EDUCATIONAL MASTER PLAN COMMITTEE
MINUTES
FRIDAY, FEBRUARY 20, 2009
10:00 A.M., BOARD ROOM

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

Reports, discussion and action included the following:

➢ Part 1/Annual Program Review Subcommittee Report. The committee received and reviewed the Program Review Part 1 Subcommittee Recommendations report. Part 1 Subcommittee members related their experiences in working with the program review form and made recommendations to improve the form and the process (see report). Generally, the subcommittee recommends that (1) the program review form be revised, (2) training be provided on the program review process and completion of the form, (3) deadlines be strictly enforced, and (4) the EMPC make a determination of which cost centers should not be subject to the program review process but are required to develop an annual budget. EMPC members made further suggestions to improve the program review process: (1) enforce the submission of electronic copies of completed program reviews, and (2) standardize the data that is provided. Kathy Berry related the frustration experienced by several of the cost center managers in obtaining salary data for inclusion in the budget.

To address the budget component of the program review form, it was recommended that an online or Web-based template be developed, with all budget line items preloaded directly from Banner. John Lau was given the assignment to establish a task force to develop the budget template. It was suggested that Carlos Fletes, Tina Aguirre, and Omar Ramos be included in the task force. John Lau provided the guidelines that programs should follow in developing its budgets: (1) budget requests must be accurate, departments must refrain from padding their budgets; and (2) all amounts requested must be justified.

Discussion took place regarding whether budget development should be separate from program review. It was the consensus of the committee that the budget process needs to be included in program review since the processes are tied together, and the budget drives program review.

➢ Program Review Needs Summaries. The committee received and reviewed the needs summaries of the various program review form components: SLO's; Marketing; Professional Development; Modifications to Current Facilities; Compliance; Technology; Staffing. It was noted that many of the facilities needs identified would be addressed in the ten-year master plan; it was suggested

that Jimmy Sanders, Architect, receive a copy of the facilities needs summary. It was recommended that the needs identified by Applied Sciences and the Art Department be moved to the top of the list. John Lau stated his understanding of the EMPC's role with regard to facilities needs: EMPC would not prioritize facilities requests; it would only set out eligible projects for the year such as short-term remodeling projects. John identified the need for better organization and management of short-term remodeling projects, and stated that he would recommend the development of a project board to address these issues. It was noted that classroom modernization was the trend discovered in the program reviews.

John questioned how facilities requests would be budgeted, and in response committee members explained that the facilities needs summarized by the EMPC drive the facilities plan; however, the recommendations made by the EMPC based on these needs are general while the ten-year facilities plan reflects specific prioritized projects to address the needs.

➢ Subcommittees to Prioritize Needs Identified in Program Review Summaries. The following subcommittees were established to prioritize the needs identified in the program review summaries:

Program Review Component	Subcommittee Members
SLOs	Toni Pfister, Frank Rapp
Professional Development	Ted Ceasar, Travis Gregory, Allyn Leon, Gonzalo Huerta
Marketing	Efrain Silva, Mike Nicholas (it was suggested that Bill Gay serve on the subcommittee as a consultant)
Facilities	Gonzalo Huerta, Lianna Zhao, Rick Webster, John Lau, Melani Guinn, David Drury (it was suggested that Jimmy Sanders, Architect, serve on the subcommittee as a consultant)
Staffing	Val Rodgers, Kathy Berry, Jan Magno, Suzanne Gretz, Linda Amidon (it was suggested that Travis Gregory, CHRO, serve on the subcommittee as a consultant)
Technology	Tina Aguirre; Taylor Ruhl; Michael Heumann, David Zielinski, Robin Ying, Jeff Cantwell, Gordon Bailey, and other Technology Council members as needed
Compliance	Facilities Compliance: Gonzalo Huerta (institutional compliance issues for buildings should be handled by facilities management Instructional Compliance: Val Rodgers

General discussion took place regarding additional faculty and staff that may retire this year. Kathy Berry recommended addendums to the program review documents to address faculty and staff needs arising from retirements that occur after the program review deadline.

➢ Next Meeting. The EMPC will meet next on March 6 at 10:00 a.m. in Room 212.

Adjournment: 11:15 a.m.