentation on: **1)** the importance of planning; **2)** phases in developing a plan; **3)** elements of a comprehensive strategic plan; and **4)** external factors to be considered. Delivered at the All-College Meeting.  Rick Voorhees. 29 slides. [38-1] | 100 | <http://www.coastline.edu/files/CCC%20All%20Faculty%20Meeting%204Feb11.ppt> |
| 2011/02/02 | Handout | *Coastline and Planning: February 2011.* A condensed version of the previous document. Delivered at the All-College Meeting. Rick Voorhees. 14 slides. [40-02.3] | 101 | S:\EMP\Planning and Development Dept EMP Files\EMP Feb 4 2011 Meeting Agenda and Handouts\Hold and Distribute at All-College Workshop\CCC All Faculty Meeting.ppt |
| 2010/11/22 | Handout | *Coastline Community College* ***Environmental Scan****.* Rick Voorhees. 19 pages. Topics: [41-04]   |  |  | | --- | --- | | * Demographics * Housing * Employment | * Economics and Education * Secondary Schools * Technology | | * Coastline Community College & Higher Education | | | 102 | <http://www.coastline.edu/files/Coastline%20Community%20College%20Environmental%20Scan%20DRAFT%2022Nov10.pdf> |
| 2011/02/02 | Handout | *A Framework for Considering Opportunities and Competitors in Orange County.* Labor Market Information about occupations forecasted for growth of 60 or more jobs per year and having no more than three competitive pro­grams with 30 miles of Coastline. Rick Voorhees. 3 pps . [40-02.1] | 103 | <http://www.coastline.edu/files/A%20Framework%20for%20Considering%20Opportunities%20and%20Competitors%20in%20Orange%20County.docx> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Competitor Analysis Data****.* Identifies CTE programs offered at all community colleges within 30-mile radius; pinpoints those also offered at Coastline.  Rick Voorhees. Excel spreadsheet. 8 pps. [41-04.4] | 104 | Coastline Competitor Analysis Data 11Jan11.xls |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with No Competitors in a 30-mile Radius****.* Rick Voorhees. 1 page. [41-04.7] | 105 | <http://www.coastline.edu/files/CCC%20Programs%20with%20No%20Competition.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with One to Three******Competitors in a 30-mile Radius****.* Rick Voorhees. 1 page. [41-04.2] | 106 | <http://www.coastline.edu/files/CCC%20Programs%20with%20One%20to%20Three%20Competitors.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with Four to Six Competitors******in a 30-mile Radius****.* Rick Voorhees. 1 page. [41-04.5] | 107 | <http://www.coastline.edu/files/CCC%20Programs%20with%20Four%20to%20Six%20Competitors.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with Seven to Twelve******Competitors in a 30-mile Radius****.* Rick Voorhees. 1 page. [41-04.3] | 108 | <http://www.coastline.edu/files/CCC%20Programs%20with%20Seven%20to%20Twelve%20Competitors.pdf> |
| 2011/01/25 | Handout | *Coastline Community College:* ***Programs with Thirteen to Twenty-Five Competitors in a 30-mile Radius.***Rick Voorhees. 1 page. [41-04.6] | 109 | <http://www.coastline.edu/files/CCC%20Programs%20with%20Thirteen%20to%20Twenty-Five%20Competitors.pdf> |
| 2011/01/25 | Handout | [Title displayed on document] - *Coastline Community College* ***2020 Orange County Job Outlook for Associate Degrees***. [Title recorded in document filename] *CCC Orange County Job Outlook to 2020 by Education Level.pdf.* Detailed forecast of employment opportunities in Orange County.  Rick Voorhees. Created: 1/25/2011, 10:20 AM. Last modified 1/25/2011, 10:46 AM. [41-04.10] | 110 | PDF |
| 2011/02/03 | Handout | [Title displayed on document] - *Coastline Community College:* ***2020 Orange County Job******Outlook for Associate Degrees****.* [Title recorded in document filename] *– CCC Occupational Data for Orange County to 2020.xls.* Detailed forecast of employment opportunities in Orange County. Created: 1/14/2011, 12:02PM. Last Modified: 1/25/2011, 10:47  Excel spreadsheet, 34 pps. [41-04.8] | 111 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP Feb 4 2011 Meeting Agenda and Handouts\Handouts Sent Prior to Feb 4 Steering Committee Meeting\CCC Occupational Data for Orange County to 2020.xls |
| 2011/01/13 | Handout | *Program/Prefix Trends: Coastline Community College.* Tabulation of seat counts for ten semesters. Rick Voorhees. 6 pps. [41-04.11] | 112 | PDF |
| 2011/01/25 | Handout | *Coastline Community College Ed Master Plan Kick-Off Meetings: October 20, 2010*. SOAR worksheet with responses entered by Cathy Hasson, Voorhees Group. 2 pps. [41-04.9] | 113 | S:\EMP\Planning and Development Dept EMP Files\EMP Feb 4 2011 Meeting Agenda and Handouts\Handouts Sent Prior to Feb 4 Steering Committee Meeting\SOAR\_Core.docx |
| 2011/02/07 | Questions to Ask | *Coastline CC* ***Program Questionnaire Summary****: 2010.*  Voorhees filename “CCC\_Program\_Analysis\_EMP\_vr2”.  Voorhees Group. 2 pps. [41-02.3] | 114 | <http://www.coastline.edu/files/CCC%20Program%20Questionnaire%20Summary.pdf> |
| 2011/01/30 | Questions to Ask | *Coastline Community College* ***Internal Scan Worksheet****.* A thought-organizer distributed to all attendees (Steering Committee and All-College Meeting). Voorhees filename: “Key\_Points\_Guiding\_ Questions\_Wrksh\_v3,pdf”. Voorhees Group. 2 pps. [41-02.1] | 115 | <http://www.coastline.edu/files/CCC%20Internal%20Scan%20Worksheet.pdf> |
| 2011/02/04 | Handout | *EMP: Timeline, Committee Structure, Guideline Framework, Where Are We?*  PowerPoint presentation summarizing status of the project.  J. Sanchez. 4 slides*.*  [40-02.4] | 116 | <http://www.coastline.edu/files/EdMasterPlan.pptx> |
| 2011/02/10 | Post-meeting Report | *Coastline Community College All-College Workshop: Master planning brainstorming session, February, 2011.* Coastline hosts a semiannual meeting for all faculty, staff, and management. The February 2010 meeting was devoted to brainstorming the Education Master Plan, the development of which was just starting. More than 280 Coastliners participated.  This document summa­rizes the result under five headings:  **1)** Student Outcomes, **2)** Competitor Analysis, **3)** Labor Markets, **4)** Programs and Services, and **5)** Enrollments.  Final version of document. Isaiah Aguirre, modified 2/10/2011, 2:59 p.m. 23 pps. [39-02.2] | 117 | C:\Documents and Settings\Jleighton\Local Settings\Temporary Internet Files\Content.Outlook\OQW6IUNS\All college brain storming - updated 2-10.docx |
|  |  |  |  |  |
|  |  | **Distance Learning Focus Group** – February 2, 2011  During the visit of the Voorhees Group in the first week of February 2011, a focus group assembled to review the position of distance learning (DL) programs at Coastline. Documents related to the focus group are presented below. |  | **Email from Vive** |
| 2011/02/01 | Meeting Logistics | Emails confirming arrangements for the focus group. An attachment lists the AA degrees available online through Coastline’s regular and military education programs (see document immediately below). Emails originated by Vince Rodriguez, Rick Voorhees, Alice Voorhees, Darian Aistrich. 9 pps. [36-2] | 118 | Email from Vince Rodriguez, Feb 1, 2011, 1:48 pm.  [It’s the second document in line 36 of John’s sheet] |
| 2011/02/01 | Research | *AA Degrees available Online.* List of eighteen Coastline AA degree programs and twenty certificate programs available online. Date shown in the Last Modified date on the Document Properties page.  V. Rodriguez. 2 pps. [36-2.1] | 119 | C:\Documents and Settings\Jleighton\Local Settings\Temporary Internet Files\Content.Outlook\OQW6IUNS\AA Degrees available Online (2).docx |
| 2011/02/02 | Agenda | *Coastline Community College: Distance Learning Discussion – February 2, 2011.* List of seven guiding questions to facilitate the focus group.  Cathy Hasson. 1 page. [36-1] | 120 | S:\EMP\Planning and Development Dept EMP Files\EMP Feb 2 DL Discussion\CCCDLDiscussion.docx |
| 2011/02/10 | Post-meeting Report | *Coastline Community College All-College Workshop: Master planning brainstorming session, February, 2011.* For comments on distance learning (DL) programs see pps. 13, 20, 21, and 22 of this document.  Final version of document. Isaiah Aguirre, modified 2/10/2011, 2:59 p.m. 23 pps. [39-02.2] | 121 | C:\Documents and Settings\Jleighton\Local Settings\Temporary Internet Files\Content.Outlook\OQW6IUNS\All college brain storming - updated 2-10.docx |
|  |  |  |  |  |
| 2011/01/30 | Research Handout | *Components of Enrollment Modeling: Coastline Community College.* Graphic explanation of sources for Coastline enrollment data in five categories**:** **1)** Military Enrollment, **2)** Prison Credit Enrollment, **3)** Credit Online Enrollment, **4)** Non-Credit Face to Face Enrollment, and **5)** Credit Face to Face Enrollment.  Rick Voorhees. 1 slide. | 122 | <http://www.coastline.edu/files/Coastline%20Enrollment%20Scenario%20Model.ppt> |
| 2011/02/07 | Research Handout | *California Online Degree Programs*. Voorhees Group. 1 page. | 123 | <http://www.coastline.edu/files/California%20Online%20Degree%20Programs.pdf> |
|  |  |  |  |  |
|  |  | **Phone Conference with the Coastline Counselors: March 8, 2011** |  |  |
| 2011/03/04 | Agenda | *Questions/Items/Issues from the CCC Counselors.* Agenda prepared by the Counseling Dept. to address issues of potential impact of the Education Master Plan on counseling. For example:   * Will counselors only be online? * Will courses be all online only? * Maintaining the personal touch despite technology.   JP Nguyen. 1 page. | 124 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP March 8 2011 - Counselor Phone Session\Counseling Phone Conference Items for Discussion - March 8 with Consultants.docx |
| 2011/03/09 | Outcome | Exchange of emails between Darian Aistrich and Cathy Hasson on the counselors phone conference. | 125 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP March 8 2011 - Counselor Phone Session\Counselor Phone Conference - Aistrich & Hasson emails Mar 9 2011.docx |
| 2011/03/10 | Outcome | Exchange of emails between Rick Voorhees and Lois Wilkerson on the counselors phone conference. | 126 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP March 8 2011 - Counselor Phone Session\Counselor Phone Conference - Voorhees and Wilkerson emails Mar 10 2011.docx |
|  |  |  |  |  |
|  |  | **Coast Community College District - Board Study Session: March 9, 2011** |  |  |
| 2011/03/09 | Presentation to District Board of Trustees | *Education Master Planning: Board Study Session, March 9, 2011.*  PowerPoint presenting EMP timeline, logical framework for plan development, committee structure, and project status  J. Sanchez. 6 slides. [51-1.1] | 127 | C:\Documents and Settings\Jleighton\Local Settings\Temporary Internet Files\Content.Outlook\OQW6IUNS\EdMasterPlan Summary 03-07-2011.pptx |  | **Phone Conference with the Coastline Counselors: March 8, 2011** |  |
|  |  |  |  |  |
|  |  | **Student Focus Group: March 2011** |  |  |
| 2011/02/02 | Pre-meeting arrangements | Email from Helen Ward to Darian Aistrich announcing a meeting between Rick Voorhees and three, or possibly four, members of the Associated Student Government. To be held at the Coffee Bean restaurant, Feb. 3, 2011. [41-1] | 128 | Email from Helen Ward, Feb. 2, 2011, 6:13 pm. See John’s document 41-1 in folder “EMP Feb 2011 Communication.” |
| 2011/03/02 | Procedures | Email from Cathy Hasson recommending that the college president not serve as facilitator at a student focus group (“listening session”). Cover memo for recommended procedure; see document immediately below. 1 page. [54-8] | 129 | Email from Cathy Hasson, March 2, 2011, 12:06 pm. See John’s document 54-8 in folder “EMP March 23 2011 – ASG and Student Group Session.” |
| 2011/03/02 | Procedures | *Student Listening Session: Question Guide.* Procedural recommendations for a student focus group on the Education Master Plan.  Voorhees Group. 2 pps. [54-7] | 130 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP March 23 2011 - ASG and Student Group Session\Student Listening Session.docx |
| 2011/04/07 | Procedures | Emails, from March 23 through April 7, discussing possible procedures to gather EMP input from Coastline students. Bill Kerwin, Lois Wilkerson, Lori Adrian, Lisa Okamoto, Carol Spoja. 4 pps. [54-6] | 131 | Email from Bill Kerwin, Apr. 7, 2011, 8:57 am. See John’s document 54-6 in folder “EMP March 23 2011 – ASG and Student Group Session.” |
|  |  | **Core Team / Steering Committee – Strategy Sessions:** March 24, 2011  The Core Group and the Steering Committee met separately to review status of the project. The meetings ran from 9:00 a.m. to 3:30 p.m. Approximately 30 different handouts were provided, including a 75-page draft of the Coast Community College District *Vision 2020 Educational Master Plan.* Some handouts were repeated from prior meetings and are listed here with their original titles and file names. |  |  |
| 2011/03/24 | Agenda | *Coastline CC Education Master Planning Session:* ***Core Planning Team – 9:00 a.m.-11:15 a.m.*** – Purpose of meeting: develop the planning cycle and process for implementing operational plans. Also, review and refine strategic goals and determine mechanisms for evaluating the planning process.  Cathy Hasson. 1 page. [55-2.25] | 132 | S:\EMP\Planning and Development Dept EMP Files\EMP March 24 Session with Core and Steering Committee\March 24 2011 - EMP Sessions at GG - Handouts\StrategySession\_Agenda\_LeadTeam\_032411.docx |
| 2011/03/24 | Agenda | *Coastline CC Education Master Planning Session:* ***Steering Committee – 11:30 a.m.-3:30 p.m.*** – Purpose of meeting: review and refine strategic goals and initiatives. Also, begin development of operational plans and identify key performance indicators.  Cathy Hasson. 1 page. [55-2.26] | 133 | S:\EMP\Planning and Development Dept EMP Files\EMP March 24 Session with Core and Steering Committee\March 24 2011 - EMP Sessions at GG - Handouts\StrategySession\_Agenda\_SteeringCmt\_032411.docx |
| 2011/03/24 | Handout | *Coastline College Planning Session: March 24, 2011*. A PowerPoint review of the planning process. Key topics:   * The overall Visionary Planning Process; * The cycle of the Integrated Planning Model: Plan / Implement / Assess / Re-plan / Scan / Plan, etc.; * Ten trends impacting student outcomes; * Ten trends impacting innovation and growth; * Ten trends impacting culture and partnerships; * Coastline Draft Goals 2011.   Cathy Hasson. 8 slides. [55-1] | 134 | S:\EMP\Planning and Development Dept EMP Files\EMP March 24 Session with Core and Steering Committee\March 24 2011 - EMP Session at GG - Power Point\Action\_Planning\_032411\_vr2.pptx |
| 2011/02/10 | Post-meeting report of the February 4 All-College Meeting | *Coastline Community College All-College Workshop: Master planning brainstorming session, February, 2011.* Coastline hosts a semiannual meeting for all faculty, staff, and management. The February 2010 meeting was devoted to brainstorming the Education Master Plan, the development of which was just starting. More than 280 Coastliners participated.  This document summa­rizes the result under five headings:  **1)** Student Outcomes, **2)** Competitor Analysis, **3)** Labor Markets, **4)** Programs and Services, and **5)** Enrollments.  Isaiah Aguirre, last modified 2/22/2011, 5:45 p.m. 23 pps. [55-2.1] | 135 | S:\EMP\Planning and Development Dept EMP Files\EMP March 24 Session with Core and Steering Committee\March 24 2011 - EMP Sessions at GG - Handouts\All\_college\_brainstorming\_updated.docx |
| 2011/03/24 | Handout | *Brainstorm Goal Activity.* Fill-in-the-blanks worksheet for brainstorming. Voorhees Group. 3 pages. [55-2.2] | 136 | Brainstorm\_Goal\_Activity.pdf  See file icon sheet for folder 55-2, file 55-2.2. |
| 2011/03/24 | Handouts | The following handouts from the February 4 All-College Meeting were used at the March 24 meeting. See above for individual tabs and other details:  *Coastline Community College Environmental Scan DRAFT* [41-04.2]  *Coastline Community College Competitor Analysis Data* [41-04.1]  *Coastline CC Program Questionnaire Summary* [41-02.3]  *CCC Occupational Data for Orange County to 2020.xls* [41-04.8]  *CCC Programs with Seven to Twelve Competitors.pdf* [41-04.3]  *CCC Programs with Thirteen to TwentyFive….pdf* [41-04.6]  *CCC Programs with Four to Six Competitors.pdf* [41-04.5]  *CCC Programs with No Competitors.pdf* [41-04.7]  *CCC Programs with One to Three Competitors.pdf* [41-04.2]  *CCC Orange County Job Outlook… by Education Level* [41-04.10]  *CCC Program\_Prefix Trends.pdf*  [41-04.11] | 137 |  |
| 2011/02/12 | Handout | *Coastline Community College Strategic Directions 2011*. Fill-in-the-blanks worksheet with columns for Priority Initiatives, Major Action Steps, KPIs and Measures, and Timeline. Filename is *CCC\_ActionPlan\_2011\_vr2.pdf.* Voorhees Group. 2 pps [55-2.11] | 138 | CCC\_ActionPlan\_2011\_vr2.pdf  See file icon sheet for folder 55-2, file 55-2.11. |
| 2011/03/21 | Handout | *Coastline Community College Strategic Directions 2011.* Detailed presentation of Goals, Priority Initiatives, and Key Performance Indicators as aligned with Related Trends. Voorhees Group. 3 pps. [55-2.12] | 139 | CCC\_Goals\_Initiatives\_2011\_vr5.pdf  See file icon sheet for folder 55-2, file 55-2.12. |
| 2011/02/12 | Handout | *Coast Community College District (CCCD) Vision 2020 Educational Master Plan: Strategic Themes for a Challenging Decade.* Earlier draft of five-year plan with ten-year vision for the three Coast District colleges. Last modified 2/12/2011. See tab 80 for later version. 75 pps. [55-8.3] | 140 | PDF: CCCD\_draft\_2020\_feb\_12.pdf  See file icon sheet for folder 55-1, document 55-8.3. |
| 2011/03/21 | Constituency Feedback | *Coastline Community College* ***Counseling Department*** *E.M.P. Goals/ Objectives: Near Term (3-5 Year Period).* Five recommendations, with emphasis on using technology to deliver counseling services more efficiently and with better effect on student success.  Coastline Counseling Dept. 1 page. [55-2.17] | 141 | S:\EMP\Planning and Development Dept EMP Files\EMP March 24 Session with Core and Steering Committee\March 24 2011 - EMP Sessions at GG - Handouts\Counseling EMP Input 032111 (2).docx |
| 2011/03/21 | Constituency Feedback | *Goal 1 Survey Responses [the SurveyMonkey survey].* Responses to Goal 1: Make learner access and success the core work of Coastline.  J. Sanchez. 3 pps. [55-2.18] | 142 | EMP\_SurveyResponses\_Goal\_1.pdf |
| 2011/03/21 | Constituency Feedback | *Goal 2 Survey Responses [the SurveyMonkey survey].* Responses to Goal 2: Increase enrollment, persistence and retention of all students with a particular emphasis on Basic Skills students. J. Sanchez. 3 pps. [55-2.19] | 143 | EMP\_SurveyResponses\_Goal\_2.pdf |
| 2011/03/21 | Constituency Feedback | *Goal 3 Survey Responses [the SurveyMonkey survey].* Responses to Goal 3: Continue to create and nurture innovative programs and services that respond to the needs of the learning community. J. Sanchez. 3 pps. [55-2.20] | 144 | EMP\_SurveyResponses\_Goal\_3.pdf |
| 2011/03/21 | Constituency Feedback | *Goal 4 Survey Responses [the SurveyMonkey survey].* Responses to Goal 4: Increase entrepreneurial actions across the College to provide new revenue sources and encourage efficient operations. J. Sanchez. 3 pps. [55-2.21] | 145 | EMP\_SurveyResponses\_Goal\_4pdf |
| 2011/03/21 | Constituency Feedback | *Goal 5 Survey Responses [the SurveyMonkey survey].* Responses to Goal 5: Coastline will research and strengthen its partnerships with business, industry, government agencies, and educational institutions to address local and global needs and expand opportunities for students. J. Sanchez. 2 pps. [55-2.22] | 146 | EMP\_SurveyResponses\_Goal\_5pdf |
| 2011/01/25 | Handout | *Coastline Community College Education Master Plan Kick-Off Meetings: October 20, 2010*. SOAR worksheet with responses entered by Cathy Hasson. Voorhees Group. 2 pps. [55-2.24] | 147 | S:\EMP\Planning and Development Dept EMP Files\EMP March 24 Session with Core and Steering Committee\March 24 2011 - EMP Sessions at GG - Handouts\SOAR\_Core.docx |
| 2011/04/11 | Constituency Feedback | Email from Linda Kuntzman reporting her request for a change in Goal 2 at the March 24 meeting. The change affected Priority Initiative 2**.**5 as shown on the *Coastline Community College Strategic Directions 2011* document. For the original document see tab 139. [55-4] | 148 | Original email was from Linda to Darian, April 11, 2011 at 5:55 p.m. The email is cataloged as document 55-4. |
| 2011/02/03 | Handout | *Coastline Community College* ***Internal Scan Worksheet****.* A thought-organizer distributed to all attendees (Core Group and Steering Committee). Voorhees file name: “Key\_Points\_Guiding\_Questions\_Goals\_Wrksht.docx.”  Voorhees Group. 2 pps. [55-6] | 149 | S:\EMP\Planning and Development Dept EMP Files\EMP March 24 Session with Core and Steering Committee\Key\_Points\_Guiding\_Questions\_Goals\_Wrksht.docx |
| 2011/03/24 | Meeting Notes | *Education Master Plan (EMP) Notes: Core Team – Strategy Session.* March 24, 2011. D. Aistrich. 2 pps. | 150 | S:\EMP\Planning and Development Dept EMP Files\Education Master Plan Notes - March 24 2011 da.doc |
| 2011/04/12 | Meeting Notes | *Notes from March 24, 2011 EMP Session*. Detailed account of discussion by the “Retention & Persistence” group at the March 24 meeting. Includes recommendations for five things that Coastline “should do, offer, be and/or provide.”  Bob Nash. 3 pps. [55-11.1] | 151 | C:\Documents and Settings\Jleighton\Local Settings\Temporary Internet Files\Content.Outlook\OQW6IUNS\Notes from March 24 EMP Session.doc |
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|  |  | **Development of Goals, Initiatives, and Key Performance Indicators**  Early in 2011, following the February 4 meetings, the Core Group, the Steering Committee, and representatives of the Voorhees Group developed the goals, initiatives, and key performance indicators (KPIs) on which the Education Master Plan would be based.  The Voorhees Group produced the initial concept document, a matrix titled *Coastline Community College Strategic Directions 2011.* Examples appear below under the **Concept Document** heading.  The concept document subsequently evolved into an assembly of straight-forward lists, grouped by Goal. This document was titled *2011-2016 Education Master Plan Goals, Initiatives, and Key Performance Indicators* (hereinafter *Goals, Initiatives, and KPIs*). Examples appear below under the **Evolved Document** heading.  The examples trace the cycle of submissions and revisions by which the goals, initiatives, and KPIs were developed and adopted. |  |  |
|  |  | **Concept Document: *Coastline Community College Strategic Directions 2011*** |  |  |
| 2011/02/22 | Draft | *Coastline Community College Strategic Directions 2011.* Original version of the Voorhees matrix, a summary presentation of these factors:   |  |  | | --- | --- | | * Related Trends * Goals | * Action Priorities * Key Success Indicators and Measures |   Cathy Hasson. 3 pages. [07-1] | 152 | S:\EMP\Planning and Development Dept EMP Files\EMP - CCC Goals Initiatives and Action Priorities - DRAFT\CCC\_Goals\_Initiatives\_2011\_vr4.docx |
| 2011/03/28 | Revised Draft | *Coastline Community College Strategic Directions 2011.* Revised version of the Voorhees matrix. Note yellow highlight on page 2.  Cathy Hasson. 3 pages. [09-4] | 153 | S:\EMP\Planning and Development Dept EMP Files\EMP - CCC Goals Intiatives and Action Priorities - FINAL WORKING COPY\CCC\_Goals\_Initiatives\_2011\_vr6.docx |
|  |  | **Evolved Document: *2011-2016 Education Master Plan Goals, Initiatives, and Key Priority Indicators*** |  |  |
|  |  | The date shown in this column is the date printed in small type at the bottom of each page of the *Goals, Initiatives, and KPIs* document. |  |  |
| 2011/04/18 | Draft | *Goals, Initiatives, and KPIs.* This draft was submitted to the Coastline Academic Senate and the Classified Council.  V. Rodriguez. 7 pps. [18-2] | 154 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP April 13 - Format Options A B C jfgl\EMP Goals Initiatives and Key Performance Indicators - WORKING VERSION 041811da.doc |
| 2011/04/18 | Submission for Review | Email from L. Rusamiprasert forwarding the April 18 version (above) of *Goals, Initiatives, and KPIs* to the Coastline **Academic Senate** (49 addressees, including senior managers and administrators).  L. Rusamiprasert. 1 page. [18-3] | 155 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP April 19 Academic Senate Review - Goals Initiatives\RE Academic Senate Agenda and Handouts 4-19-11.htm |
| 2011/04/18 | Submission for Review | Email from M. Daniel forwarding the April 18 version of *Goals, Initiatives, and KPIs* to the Coastline **Classified Council** (>100 addressees).  M. Daniel. 2 pps. [19-4] | 156 | S:\EMP\Planning and Development Dept EMP Files\EMP April 21 Classified Council Review - Goals Initiatives\Ed Master Plan--PLZ review and commentmtg Thursday.htm |
| 2011/04/29 | Revised Draft | *Goals, Initiatives, and KPIs.* In this revision, the WORKING VERSION, note the addition of a comprehensive faculty and staff development program, Initiative 1.l (“one L”), at the bottom of page 1. J. Sanchez. 7 pps. [08-1] | 157 | EMP Goals Initiatives and Key Performance Indicators - WORKING VERSION 042911jrs.doc |
| 2011/05/01 | Constituency Feedback | *Goals, Initiatives, and KPIs.* Draft returned with numerous review-mode comments by members of the Technology Committee and the Voyager Implementation Committee; see next document for details. Rodriguez/J. Sanchez. 9 pps. [04-2] | 158 | S:\EMP\Planning and Development Dept EMP Files\EMP - CCC Goal Initiatives Key Perf Indicators - Tehnology Committee Review 5-9-11\EMP Goals Initiatives and Key Performance Indicators for Recommendation 5-1-11-Tech Comm Feedback - 5-9-11.doc |
| 2011/05/09 | Email | Email from J. Sanchez identifying the individuals on the Technology and Voyager Implementation Committees who were responsible for reviewing the above version of *Goals, Initiatives, and KPIs*. J. Sanchez/B. Nash. 1 page. [04-3] | 159 | S:\EMP\Planning and Development Dept EMP Files\EMP - CCC Goal Initiatives Key Perf Indicators - Tehnology Committee Review 5-9-11\FW EMP feedback - Technology Committee Review 5-9-11.htm |
| 2011/05/02 | Constituency Feedback | Email from Nancy Soto Jenkins (Coastline’s Articulation Officer) with comments on EMP goals related to articulation transfer agreements.  Nancy Jenkins. 1 page. [02-2] | 160 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\CCC EMP Education Master Plan Report - DRAFT April 15 2011\EMP Changes - Comments.htm |
| 2011/05/02 | Constituency Feedback | *Master Plan Comments*. Other comments on EMP goals related to articulation transfer agreements.  Nancy Jenkins. 1 page. [02-5] | 161 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\CCC EMP Education Master Plan Report - DRAFT April 15 2011\Master Plan Comments - Comments.docx |
| 2011/05/09 | Constituency Feedback | Mark-up of *Goals, Initiatives, and KPIs.* The mark-up contains a total of thirty-two comments made by the Technology Committee and the Voyager Implementation Committee. 9 pps. [04-2] | 162 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\EMP - CCC Goal Initiatives Key Perf Indicators - Tehnology Committee Review 5-9-11\EMP Goals Initiatives and Key Performance Indicators for Recommendation 5-1-11-Tech Comm Feedback - 5-9-11.doc |
| 2011/04/20 | Draft | *Education Master Plan: Planning Goals for 2011-2016.* One-page listing of Goals only.  J. Sanchez. 1 page. [56-3] | 163 | C:\Documents and Settings\Jleighton\Local Settings\Temporary Internet Files\Content.Outlook\OQW6IUNS\GoalsObjectives (2).docx |
| 2011/05/10 | Revised Draft | *Education Master Plan: Planning Goals for 2011-2016.* One-page listing of Goals only. Yellow highlight shows revisions in progress.  J. Sanchez. 1 page. [13-3] | 164 | S:\EMP\Planning and Development Dept EMP Files\EMP – Goals Initiatives and Draft Plan for Review by Core Team – 5-10-11\GoalsObjectives May092011.pdf |
| 2011/05/11 | Revised Draft | *Goals, Initiatives, and KPIs.* Revisions include the addition of Initiative II.f., for technological solutions to enable student use of mobile devices for accessing Coastline instructional resources.  J. Sanchez. 6 pps. [05-2] | 165 | EMP Goals Initiatives and Key Performance Indicators as of 5-11-11.doc.pdf |
| 2011/05/11 | Revised Draft | *Goals, Initiatives, and KPIs.* Version approved for recommendation to President Adrian by the Mission, Plan and Budget Committee (MPBC). V. Rodriguez. 9 pps. [06-2] | 166 | EMP Goals Initiatives and Key Performance Indicators as of 5-11-11.doc.pdf |
| 2011/05/13 | Constituency Feedback | Email from Maribeth Daniel, of the Mission, Plan and Budget Committee, expressing preference for *student* success, instead of *learner* success, in Goal 1 of *Goals, Initiatives, and KPIs*. Maribeth Daniel. 4 pps. [10-3] | 167 | RE MPBC - Resolutions for Review.msg  [Maribeth’s email of 5/13/2011 2:24 pm  Subject: “RE: MPBC – Resolutions for Review”] |
| 2011/05/13 | Constituency Feedback | *Kudos to Staff.* Comments from Mission, Plan and Budget Committee to President Adrian on EMP Goals and Initiatives.  Maribeth Daniel. 1 page. [10-1] | 168 | Kudos to staff.msg  [Maribeth’s email of 5/13/2011 1:40pm Subject: “Kudos to Staff”] |
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|  |  | **The *Education Master Plan Report:*** Comment and Approval |  |  |
| 2011/04/15 | Draft of Plan | *Coastline Community College Education Master Plan Report.* Voorhees Group, 4/15/2011. 86 pps. [02-2] | 169 | CCC Education Master Plan 15April11.pdf |
| 2011/05/10 | Request for Review | Email from Jorge Sanchez asking the Core Team to review the revised *Education Master Plan Report* submitted by the Voorhees Group. The message also requested review of the goals in the *Goals, Initiatives and KPIs* document, as noted under “Evolved Document” above.  J. Sanchez. 1 page. [13-4] | 170 | RE Education Master Plan Report DRAFT - URGENT.htm [That is, Jorge’s email of May 10, 2011 11:33 AM] |
| 2011/05/19 | Constituency Feedback | *Comments and Review – Dr. Adrian, Cheryl Babler and Jorge R. Sanchez.* Approximately 40 comments on the draft *Education Master Plan Report*, Voorhees Group, of 4/15/2011.  J. Sanchez. 8 pps. [02-4] | 171 | X:\MASTER PLAN\Educational Master Plan - Voorhees Group\CCC EMP Education Master Plan Report - DRAFT April 15 2011\EMP Edits from DrAdian-CBabler-I - Comments 051911.docx |
| 2011/06/06 | Final Plan | **Coastline Community College 2011-2016 CCC Education Master Plan ­**– Complete text. | 172 | <http://www.coastline.edu/files/CCC_EdMasterPlan_2011_2016.pdf> |
| 2011/06/16 | Final Approval | Email from Dr. Adrian reporting approval of the Education Master Plan by the CCCD Board of Trustees on June 15, 2011.  L. Adrian. 1 page. [11-1] | 173 | Dr. Adrian email, June 16, 2011, 4:26 pm |
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**End of Index**