

**EDUCATIONAL MASTER PLAN COMMITTEE  
MINUTES  
FRIDAY, APRIL 3, 2009  
10:00 A.M., BOARD ROOM**

<b>Present:</b>	Allyn Leon	Dawn Chun	Frank Rapp
	Melani Guinn	Val Rodgers	Kathy Berry
	Suzanne Gretz		
<b>Absent:</b>	David Drury	David Zielinski	Efrain Silva
	Frances Beope	Gonzalo Huerta	Jan Magno
	Jesus Esqueda	John Lau	Jose Lopez
	Lianna Zhao	Mary Lofgren	Michael Heumann
	Robin Ying	Taylor Ruhl	Ted Ceasar
	Tina Aguirre	Toni Pfister	Victor Jaime
<b>Guests/Visitors:</b>			
<b>Recorder:</b>	Linda Amidon		

Reports, discussion and action included the following:

- Goals and Objectives. The committee discussed establishment of the goals for the 2009 – 2010 Educational Master Plan. The committee recognized that last year’s goals were too broad, noted that some colleges are using SLO’s as goals, and suggested that the district could use its SLO’s as objectives. The committee agreed to retain some of last year’s goals, specifically student success, student retention, and improvement of institutional effectiveness.
- Budget Section of Part 1 of Program Review. Melani Guinn reported that she and Val Rodgers were appointed by John Lau to a task force that worked on improving budget development in the annual program review process. Jeff Cantwell, Omar Ramos, and Carlos Fletes are also on the task force. The committee recognized that the current program review process is not functional. Further, the subcommittees assigned to summarize the program reviews reported that the process was very laborious as they had to cut text from each program review document and paste to the summary documents. The program review budget template the committee developed is a Web based application that reflects real-time changes, which allows for a trail of changes. The committee discussed some of the line item accounts included in the template: new technology accounts were added, suggested additional travel accounts to track different types of travel.
- Program Review Planning Process 2009-2010 Timeline. Val Rodgers presented the new program review planning timeline and planning process flowchart for 2009-2010. The committee briefly discussed the items needed such as a marketing plan and professional development plan.

Adjournment: 11:08 a.m.