

## EMP Draft Outline

Section	Description	Notes
Letter from President		
Steering group membership		
Executive summary	Summary/Abstract	
History of college/district	College context	
Purpose	Identify, document, highlight college values and goals	
Process	How master plan evolved; College planning and budget prioritization process	
Mission, vision, values		
Environmental scan pt1 (external)	Regional population demographics and projections; HS participation rates; labor market data	
Environmental scan pt2 (internal)	Student demographics; student success; student completion; student engagement; employee demographics; indicators relating to core mission workgroups	
Enrollment management (history/forecast)	FTES; enrollment trends; program vitality; online/face-to-face;	
Space/facilities	See Facilities Plan; physical and online spaces; Ed Center	
Technology	See Tech Task Force (Tech use and plans)	
Institutional goals (recommendations)	Identify/revise goals along with indicators and targets (based on college review of environmental scan and focus groups data)	
Initiatives (?)	College efforts that support goals	
Sources	Data sources (quantitative and qualitative)	