

Bylaws of the Imperial Valley College Educational Master Plan Committee

ARTICLE I. NAME

The name of this organization shall be the Educational Master Plan Committee, hereinafter referred to as the EMPC.

ARTICLE II. PURPOSE

The EMPC shall serve in an advisory capacity to the President's Cabinet regarding matters of strategic and institutional planning to remain in compliance with state and federal regulations and to move the College toward continuous program quality improvement.

ARTICLE III. DUTIES

The EMPC shall

- 1) review, evaluate, and revise the Educational Master Plan (EMP) on a yearly basis.
- 2) direct comprehensive and annual program review.
- 3) implement and regularly update the Program Review Template.
- 4) compose and update a Program Review Handbook.
- 5) guide campus committees on an process of self-evaluation to improve institutional effectiveness on carrying out the EMP.
- 6) prepare a report on institutional effectiveness on an annual basis.
- 7) implement and regularly update a comprehensive planning calendar.

ARTICLE IV: MEMBERSHIP

A. The EMPC is directed by the Vice President of Student Services and one or two chairs.

B. The EMPC shall be composed of the following voting members:

- 1) Vice President of Student Services
- 2) Dean of Arts, Letters, and Learning Services
- 3) Dean of Health and Science
- 4) Dean of Workforce and Economic Development
- 5) Dean of Student Affairs and Enrollment Services
- 6) Dean of Counseling
- 7) One-half of the Department Chairs (determined annually)
- 8) CART (Continuous Accreditation Readiness Team) Chair
- 9) Academic Senate Representative
- 10) College Council Representative
- 11) ASG Representative
- 12) Classified Representative
- 13) Classified Confidential Representative
- 14) Classified Managers Representative
- 15) Two At-Large Faculty Members

- C. The EMPC shall include the following consultant members as needed:
 - 1) Superintendent/President
 - 2) Vice-President of Academic Services
 - 3) Vice-President of Administrative Services
 - 4) Director of Fiscal Services
 - 5) Director of Institutional Research
 - 6) Distance Education Coordinator
 - 7) Student Learning Outcome Coordinator
 - 8) Basic Skills Coordinator

- D. All members of EMPC have speaking privileges. Only voting members may present motions.

- E. Rights and Responsibilities
Each member shall be encouraged to present his/her individual viewpoint and shall not represent the viewpoints of an administrative unit or a specific job function, unless specifically disclosed at the meeting.

- F. Non-members
The EMPC will hold open meetings, and visitors are welcome.

ARTICLE V. MEETINGS

- A. Chair
The President/Superintendent will appoint an administrative member of the committee as Chair or Co-Chair of the EMPC, with a term of one-year.

- B. Schedule of Meetings
The EMPC shall meet twice monthly at an hour and day determined in May for the coming academic year.

Special meetings may be called at the discretion of Chair. Advance notice of such meetings shall be given.

- C. Order of Business
 - I. Call to Order
 - II. Approval of Minutes
 - III. Old Business
 - IV. New Business
 - V. Action Items
 - VI. Adjournment

D. Quorum

- 1) Thirty-three percent (33%) of the voting members of the EMPC shall constitute a quorum at any meeting.
- 2) At meetings where a quorum is not present, business may still continue at the discretion of the Chair.
- 3) Voting members will work to achieve consensus. If the voting members cannot achieve consensus, a vote will be taken. Record of dissenting and minority opinion will be included in the final recommendation to the President's Cabinet.
- 4) A vote can only take place if there is a quorum present.

E. Rules of Order

Robert's Rules of Order shall be used for reference.

F. Secretary of EMPC

- 1) An Administrative Secretary shall be designated as Secretary to the EMPC.
- 2) The Secretary of the EMPC shall be responsible for recording, transcribing, and disseminating the minutes of EMPC meetings, keeping EMPC records and Bylaws, recording and updating EMPC membership, and acting as an ex-officio member of the EMPC.
- 3) Copies of the agenda and minutes will be posted to the College website.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended after prior written notice to members of EMPC.
- B. An amendment shall not be voted upon at the same meeting at which it is presented.
- C. An amendment requires a 2/3 vote of voting members present and voting at the meeting in which it is acted upon. Any voting member of EMPC may propose a change to these Bylaws.



IMPERIAL VALLEY COLLEGE EDUCATIONAL MASTER PLANNING COMMITTEE

Unadopted Minutes
Friday, December 5, 2014
9:00 a.m. – 10:00 a.m.
Board Room

Committee Members					
✓	Tina Aguirre		Todd Finnell		Sergio Lopez
✓	Nicholas Akinkuoye		Bill Gay	✓	Brian McNeece
✓	Linda Amidon	✓	Daniel Gilison	✓	Terry Norris
✓	Trini Argüelles		<i>Rick Goldsberry</i>	✓	James Patterson
✓	Craig Blek	✓	Carol Hegarty		Jose Ruiz
	Susan Carreon		Michael Heumann	✓	Efrain Silva, Co-Chair
✓	Jose Carrillo		Frank Hoppe	✓	Edalaine Joy Tango-An, ASG
	Ted Ceasar, Co-Chair		Victor Jaime		Edward Wells
	David Drury		John Lau		
✓	Gaylla Finnell		<i>Jose Lopez</i>		
					Recorder
				✓	Carol Cortés-Ramirez
Guests					

A. Call To Order

The meeting was called to order at 9:02 a.m. by Dean Silva, Co-Chair.

B. Approval of Minutes

The minutes for November 14, 2014 were approved unanimously as presented (MSC-J. Patterson/J. Carrillo).

C. Old Business

1. Program Review Update

E. Silva announced that the Committee needs to start thinking about deadline dates for the 2015-2016 Program Review. J. Patterson indicated that this past year was really rushed due to data accessibility being so late. Discussion followed. L. Amidon suggested that there be a refresher training for chairs on SPOL data entry before

the end of Spring. E. Silva stated that they scheduled a meeting with J. Carrillo early in May to discuss data. J. Patterson reminded the Committee about the additional check box to be included on the approval process. N. Akinkuoye made a reference to PERT (Program Review Evaluation Techniques). Discussion followed.

2. ACCJC Response

E. Silva stated that the final ACCJC response needs to be presented to College Council on January 5th. B. McNeece stated that it's ready and in the Drop Box. L. Amidon made reference to the timeline on the self-evaluations and the evidence. She suggested that M. Carter and A. Sano be invited to the 1:30 p.m. meeting today to see their current status. D. Gilison mentioned that it should be ready to start linking the evidence. L. Amidon asked when does the final copy with the evidence need to go to College Council. D. Gilison said that they will call a special meeting on January 15th.

3. Visioning/Strategic Plan

E. Silva stated that V. Jaime asked EMPC to be involved in this process. B. McNeece suggested that faculty be asked to help since some of them aren't assigned to committees. N. Akinkuoye mentioned testing the model during the Instructional Council retreat, scheduled on February 9th, and develop themes to involve the whole campus. E. Silva stated that V. Jaime needs something from EMPC by January. B. McNeece added that it all needs to be organized, interpreted, and data sorted into a similar format.

D. New Business

1. Mid-Year Progress Report

E. Silva reported that we need to start looking at goals and objectives and see where people are – not an evaluation, just a progress report to have handy in case the Commission asks for it. L. Amidon asked if a notice had already gone out to update the objectives and that training needs to be done. T. Aguirre stated that it needs to be tested first, with a pictorial tutorial. E. Silva will talk to J. Carrillo on setting up the training possibly in January. N. Akinkuoye stated that currently there are only two scheduled workshops for January 5th (with J. Nellipovich and N. Akinkuoye). T. Aguirre mentioned that the updates on the goals and objectives will be done by chairs and coordinators and we need to find out a good time for training. J. Carrillo stated that we need to make sure that everyone has current information/data in SPOL. E. Silva mentioned January 8th during Instructional Council for training and updating on status. L. Amidon asked if we had heard back from E. Bell from SPOL on setting up additional training. J. Carrillo mentioned the issues with the ticketing system from SPOL and how we have apparently exceeded our number of meetings for assistance from SPOL. J. Carrillo is working out the details to getting additional training sessions approved.

E. Action Items

1. EMPC Bylaws

The EMPC Bylaws were approved as presented (MSC-N. Akinkuoye/C. Blek).

F. Other

None.

G. Next Scheduled Meeting

Friday, December 19, 2014, at 9:00 a.m., in the Board Room

H. Adjournment

The meeting was adjourned at 9:41 a.m.