

**EDUCATIONAL MASTER PLAN COMMITTEE
MINUTES
FRIDAY, JANUARY 22, 2010
10:00 A.M., BOARD ROOM**

Present:	Frances Beope	Robin Ying	Kathy Berry
	James Patterson	Gonzalo Huerta	Rhonda Ruiz for S. Gretz
	Tina Aguirre	Valerie Rodgers	Efrain Silva
	Ted Ceasar	Toni Pfister	Dawn Chun
Absent:	David Drury	David Zielinski	Janis Magno
	Jesus Esqueda	John Lau	Jose Lopez
	Jose Ruiz	Lianna Zhao	Mary Lofgren
	Michael Heumann	Taylor Ruhl	Victor Jaime
Guests/Visitors:			
Recorder:	Linda Amidon		

Kathy welcomed and introduced James Patterson as a new member to the EMPC. She explained to James that the EMPC is the primary lead for the Educational Master Plan, program review, and accreditation reporting.

- I. Comprehensive Program Reviews**
- II. Annual Program Reviews**

Kathy reviewed a list of programs scheduled to complete comprehensive program reviews (CPRs) this year, 2009-2010. Only three CPRs have been received to date and reminder notices will be sent to the program heads. There are also a couple of program CPRs from 2008-2009 that are outstanding.

Kathy related that one of the previously identified problems with the 2008-2009 CPR process was insufficient training, and this lack of training resulted in inconsistent CPRs. To address this problem, training on how to complete CPRs in 2009-2010 has been provided. Another recommendation that resulted from the 2008-2009 process was the need for another revision and standardization of the CPR form. The recommendation included a need to have a distinct past, present future section, and the form has been revised to include these elements.

The 2009-2010 timeline for the program review planning process was reviewed. Per the timeline, the program reviews must be validated in January. Validation includes checking that all elements of the program reviews are complete and that the mission statement is being met. Subcommittees must be established to review the program reviews, prioritize identified needs/requests, and make recommendations to the plan committees. Val Rodgers, who had served on a 2008-2009 plan subcommittee, stated that subcommittee members at that time had questioned whether they should prioritize needs. She explained that is where the confusion lies in the integrated planning process. Discussion regarding this confusion resulted in the recommendation that the subcommittees would review and summarize the program reviews and forward their reports to the plan committees who would submit recommendations to the EMPC. Thereafter, the EMPC would review the plan committees' recommendations prior to submitting the recommendations to the Strategic Planning Committee. This year the EMPC plan subcommittees will review both the annual program reviews (APRs) and the CPRs. The APRs must first go through the area vice presidents before submission to the EMPC; this process should take place before the next EMPC meeting. Kathy noted problems with departments complying with the deadlines, and she will be sharing this concern with the Executive Council.

EMPC plan subcommittees were established as follows:

Staffing Plan Subcommittee: Suzanne Gretz, Linda Amidon, Carol Lee

Professional Development Plan Subcommittee: James Patterson, Ted Ceasar, Travis Gregory, David Zielinski

Marketing Plan Subcommittee: Efrain Silva, Bill Gay

Facilities Plan Subcommittee: John Lau, Ted Ceasar, Rick Webster, Robin Ying, Frances Beope, Dave Drury

Technology Plan Subcommittee: Val Rodgers, Robin Ying, Michael Heumann, Dawn Chun, Jose Ruiz, Taylor Ruhl

SLOs Plan Subcommittee: Toni Pfister, Sidne Horton, Frank Rapp, Lisa Solomon, Mary Lofgren

Tina Aguirre will work with Omar Ramos, Webmaster, to provide read-only access to the Program Review Web Application to all members of the subcommittees.

The duties of the plan subcommittees were outlined and include the following:

1. Review APRs (by Feb 26)
2. Review CPRs after VP's review (by Feb 26)

III. Next Steps/2009-2010 Timeline

Changes were made to the timeline as follows:

- February tasks will be moved to March
- The EMP will be submitted in April

IV. Accreditation Mid-Term Report

Kathy reported that assigned sections are due January 29, 2010, and all evidence must be submitted electronically. She explained that the individuals who received assigned sections to complete for the midterm report would not be rewriting sections from the self-study. Rather, the purpose of the assignments was to have the individuals review the sections in preparation for writing specific components of the midterm report.

Kathy briefly described the process for preparation of the midterm report and identified the short timeline for completing the report as a challenge. The report must be presented to the Board on March 10; however, the Board won't sign off on the report until after the Academic Senate and College Council have reviewed and approved it for recommendation. Due to the short timeline, a final draft version of the report must be completed by February 26. The following individuals were appointed to the writing team:

James Patterson
Tina Aguirre (will chair with the assistance of Val Rodgers)
Michael Heumann

Kathy will ask Melani Guinn, former Humanities Division Chair, if she would be willing to assist with the report.

Meetings of the EMPC were scheduled as follows:

- February 5, 2010, 10:30am
- February 26, 2010, 10:30a.m.

The meeting was adjourned at 11:18 a.m.