Education Master Plan Update  
email to All Staff on 9/26/13

Dear Members of the Campus Community,

The Coordinating Committee for the EMP (Educational Master Plan) met last week. We are writing to share some updated information with you – particularly regarding the conceptualization of the EMP. This topic has surfaced regularly among EMP Coordinating Committee members as we have discussed the EMP and its purpose.

After considerable discussion, the Coordinating Committee has agreed that the EMP will provide a description of what currently exists (“what is”) at Napa Valley College, demographic data on our surrounding communities, as well as some projections to help guide institutional planning over the coming decade. The EMP also will identify recent trends and analysis of those trends. It will be used to help inform the development of other institutional plans, including the Strategic Plan, the Facilities Master Plan, the Technology Plan, and the Staffing Plan. In summary the purpose of the EMP is:

- To provide the “what is” as well as data and long-term projections to aid in institutional planning.
- To inform the decision making process in the development of the Strategic Plan, as well as other institutional plans for facilities, technology, staffing, etc.

To underscore the purpose of the EMP, a subtitle was added to the EMP. It will now be called “EMP: Institutional Projections, Trends, and Analysis.” The academic goals of the institution (i.e., the “educational” or “academic” planning items) will be identified in the Strategic Plan, which the Planning Committee will be developing this year.

A workgroup of the EMP Coordinating Committee has been established. That group will review the institutional-level and program-level information included in the EMP draft to develop a summary of the major trends and highlights of the report. That summary will be incorporated into the EMP, and it will serve as an additional source of information for the Strategic Plan.

Over the coming weeks, there will be opportunities to review a draft of the EMP and provide input. Please see the attached timetable for specific steps in the process. Carollee Cattolica will be sending out additional information and instructions to those involved in developing specific components of the EMP.

Thank you to everyone who has contributed to this important planning document. If you have any questions about the process or purpose of the EMP, feel free to contact us.

Sincerely,

Faye Smyle  
Ann Gross  
Co-Chairs of the Educational Master Plan Coordinating Committee