

**EDUCATIONAL MASTER PLAN COMMITTEE
MINUTES
FRIDAY, NOVEMBER 6, 2009
11:00 A.M., BOARD ROOM**

Present:	Efrain Silva	Frances Beope	Kathy Berry (<i>late arrival</i>)
	Lianna Zhao	Michael Heumann	Ted Ceasar
	Tina Aguirre	Toni Pfister	Valerie Rodgers
Absent:	David Drury	David Zielinski	Dawn Chun
	Gonzalo Huerta	Janis Magno	Jesus Esqueda
	John Lau	Jose Lopez	Mary Lofgren
	Melani Guinn	Robin Ying	Suzanne Gretz
	Taylor Ruhl	Victor Jaime	
Guests/Visitors:			
Recorder:	Linda Amidon		

Tina Aguirre, Associate Dean of Nursing Ed/Health Tech/EMS, lead the first hour of the meeting in Kathy's absence.

Reports, discussion and actions taken during the meeting included the following:

- Assessment of 2008 – 2009 Educational Master Plan Goals and Objectives. Members reviewed the draft assessment document and noted sections that were incomplete and/or did not include input from the individuals assigned to review the sections. Suggested revisions were made to the assessment document, specifically to the following sections:

- Obj. 1.3 Expand to reference basic skills student success institutes (summer 2009, and winter 2010) and to direct readers to Obj. 2.1 which describes the summer 2009 institute in detail
- Obj. 2.2 Expand to include Computer Science Associate Degree program and Title 5 2 + 2 program

- Annual Program Reviews (APR). Members related the challenges they faced in completing APRs, which included the following:

- Data to determine salary and benefits information is not available (i.e., next step increase and effective date, fringe benefits costs for 2010-2011).
- 2010-2011 academic calendar hasn't been built into Banner so load reports cannot be generated.

The committee emphasized the need to resolve these issues before the next round of program reviews.

Some programs have not yet completed their annual program reviews. A status report will be generated to identify those programs that have not entered their budgets and the programs heads will be notified.

- Comprehensive Program Reviews (CPR). Dawn Chun submitted the CPR templates preloaded with data specific to each program to Tina. Linda will obtain the loaded templates and forward to the program heads along with a date for mandatory CPR training. Toni Pfister expressed concern that the CPR form does not provide the necessary data for program SLOs. Consequently, she developed an additional form for annual program reviews, which programs can refer to when completing CPRs. She will hold off on proposing revisions to the recently updated CPR form until after the CPR form has been piloted (the Nursing program is currently piloting the form).

- Next Steps/2009-2010 Timeline. Tina explained that before the winter recess, the plan reports must be submitted to the plan committees since the college will go “dark” in January, which is when faculty are off contract. She suggested that this process must be backed up by at least four months.

Adjournment: The meeting adjourned at 12:35 p.m.