



Skyline College Educational and Facilities Master Plan (EFMP) Timeline

Tentative Timelines, Tasks, Leadership and Participation			
Target Date/Week	Tasks	Lead	Participant
Phase One: Logistics, Information Gathering and Analyses			
Week of January 30, 2006	1. Distribute Program Planning Questionnaire to all departments/programs. Due Feb. 20.	SC	All Programs
Week of January 30, 2006	2. Identify participants and establish schedule for all focus groups, meetings and interviews.	SC, VG, Dist., SA	CC & Cabinet
February 1, 2006	3. Begin mission review, environmental scan, and planning assumptions.	VG	n/a
Week of February 1, 2006	4. Recruit external stakeholders including governmental planning groups, civic leaders, community organizations to participate in focus groups	SC	PIO
Week of February 6, 2006	5. Receive, review, and analyze internal data. Obtain written reports and commence analysis of available "actionable" information.	VG	Research Office
Week of February 20, 2006	6. Draft of environmental scan and planning assumptions available and posted for review and feedback.	VG	College-wide On-line
Week of February 6, 2006	7. Interviews to review educational and student services planning.	SA	President, VPI and VPSS
Phase Two: Feedback Sessions, Presentation of Draft Scan and Assumptions and Options Development			
February 21 & 22, 2006	8. Interview Skyline College administrators, College Council, ASC, Board members, Academic Senate Governing Council, Classified Council, business/community leaders and Institutional Planning Committee.	VG, SC	Reps from All Stakeholders Groups
February 22, 2006	9. First round of external/ internal focus groups to test preliminary environmental scan and planning assumptions.	SC, VG	Strategy Sessions
March 8, 2006	10. Second round of external/internal focus groups to report back progress, final environmental scan, and first findings for Educational Plan.	SC, VG	Strategy Sessions
Week of March 6, 2006	11. Facilities projections (classrooms, academic labs, vocational labs) available for internal review	VG	College-wide On-line
March 10, 2006	12. Ascertain planning goals and identify physical and academic issues.	SA	EFMP Task Force
Phase Three: Development and Testing of Findings and Projections and Embedding Strategies			
Week of February 20, 2006	13. Labor market analyses, GIS data and maps and projected needs for Skyline College programs available for internal review.	VG	College-wide On-line
Week of February 27, 2006	14. Enrollment projections through 2020 available for internal review.	VG	College-wide On-line
Week of March 6, 2006	15. Analysis of student demographics, graduate outcomes, penetration rates by secondary schools, workforce training available for internal review.	VG	College-wide On-line
Week of March 13, 2006	16. Analyses of program vitality program credit hour production, and human resource requirements available for internal review	VG	College-wide On-line
March 29, 2006	17. Delivery of preliminary findings for Educational Plan	VG	College-wide Forum
March 29, 2006	18. Third round of external/internal focus groups to review preliminary findings for Educational Plan.	SC, VG	Strategy Sessions
Phase Four: Drafting and Finalizing Report, and Project Conclusion			
Week of April 10, 2006	19. Draft Educational Planning report ready for review: existing goals, suggested strategies, and success factors. Recommendations for specific institutional action plans to address study findings.	VG	College-wide On-line
April 6, 2006	20. Presentation of facilities options for development of Facilities Master Plan.	SA	College-wide Forum
April 6, 2006	21. Presentation of facilities options for development the Facilities Master Plan.	SA	EFMP Task Force
Week of April 17, 2006	22. Feedback on draft Educational Planning report.	SC	College-wide On-line
April 27, 2006	23. Delivery of final Educational Planning report via college-wide forum.	VG	College-wide Forum
May 5, 2006	24. Presentation of preferred options for the Facilities Master Plan.	SA	EFMP Task Force
May 11, 2006	25. Delivery of 2006 Facilities Master Plan via college-wide forum.	SA	College-wide Forum

Education and Facilities Master Planning Schedule of Meetings

Date	Activity	Lead	Room	Time	Participants
Feb. 21	Interviews	Voorhees	1319	10:30-12:00 AM	Pres/VP: Morrow, Stroud & Adrian
				1:15-2:45 PM	Instructional Deans: Beringer, Bestock, Meadows, Williams Wolf
				3:00-3:45 PM	Academic Senate: Campillo, Hernandez and Kapp
				4:00-4:45 PM	ASSC: Cariadus, Monrroy and Taylor
				5:00-5:45 PM	President's Council: Livengood
				6:00-6:45 PM	President's Council: Cochran and Wells
22-Feb	Interviews	Voorhees	1319	9:00-9:45 AM	Student Services Deans: Hancock and Komadina
				10:00-10:45 AM	Learning Support Services: Andrian, Escobar and Hewitt
				11:00-11:45 AM	Workforce Development: Soyombo and Watson
				1:00-1:45 PM	Classified Staff: Allen and Elliot
22-Feb	Strategy Session #1	Voorhees	5131	2:15-4:00 PM	IPC and College Council Members
				4:15-6:00 PM	EFMP Task Force Subgroup, Students & Community Members
8-Mar	Strategy Session #2	Voorhees	5131	2:15-4:00 Pm	IPC and College Council Members
				4:15-6:00 Pm	EFMP Task Force Subgroup, Students & Community Members
10-Mar	Task Force Meeting	Steinberg	5132B	2:30-4:30 PM	EFMP Task Force
29-Mar	Town Hall Forum	Voorhees	1219B	12:45-1:45 PM	College-wide
29-Mar	Strategy Session #3		5131	2:15-4:00 Pm	IPC and College Council Members EFMP Task Force Subgroup, Students & Community Members
6-Apr	Town Hall Forum	Steinberg	2306	1:00-2:30 PM	College-wide
6-Apr	Task Force Meeting	Steinberg	5132B	2:30-4:30 PM	EFMP Taskforce
27-Apr	Town Hall Forum	Voorhees	2306	1:00-3:00 PM	College-wide
5-May	Task Force Meeting	Steinberg	5132B	2:30-4:30 PM	EFMP Task Force
11-May	Town Hall Forum	Steinberg	2306	1:00-3:00 PM	College-wide

Educational and Facilities Master Planning Group Participants

College Council

Adrian, Lori
Allen, Linda
Carla Campillo
Elliott, Donna
Hernandez, Raymond
Morrow, Vicki
Monroy, Peter
Stroud, Regina
Taylor, Angel

IPC Members:

Adrian Lori;
Archer, Anyta
Briones, Eloisa M.
Cariadus, Amory
Carla Campillo
Escobar, Maria
Hancock, Sherri
Hewitt, Thomas B.
Irigoyen, Fermin
Jackson, Tony
Kapp, Nick
Lariviere, Judith
Morrow, Victoria
Peter Monroy
Piergrossi, Justin
Soyombo, Richard
Stroud, Regina
Van Sciver, Linda
Watson, William
Zbikowski-Taylor, Kathy A.

EFMP Task Force

Adrian, Lori
Allen, Linda
Andrien, Susan
Angel, Taylor
Archer, Anyta
Beringer, Connie
Bestock, Donna
Bookstaff, Shari R.
Briones, Eloisa M.
Campillo, Carla
Cariadus, Amory
Chak, Kevin
Chandler, Chip
Chu, Shann

Deamer, Patricia
Demicheva, Valerie
Douglas, Lynne
Eadus, Dennis
Elliott, Donna
Escobar, Jacqueline
Escobar, Maria
Ghio, Linda
Gonzalez, Pablo
Hancock, Sherri
Hasson, Cathy
Hernandez, Raymond
Hughes, Jennifer
Inokuchi, Richard
Irber, Sandy
Irigoyen, Fermin
Kapp, Nick
Leach, Chuck
Lee, Charles
Meadows, Margery L.
Monroy, Peter
Morrow, Victoria
Nicol, Garrett
Nomicos, Dino
Sorkina, Victoria
Soyombo, Richard
Stroud, Regina
Takayama, Arthur
Tentes, Theresa
Van Sciver, Linda
Watson, William
Williamson, Michael
Wolf, Andreas
Wong, James

EFMP Task Force Subgroup

Andrien, Susan
Angel, Taylor
Beringer, Connie
Bestock, Donna
Bookstaff, Shari R.
Chak, Kevin
Chandler, Chip
Chu, Shann
Deamer, Patricia
Demicheva, Valerie
Douglas, Lynne
Eadus, Dennis
Elliott, Donna
Escobar, Jacqueline
Escobar, Maria

Ghio, Linda
Gonzalez, Pablo
Hughes, Jennifer
Inokuchi, Richard
Irber, Sandy
Leach, Chuck
Lee, Charles
Meadows, Margery L.
Nicol, Garrett
Nomicos, Dino
Sorkina, Victoria
Takayama, Arthur
Tentes, Theresa
Williamson, Michael
Wolf, Andreas
Wong, James