

1998/99 Chronology

Master Education Plan (MEP)

Preparation and Environmental Scanning

- May 98 President asks Institutional Research to help with developing MEP
- Summer 98 Institutional Research scans environment: demography, labour market, and other providers of postsecondary education

Planning Process Launched

- Sept 16 First meeting of Steering Committee:
 3 members appointed by SMT
 2 members appointed by Education Council
 President
- Sept 29 Memo about MEP process sent to administrators, Education Council, coordinators/convenors, and constituency group leaders
- Invitation sent to entire college community (including Board, school district representatives, and advisory committee chairs) to a forum on October 19
- Oct 19 College-wide forum. Presentations on need for MEP, process, environmental scan highlights from government's perspective (presented by Scott McInnis, CEISS), and draft planning assumptions

Planning Assumptions and First Round of Input / Discussion

- Oct 21 Memo to administrators and coordinators/convenors:
1. Seeking input on:
 - community needs and opportunities
 - draft planning assumptions from Steering Committee
 2. Requesting them to initiate local discussion for future input about:
 - role of Douglas College, especially in relation to other Lower Mainland institutions
 - priorities for program change
 - linkages among CE, contract and credit programming
 3. Announcing November 23 forum

Faculty Plans and Submissions

- Nov 23 College-wide forum. Deans present initial plans and priority issues for their respective Faculties

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- Dec 15 Memo formally requesting each Faculty to make a submission about its plans and priorities by February 19
- Feb 22/99 College-wide Forum. Deans summarize each Faculty's submission. General discussion.

Draft MEP

- Apr 6 Draft MEP, written by Institutional Research under direction of Steering Committee, circulated to administrators and coordinators/convenors. College-wide email announcing copies of draft were available.
- Apr 21 Informal drop-in sessions at Lam and New Westminster to give feedback on draft.

Approval

- Apr 27 Final draft submitted to Education Council and Senior Management Team for approval
- Sep 27 Minor updates to draft
- Oct 18 Approval from Education Council
- Nov 18 Approval from Board