

**Strategic Educational Master Plan Committee
Minutes
Friday, April 2, 2021
11:00 a.m. - 12:00 p.m.
Via Zoom**

Committee Members					
X	Linda Amidon	X	Daniel Gilison	X	Deirdre Rowley
X	Trini Argüelles	X	Carol Hegarty		Jose Ruiz
X	ASG – Jorge Silva		Lenor Johnson	X	Jia Sun
X	Jose Carrillo	EXCUSED	Betsy Lane	X	Austen Thelen
X	Yolanda Cataño, Co-Chair	X	Andres Martinez	X	Jose Velasquez
EXCUSED	Henry Covarrubias, Co-Chair	X	Jill Nelipovich	X	Gail Warner
X	James Dalske		Sydney Rice		
X	David Drury	X	Andrew Robinson		
Consultants					
X	Stacey Browning		DeeDee Garcia	X	Efrain Silva
	Melody Chronister		Martha Garcia	X	Christina Tafoya
X	Clint Dougherty		Kevin Howell		Xochitl Tirado
	Veronica Figueroa		Leticia Pastrana	X	Alexis Villa
Guests					
X	Samantha Cervantes	X	Oliver Zambrano		Recorder
X	Hope Davis			X	Carol Cortés

A. Call To Order

1. Call to Order

The meeting was called to order at 11:01 a.m. by Y. Cataño, Co-Chair.

B. Approval of Minutes

1. Approval of Minutes of March 5, 2021

The minutes were approved unanimously as presented (MSC – D. Gilison/J. Nelipovich).

C. Area Committee Reports

1. Pathways to Student Success/Guided Pathways

A. Villa gave a brief presentation. In her presentation, she reported that the Student Success Teams have been launched. She has worked with H. Covarrubias on conducting surveys with Counseling Faculty and the Student Success Specialists. She added that they are thankful that the faculty, staff, and administrators are coming together for these teams. There will be a total of 10 teams. They are considering teams for affinity groups (e.g. EOPS, students experiencing homelessness, and students previously in foster care.) A specific affinity group for ESL students was suggested but at this time they will go through Equity first before a they create a specific group because there is no pathway specifically for ESL.

She acknowledged D. Gilison and J. Nelipovich for leading the efforts last semester with the first group which was piloted – STEM. They will continue to work with instructors

for submitting early alert flags through Starfish. After Spring Break, they will be sending out the “Save The Dates” for potential training dates and also submit videos and materials for those that will not be able to attend, on how to submit an early alert. She also covered the process on the assistance that students will receive once flagged.

She added that L. Pastrana has joined the Guided Pathways Executive Teams. They are excited to have her on board and they are thankful for her insight.

Y. Cataño asked A. Villa for a copy of the presentation.

2. Outcomes and Assessment

K. Howell provided a written report, which contained the following:

Currently, all SLOs that were assessed for the Fall 2020 and Winter 2021 courses were to be analyzed and submitted to him by March 26th.

However, there were 192 SLOs missing. The chairs of these departments have met with him to discuss getting the late ones in.

The Outcomes and Assessments Committee will be analyzing the current ILO survey used to see if it can be updated. We are focusing on adding some specific equity questions. This survey was sent to the entire faculty for its recommendations as well.

3. Accreditation/CART

J. Sun gave a summary of the committee report that was submitted in writing, which contained the following:

1. Institutional-Set Standards for the fall 2020 semester (discussion):

IR Director, J. Carrillo, brought in the Institutional-Set Standards (ISS) data for the Fall 2020 semester for discussion and committee review. Of the metrics we reviewed, most followed similar patterns compared with previous years. However, two ISS metrics were identified to have dropped below their set floors for the fall 2020 semester:

- Course Success Rate: 68% (floor – 70%)
- Certificates Awarded: 843 (floor – 850)

In response, a taskforce was formed to closely examine these dips in the two metrics. And to determine what action(s), if any, should be taken to address these changes in the metrics. The first meeting of the taskforce is scheduled for 3/30.

2. 2021 Annual Report (action item):

The committee reviewed and approved the ACCJC 2021 annual report.

K. Howell attended two PRT meetings (3/22 - 1015-11/1105-1145).

During the first meeting, members of the PRT asked about various decision-making processes on campus in order to better understand the current campus decision-making structure. Specifically,

they were interested in how the campus conducts a faculty hire, a classified hire, and how we make various budget enhancement decisions.

At the second meeting, the PRT asked questions based more around the college governance structure. Specifically, they inquired about how committees are evaluated, how meetings are memorialized, and, if needed, how updates/changes to committees are carried out. In addition, the committee also discussed the role of the PRT in helping the college to address ACCJC recommendation #2.

Some salient points that arose from the meetings for me were:

- Increased need for transparency, especially on financial decisions made within the college.
- Increased need for dissemination of information.
- Increased need for documentation/evidence collection.

4. Professional Development

Y. Cataño reported that, at the last meeting, the committee did their budget prioritization. She also stated that professional development is part of the Institutionalization of Professional Development. This is also based off the plan, the new proposal of the governance structure that M. Garcia is proposing.

5. College Council

No report was submitted or presented.

D. Old Business

1. PRT 1st Visit – Update

Y. Cataño presented the updates of the PRT 1st Visit. She reported that in partnership with the API Team, we had our first PRT visit on March 22nd. She gave an overview of who attended - representation from: President's Cabinet, Institutional Research, Academic Senate, Technology, Outcomes and Assessment, College Council, Accreditation, CART, and SEMPC. Working with M. Garcia, they identified who would be participating. The participants of the 2nd visit, which will be on May 6th from 9:00 a.m. – 12:00 p.m., are still being looked at.

General feedback was looked into on: how do we communicate across campus; how do we improve our current communication systems; based on the ACCJC recommendations, providing documentation, what does that self evaluation look like; what does transparency look like from an institutional lens; and if we are truly committed to a culture of planning, what do we want to prioritize to increase communication.

Y. Cataño added that we want to make sure that we are complying with our ACCJC recommendations. It has to do with our Institutional Effectiveness – compliance at a higher level; then finding the tools to help support. She stated that she thinks the PRT Team is going to help identify Program Review software.

2. Comprehensive Master Plan - Update

Y. Cataño provided an update on the Comprehensive Master Plan. They have met or will

be meeting with the Board, Task Force, and the Executive Team. They have developed questionnaires, held student focus groups with: ESL, Black African Americans, Homeless, and LGBTQ student populations. They have the findings and will be presenting a final full blown presentation during our next SEMPC meeting.

3. SEMPC Review of Budget Enhancement – Update

Y. Cataño reported that because we met a little later in the semester, we decided to update the timeline based on the feedback that was received from a couple of constituents on campus. The Budget Enhancement Timeline presentation included: the updated committee review; the first initial review with SEMPC was February (which previously had it for January); the resource committees were asked to please submit their prioritization lists by March 19th; one of the joint council reviews was removed and will only be having one set of reviews for Deans Council on April 16th. It will then be going to President’s Cabinet on April 30th. The Business Services allocation will happen in the summer of 2021. This will be used to inform the next Program Review cycle.

J. Carrillo added to the report that right now we’re in the heart of the process. They have sent out the list for prioritization to the different committees and, unfortunately, some of committees are still in the process of prioritizing. They will be ranking with a high, medium, or low priority. He stated that even though they provided instructions on the process, a lot of the committees still had difficulty and challenges trying to follow those instructions. They will be taking that feedback it back for the next year’s enhancing process. As soon as they are able to get the lists with prioritizations, they will put them together into one document and will be forwarding that to the Joint Deans Council Committee for the next step in the decision making process.

4. Program Review - Update

Y. Cataño gave an update on Program Review. She reported that we are currently still meeting with representatives from eLumen and Nuventine, which are softwares that we’re seeking to purchase – whichever is a better fit for the institution. The next meeting will be with department chairs and executive leadership to then bring back to the campus community for a larger campus discussion and see which one we’re going to proceed moving forward for programming.

She added that if there is any interest in joining any of these conversations from anyone from this group that has not been included, please let her know. The team is working on the final touches and making sure that they met all of the check marks with meeting all of the constituents on campus that have a specific buy into this.

E. New Business

1. Fact Book

O. Zambrano gave a presentation on the IVC Fact Book 2020. His presentation included: where to access the Fact Book through the IVC web page and what information is available in the Fact Book and how to retrieve it. He stated that the Fact Book was created in efforts to provide a quick and easily accessible overview on the college demographics, academic, as well as achievement data. He added that the 2020 Fact Book was uploaded yesterday and we all have access to previous years as well.

He stated that they are always open to improvement as well as feedback and recommendations. He asked that suggestions be e-mailed to the Institutional Research Department.

Y. Cataño stated that in an effort to be more data driven and make sure that we're meeting ACCJC standards for the institution to be more transparent, we've identified additional documents and resources. She thanked J. Carrillo and O. Zambrano for their work on putting this information together. She asked those present to provide feedback including ASG. She stated that they will consider presenting this during the next ASG meeting so students know that we're taking them into consideration.

2. New Proposed Governance Structure

Y. Cataño informed those present that M. Garcia is making her way across all committees to discuss the new proposed governance structure and get feedback. She will be joining SEMPC during one of our meetings on this matter.

F. Action Items

1. None

G. Other

1. None

H. Next Scheduled Meeting

1. Next Scheduled Meeting

The next meeting will take place on Friday, May 7, 2021, at 11:00 a.m., via Zoom.

I. Adjournment

The meeting adjourned at 11:35 a.m.