

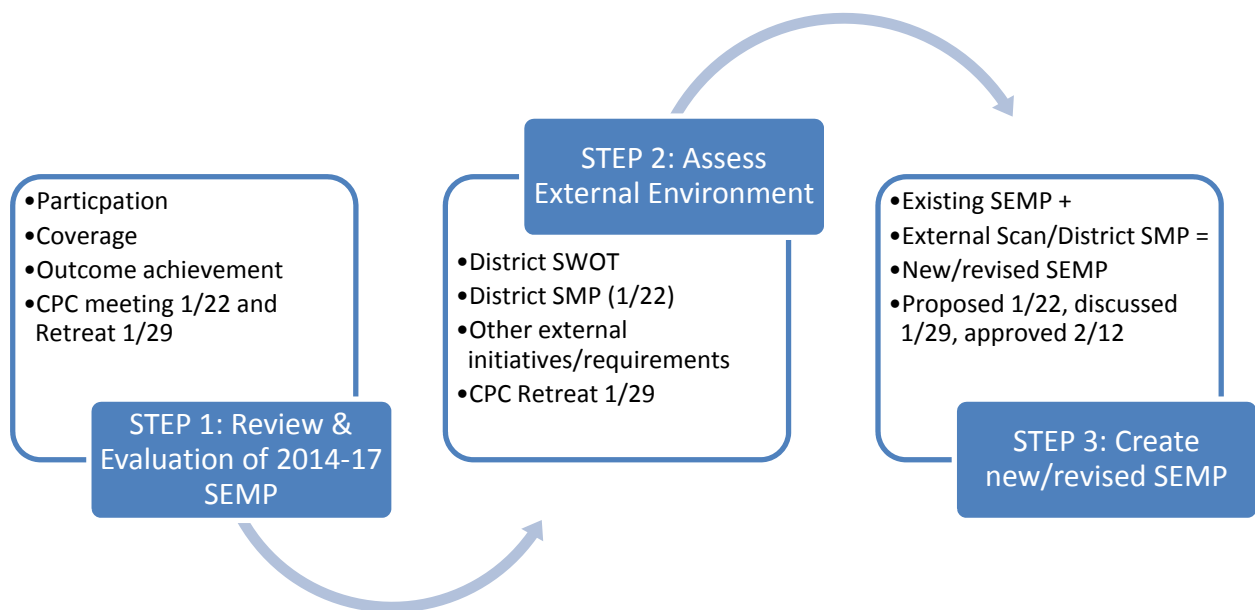
Date: 22 January 2018

To: College Planning Council

From: SEMP Workgroup

SUBJECT: Strategic Educational Master Plan (SEMP) Revision process

The SEMP Workgroup is proposing the following process for generating a new/revise SEMP for the college:



STEP 1: In order to create a new/revise SEMP, the first step is to evaluate the college’s achievement of the existing SEMP. CPC has been receiving regular reports on participation, SEMP coverage and unit plan outcome achievement since January 2016. The final reports are attached to this memo. We will finalize the evaluation of the 2014-17 SEMP at the CPC Retreat. The evaluation framework is presented later in this document; participants at the retreat will complete a survey based on this framework.

STEP 2: Once the existing SEMP has been evaluated, an assessment of the external environment will identify any new or emerging issues that the college needs to address. For this purpose, the Workgroup is proposing that we use the District SWOT and recently approved District Strategic Master Plan (DSMP), along with any additional external initiatives/requirements (such as the 2018 State Budget Proposal), to identify any revisions or additions needed to the current plan. The Workgroup has agreed that the DSMP is the model Harbor College should use for the college’s new/revise SEMP. These issues will be addressed at the CPC Retreat.

STEP 3: Based on the District SWOT and DSMP, the Workgroup is proposing adoption of the LACCD Strategic Master Plan, with any additional items from the Retreat, as the basis for Harbor's new/revised SEMP. The District SWOT and DSMP will be distributed to CPC members and retreat participants for review and discussion at the CPC Retreat. The Workgroup is proposing approving Harbor's new/revised SEMP at the February 12 CPC meeting.

STEP 1: Review and Evaluation of the 2014-17 SEMP Plan: Outcomes-based Evaluation Framework

The SEMP Workgroup is proposing the following evaluation framework, based on planning best practices, accreditation requirements and our Action Project agenda:

1. Participation:
 - a. Did all clusters participate?
 - b. Were all reporting and planning requirements met?
2. Focus/Priorities/Coverage:
 - a. Did we address all of our institutional outcomes?
 - b. Was the distribution of our effort appropriate? By Outcome and by Cluster.
 - c. Were we able to identify priorities for the college using the SEMP?
3. Outcome Achievement
 - a. Did data measures improve at the college level?
 - b. Did units complete their plans or meet standards?
 - c. What improvements resulted from the completing plans?

The attached reports provide the data needed to evaluate the SEMP using this framework.