Educational Master Planning Committee (EMPC) Friday, September 9, 2011, 11:00 a.m. Board Room

ATTENDEES

Members:

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Alfredo Cuellar
Bruce Seivertson
David Drury
Ed Wells
Janis Magno
Kathy Berry
Michael Heumann
Taylor Ruhl
Todd Finnell
Valerie Rodgers

x	Becky Green Carol Hegarty David Zielinski Efrain Silva
X	Krista Byrd
.,	Rick Goldsberry
Х	Ted Ceasar
Х	Toni Pfister
	Victor Jaime

Х	Bill Gay
	Cathy Zazueta
Х	Dawn Chun
Х	Rick Castrapel
	Jose Lopez
	Kseniya Kareva
	Trini Arguelles
Х	Terry Norris
Х	Travis Gregory
	Vikki Carr

	Brian McNeece
Х	Daniel Gilison

X Jose Ruiz

X Suzanne Gretz

Tina Aguirre

Alberto Izarraraz (ASG)

Jessica Waddell

James Patterson

Guests:

None

Recorder:

Linda Amidon

CALL TO ORDER

Meeting called to order at 11:06 a.m. by Dean Ted Ceasar, EMPC Co-chair.

AGENDA ITEMS AND DISCUSSION

1. Minutes of May 27, 2011, Meeting.

Minutes approved as presented.

2. Resource Committees.

- Some resource committee members indicated last year that they weren't aware they were supposed to prepare the resource plans; it was suggested that the implementation of the new organizational structure may have contributed to the confusion.
- It was noted that very few resource committee representatives attended today's meeting.
- Resource committees include those for staffing, budget, marketing, professional development, SLOs, student services, technology, and facilities.
- All resource committees are standing committees, with the exception of the Staffing Committee, which is currently undergoing the process to become a standing committee.
- The Educational Master Plan Committee includes representatives of Instructional Council, and faculty and staff volunteers.
- EMPC Co-chairs will meet with individual resource committees to explain the planning process.
- The goal is to begin the program review planning process early to avoid writing the Educational Master Plan in June.

3. EMP Goals

- The goals in the EMP for 2011-2012 were developed three years ago; 2011-2012 begins another three-year program review planning cycle.
- Need to address goals for this planning cycle; previous goals were institutional goals established by the Board; EMPC established the objectives.
- Issues related to the goals and objectives: goals weren't monitored; there are no benchmarks or ways to measure outcomes.

Need a subcommittee to review whether to maintain the same goals or establish new goals, and to
determine how, and the methods used, to measure whether goals are met; volunteers include CHRO
Travis Gregory and SLO Coordinator Toni Pfister; an email will be sent to solicit additional volunteers;
Instructional Council and Student Services Council were identified as the ideal groups to be involved in
development of goals and objectives, and this item will be brought up at the next the meeting of each
committee.

4. Program Review

- Reviewed the list of programs scheduled to complete a comprehensive program review in 2011-2012.
- All programs complete an annual program review.
- EMPC Co-Chairs will review the program review planning process with the deans.

5. Data Requests

- Data requests are to be submitted to Institutional Researcher Dawn Chun.
- Dawn provides a standard set of data; if special data is required, sufficient advance notice is required.
- Dawn was asked to provide all standard data to all programs, just as she did last year, since it is helpful for every program to review data on a yearly basis.
- Standard data will be ready by mid-October.

6. Training

- Training proposals presented by EMPC Co-chairs include:
 - training for resource plan committees (Co-chairs will provide training at committee meetings)
 - program review training (deans will be responsible for annual and comprehensive training of faculty and staff under their areas)
- Discussion regarding the training proposals included:
 - faculty concern with comprehensive program review training proposal (EMPC members Krista Byrd and Suzanne Gretz stated that the department chairs work with discipline faculty to complete comprehensive program reviews, so training needs to start with faculty)
 - clarification by Co-chairs that no change is being made to the program review process, department
 chairs will continue to work with faculty on comprehensive program reviews; training will take
 place at the department level with training for the dean, department chairs, and discipline faculty;
 responsibility of annual and comprehensive program review, including training, will focus on the
 deans
 - SLO Coordinator Toni Pfister's requests that: (1) SLOs are tied into the training, as there is a need to improve this process; (2) program level SLOs (PLOs) should be fed into comprehensive program review before department level training takes place
- Discussion held regarding issues with the annual program review budget over the last two years (i.e., programs entered "dream" or "wish" list in the budget).

7. Deadlines

- The Educational Master Plan approval process was explained to members.
- Discussion held regarding deadlines proposed by Co-chairs.
- EMPC agreed upon the following deadlines:

Annual Program Review
 Comprehensive Program Review
 Resource Plan Committee Reports
 December 2, 2011
 February 2, 2012
 March 2, 2012

Factors considered in establishing deadlines included: when the budget guidelines will be available; the additional time needed to complete comprehensive program review since it supports the annual program review and requires more detail.

Discussion held regarding whether the comprehensive program review schedule should be revisited.
 Issues noted: Some departments had to complete several comprehensive program reviews in 2010-2011 (e.g., six completed by the Science Department). Determined that proposal to change the schedule should be considered by EMPC and Instructional Council; a change probably couldn't be made at this time.

8. Meeting Schedule

- Discussion held regarding meeting schedule proposed by Co-chairs (i.e., meet once a month at 11:00 a.m. following CART meetings).
- It was noted that CIO/ALO Kathy had expressed opposition to EMPC and CART meeting on the same day; EMPC and CART meetings were originally held on the same days which created confusion about committees' roles and assignments.
- EMPC agreed upon the following meeting schedule; all meetings held Fridays at 9:00 a.m. preceding CART meetings:
 - October 7, 2011
 - November 18, 2011
 - No meeting December 2011
 - No meeting January 2012
 - February 17, 2012
 - No meeting March 2012
 - April 20, 2012

It was noted that it may be necessary for the EMPC to meet more often in the spring.

ADJOURNMENT

The meeting was adjourned at 11:56 a.m. The next meeting: October 7, 2011, at 9:00 a.m.