

**EDUCATIONAL MASTER PLAN COMMITTEE  
MINUTES  
FRIDAY, FEBRUARY 19, 2010  
10:00 A.M., BOARD ROOM**

<b>Present:</b>	Michael Heumann	Val Rodgers	Suzanne Gretz
	Efrain Silva	Kathy Berry	Frances Beope
	Jose Ruiz (new)	Taylor Ruhl	Dawn Chun
	John Lau	Lianna Zhao	Tina Aguirre
	Travis Gregory		
<b>Absent:</b>	David Drury	David Zielinski	Jan Magno
	Ted Ceasar	Mary Lofgren	Jose Lopez
	Victor Jaime	Toni Pfister	James Patterson
	Jesus Esqueda		
<b>Guests/Visitors:</b>			
<b>Recorder:</b>	Linda Amidon		

Kathy Berry, Vice President for Academic Services, called the meeting of the Educational Master Plan Committee to order at 10:00 a.m.

Reports from subcommittees:

- SLO Plan: See attached written report submitted by SLO Plan Subcommittee Chair Toni Pfister (absent). Kathy Berry reported that some SLO sections of the comprehensive program reviews were incomplete.
- Marketing Plan: Marketing Plan Subcommittee Chair Bill Gay was absent. Efrain presented a draft marketing plan prepared by Bill Gay. Bill Gay had used last
- Staffing Subcommittee: Chair Suzanne Gretz was absent. Member Linda Amidon reported that the initial subcommittee (Suzanne Gretz-teaching faculty, BSS Division Chair, Carol Lee, non-teaching faculty, Director of Transfer Center, Linda Amidon-classified confidential, Academic Services) met Tuesday February 2. Three additional members were added to the subcommittee to expand the representation: Becky Green-classified manager, Director of CFCS, John Abarca-classified, Reprographics, Sheila Dorsey-Freeman-classified confidential, Human Resources. The subcommittee will meet next Tuesday for an orientation on the duties and assignments.
- Facilities Subcommittee: Chair John Lau reported that he will work with member Tina Aguirre to organize the first meeting. Issues with the facilities plan extracted from the program review application were noted and require clarification: A blend of operating and staffing budgets are included in the report. It also appeared that items are missing from the plan report.
- Technology Plan (Administrative): Chair Robin Ying was absent; no report given.
- Technology Plan (Instructional): Chair Val Rodgers reported that the subcommittee hadn't met but she conducted an initial review of the plan report. She found primarily routine operating expenses in the technology plan report and questioned the kind of technology needs the subcommittee should focus on. It was the consensus of EMPC members that budget requests that represented significant growth and improvement should be included, not budget requests for continuing or sustaining existing projects.

Kathy noted the need to evaluate the process for summarizing and prioritizing needs in the plan, specifically, the criteria that subcommittees should use in prioritizing the needs.

- **Professional Development:** Chair Travis Gregory was absent. Member Ted Ceasar reported he had spoken with Travis and that Travis would be scheduling a meeting. James Patterson and Ted had met and reviewed last year's plan report and recommendations and made some suggestions for items that should be included in the plan report. The training needs identified by the EMPC included: Training on the planning processes and training on understanding the data provided for use in preparing comprehensive program reviews.

#### Report from Midterm Report Writing Team:

- Chair Tina Aguirre reported that a preliminary evaluation of the planning process noted the following:
  - a defined planning structure exists;
  - easier access of resource plan reports ;
  - the need for updating directions for new plan subcommittee members;
  - a need to improve and clarify data.

Tina stated that the Midterm Reporting Writing Team will be reviewing materials she had compiled for preparation of the midterm report. Kathy Berry described the format for the Midterm Report.

Discussion regarding some of the issues to be addressed in the Midterm Report included the following:

- A survey of syllabi showed that 52% included SLOs. The majority of syllabi submitted by adjunct faculty did not include SLOs. Kathy stated that she reported this issue to the C & I Committee and she will be mentioning the SLO requirement in her Welcome Back letter to faculty at the end of summer. She suggested that in the future division faculty Web pages should include the courses taught by each instructor and the syllabi for each course. Omar has improved the process for developing faculty Web pages, however, Kathy is concerned that the changes and improvements made to the process are not documented. It was suggested that Omar write to this standard in the Midterm Report. The need for a policy reflecting the current practice of updating Web pages was identified by the EMPC.
  - The need for standing committees to include purpose statements on their Web pages was also identified. Kathy expressed surprise that the college received a continued warning on Recommendation 6, which deals with committee roles and the decision-making structures and processes. The committee presumed that the warning was issued because committee purpose statements submitted to the Commission in the 2008 Progress Report did not match the statements on the committee Web pages. The following needs were identified by the committee: Accountability in Web page permissions; evaluation of the process for updating Web pages; an individual or committee to be responsible for monitoring the planning processes such as updating Web pages, conducting surveys, following up on survey results to make improvements and corrections as needed, etc.
  - Toni Pfister, Jan Magno and Frances were added to the writing team. It was also recommended that Omar Ramos, Web Master, Jessica Waddell be invited to participate on the EMPC.
- **Process for Reviewing/Summarizing Comprehensive Program Reviews**

Following discussion regarding the review/summarization of needs embedded in the comprehensive program review, the EMPC agreed that following review for completeness by the area vice presidents the plan subcommittees would review and summarize the needs. The comprehensive program reviews would be posted to the accreditation Website following review by the vice presidents. Questions that plan

subcommittees need to ask when reviewing the comprehensive program reviews include: Is it viable? Is it working?

Adjournment: The meeting adjourned at 11:00 a.m. The next meeting will take place on February 19, 2010.