

**EDUCATIONAL MASTER PLAN COMMITTEE  
MINUTES  
WEDNESDAY, JANUARY 14, 2009  
3:00 P.M., BOARD ROOM**

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

Reports, discussion and action included the following:

- ACCJC Meeting Attended by Dr. Gould. Dr. Gould attended the Accrediting Commission's meeting in January to request clarification regarding the recommendation that the college develop SLO's by the October 15, 2009 progress report deadline. The Commission's findings from the December visit will be available in February.
- EMPC Co-Chair. Suzanne Gretz volunteered to serve as the faculty Co-Chair of the Educational Master Plan Committee. All present voted in favor of the appointment. Kathy explained that the Commission prefers that administration and faculty co-chair such a committee. Serving as Co-Chair entails working on timelines, and assisting with the writing of documents. The Educational Master Plan Committee will meet at least once a month following completion of the plan, and every two weeks before then.
- Program Review Status. Comprehensive program reviews are due January 23, 2009, with the annual program reviews due on January 21. Discussion took place regarding the difference between annual and comprehensive program reviews. The committee agreed that because program review is tied to budget development, the program review process could not begin before January.

The following subcommittees were established to review and summarize the program reviews:

**Annual (Part 1) Program Reviews (Chair TBD)**

Jan Magno  
Allyn Leon  
Ted Ceasar  
Tina Aguirre  
Val Rodgers  
Melani Guinn  
Toni Pfister

**Comprehensive (Part 2) Program Reviews (Chair TBD)**

Suzanne Gretz  
Frank Rapp  
Kathy Berry  
Frances Beope  
David Zielinski  
David Drury

The subcommittees were charged with the following: Review the program review documents for accuracy and completeness; look for major gaps; don't micromanage departments; adopt and accept program review documents and prioritize and submit recommendations to the EMPC. EMPC will then review and prioritize the recommendations, review goals and objectives, and prepare the Educational Master Plan, which is due in March. Following review by the subcommittees, the program review documents will be posted on the college's accreditation website. Discussion took place regarding coordination of the review of the program review documents.

Adjournment: 3:38 p.m.