

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT  
MASTER PLAN TIME LINE: EDUCATION**

TASK	July '12	Aug '12	Sept '12	Oct '12	Nov '12	Dec '12	Jan '13
<b>1 Start-up</b> * Data Gathering and Review ● <b>Kick-off Meeting: President's Team / EMP Committee</b> ▲	■						
<b>2 Define / Confirm Effective Service Area / Potential To Serve Students</b> * Determine/Validate Student Characteristics * Assess Effective Service Area Boundaries * Create Demographic Profiles / Capacities for Population Growth	■	■					
<b>3 Opportunities / Challenges from the External Environment</b> * Scan Conditions External to the College, Determine Enrollment Trends * Status of the State/Regional/Local Conditions		■					
<b>4 Validation of Internal Conditions and Trends</b> * Assess Enrollment and WSCH History * Create Baselines for Program of Instruction * Determine Program of Instruction Distributions / Allocations for Space * Assessment of Current Space vs. Capacity ● <b>On-campus Progress / Input Meetings President's Team / EMP Committee</b> ▲		■	■				
<b>5 Institutional Effectiveness &amp; Qualitative Input</b> * Assess Institutional Performance Against Goals * Review / Assimilate Inputs from Unit Plan / Program Reviews * Review Previous Survey * On-campus Interviews, Administrators, Deans, Faculty & Staff			■	■			
<b>6 Determine Key Planning Assumptions / Strategic Priorities</b> * Opportunities and Challenges Analysis * Validation/Update of Previous Master Plan Assumptions * From Qualitative and Quantitative Data, Develop Key Planning Assumptions * Identify Key Strategic Priorities ● <b>Progress Meeting President's Team / EMP Committee / Open Forum</b> ▲			■				
<b>7 Identify Opportunities for the Future</b> * Future Labor Markets * Planning Considerations for Curricular Opportunities * Programs that Need Strengthening / Reconsideration / Changes / Adjustments				■			
<b>8 Determine College's Capacity for Growth</b> * Capacities for WSCH / Enrollment * Forecast the Future Program of Instruction				■			
<b>9 Space Requirements for All Program/Services</b> Component part of Facilities Master Plan * Space Requirements for the Academic Program of Instruction * Space requirements for Support Services of the College * Space Compliance Testing with Title 5 / Cap / Load Ratios ● <b>Progress Meeting President's Team / EMP Committee / Open Forum</b> ▲				■			
<b>10 Draft Educational Master Plan</b> * Creation of Educational Master Plan Draft					■	■	
<b>11 Final Educational Master Plan</b> * Educational Master Plan Final ● <b>Review with President's Team / EMP Committee / Open Forum</b> ● <b>Review with President / Board Review Committee</b> ● <b>Presentation / Review with Board of Trustees</b>						■	■

▲ Denotes Recommended Committee Progress Meetings/Reports and Open Forum Dates

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT  
MASTER PLAN TIME LINE: FACILITIES

TASK	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 9
<b>1 Kick-off Meeting</b> * Board Approval / Contract Signed (July 11th) ● Kick-off Meeting President's Team / FMP Committee * Gather / Distribute / Review Background Materials * Site & Building Assessment / Mtg with Facilities / M & O * Planning Team Work Session / Draft SWOT Analysis * Develop Questionnaire Survey	▲									
<b>2 Visioning Meeting</b> ● Visioning Meeting w/ President * Questionnaire to College Participants (Via College) * Planning Team Work Session * Questionnaire Results			▲							
<b>3 Working Meeting w/ President / FMP Committee</b> * Review / Meeting Preparation ● Working Meetings - President's Team / FMP Committee				▲						
<b>4 SWOT / Preliminary Thoughts (Meeting)</b> * Refinement from Working Session / Power Point 4a ● SWOT / Preliminary Thought - President / FMP Committee 4b ● SWOT / Preliminary Thought - Open Forum * Develop Draft Plans / Alternatives (based on POW)					▲					
<b>5 Progress Review / Working Meetings</b> ● Progress Review Meeting w/ President's Team / FMP Committee						▲				
<b>6 Draft FMP Presentation &amp; Refinement</b> * FMP 2-D Refinement / Power Point Presentation 6a ● FMP Draft Meeting - President / FMP Committee 6b ● FMP Draft Meeting - Open Forum							▲			
<b>7 Community Meeting</b> * Community Meeting Preparation ● Community Meeting								▲		
<b>8 Final FMP Presentation</b> * FMP 2-D Refinement / Power Point Presentation 8a ● FMP Presentation - President / FMP Committee 8b ● FMP Presentation - Open Forum * Final Master Plan Document / Publication									▲	
<b>9 Board Presentation</b> * Presentation Preparation 9a ● Review with President / Board Committee 9b ● Review with Board										▲
▲ Denotes Key Meeting Dates										