Bylaws of the Imperial Valley College
Educational Master Plan Committee

ARTICLE I. NAME

The name of this organization shall be the Educational Master Plan Committee, hereinafter referred to as the EMPC.

ARTICLE II. PURPOSE

The EMPC shall serve in an advisory capacity to the President's Cabinet regarding matters of strategic and institutional planning to remain in compliance with state and federal regulations and to move the College toward continuous program quality improvement.

ARTICLE III. DUTIES

The EMPC shall

1) review, evaluate, and revise the Educational Master Plan (EMP) on a yearly basis.
2) direct comprehensive and annual program review.
3) implement and regularly update the Program Review Template.
4) compose and update a Program Review Handbook.
5) guide campus committees on an process of self-evaluation to improve institutional effectiveness on carrying out the EMP.
6) prepare a report on institutional effectiveness on an annual basis.
7) implement and regularly update a comprehensive planning calendar.

ARTICLE IV: MEMBERSHIP

A. The EMPC is directed by the Vice President of Student Services and one or two chairs.

B. The EMPC shall be composed of the following voting members:
   1) Vice President of Student Services
   2) Dean of Arts, Letters, and Learning Services
   3) Dean of Health and Science
   4) Dean of Workforce and Economic Development
   5) Dean of Student Affairs and Enrollment Services
   6) Dean of Counseling
   7) One-half of the Department Chairs (determined annually)
   8) CART (Continuous Accreditation Readiness Team) Chair
   9) Academic Senate Representative
   10) College Council Representative
   11) ASG Representative
   12) Classified Representative
   13) Classified Confidential Representative
   14) Classified Managers Representative
   15) Two At-Large Faculty Members

C. The EMPC shall include the following consultant members as needed:
   1) Superintendent/President
   2) Vice-President of Academic Services
   3) Vice-President of Administrative Services
   4) Director of Fiscal Services
   5) Director of Institutional Research
   6) Distance Education Coordinator
   7) Student Learning Outcome Coordinator
   8) Basic Skills Coordinator

D. All members of EMPC have speaking privileges. Only voting members may present motions.

E. Rights and Responsibilities
   Each member shall be encouraged to present his/her individual viewpoint and shall not represent the viewpoints of an administrative unit or a specific job function, unless specifically disclosed at the meeting.

F. Non-members
   The EMPC will hold open meetings, and visitors are welcome.

ARTICLE V. MEETINGS

A. Chair
   The President/Superintendent will appoint an administrative member of the committee as Chair or Co-Chair of the EMPC, with a term of one-year.

B. Schedule of Meetings
   The EMPC shall meet twice monthly at an hour and day determined in May for the coming academic year.

   Special meetings may be called at the discretion of Chair. Advance notice of such meetings shall be given.

C. Order of Business
   I. Call to Order
   II. Approval of Minutes
   III. Old Business
   IV. New Business
   V. Action Items
   VI. Adjournment

D. Quorum
   1) Thirty-three percent (33%) of the voting members of the EMPC shall constitute a quorum at any meeting.
   2) At meetings where a quorum is not present, business may still continue at the discretion of the Chair.
   3) Voting members will work to achieve consensus. If the voting members cannot achieve consensus, a vote will be taken. Record of dissenting and minority opinion will be included in the final recommendation to the President's Cabinet.
   4) A vote can only take place if there is a quorum present.

E. Rules of Order
   Robert's Rules of Order shall be used for reference.

F. Secretary of EMPC
   1) An Administrative Secretary shall be designated as Secretary to the EMPC.
   2) The Secretary of the EMPC shall be responsible for recording, transcribing, and disseminating the minutes of EMPC meetings, keeping EMPC records and Bylaws, recording and updating EMPC membership, and acting as an ex-officio member of the EMPC.
   3) Copies of the agenda and minutes will be posted to the College website.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

A. These Bylaws may be amended after prior written notice to members of EMPC.
B. An amendment shall not be voted upon at the same meeting at which it is presented.
C. An amendment requires a 2/3 vote of voting members present and voting at the meeting in which it is acted upon. Any voting member of EMPC may propose a change to these Bylaws.

Bylaws of the Imperial Valley College
Continuous Accreditation Readiness Team (CART)

ARTICLE I. NAME

The name of this organization shall be the Continuous Accreditation Readiness Team, hereinafter referred to as the CART.

ARTICLE II. PURPOSE

The CART shall serve in an advisory capacity to the President's Cabinet regarding matters of strategic and institutional planning to remain in compliance with eligibility and accrediting standards of the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) and to move the College toward continuous program quality improvement.

ARTICLE III. DUTIES

The CART shall

1) initiate, direct, and monitor campus-wide activities, including report writing and completion of ACCJC recommendations and self-identified actionable achievement plans, to maintain on-going compliance with accreditation standards and eligibility requirements;
2) complete other duties as appropriate to the purpose of maintaining institutional accreditation.

ARTICLE IV. MEMBERSHIP

A. The CART is directed by the Vice President for Academic Services and one or two co-chairs.
B. The CART shall be composed of the following voting members:
    1) Vice President for Academic Services (CIO & ALO)
    2) Deans: Dean of Arts, Letters, & Learning Service; Dean of Health & Science; Dean of Workforce & Economic Development; Dean of Student Affairs & Enrollment Services; and Dean of Counseling; Associate Dean of Nursing & Allied Health
    3) One-half of the Department Chairs (determined annually)
    4) Educational Master Plan Committee (EMPC) Chair
    5) Academic Senate representative
    6) College Council representative
    7) ASG representative
    8) 1 Representative each from Regular Classified, Classified Confidential employees, and Classified Managers
    9) Two at-large faculty members
C. The CART shall include the following CART consultant members as needed:
    1) Superintendent/President
    2) Vice Presidents for Student Services and Administrative Services

3) Director of Fiscal Services
4) Institutional Researcher
5) Distance Education Coordinator
6) Student Learning Outcome Coordinator
7) Basic Skills Coordinator

D. All members of CART have speaking privileges at meetings. Only voting members may present motions.

E. Rights and Responsibilities

Each member shall be encouraged to present his/her individual viewpoint and shall not represent the viewpoints of an administrative unit or a specific job function unless specifically disclosed at the meeting.

F. Non-members

The CART will hold open meetings, and visitors are welcome.

ARTICLE V. MEETINGS

A. Schedule of Meetings

The CART normally meets the first and third Tuesday of every month at 3:30 p.m. in the IVC Board Room.

Special meetings may be called at the discretion of the Chair. Advance notice of such meetings shall be given.

B. Order of Business

I. Call to order
II. Approval of minutes
III. Old business
IV. New business
V. Action Items
VI. Adjournment

C. Quorum

1) Thirty-three percent (33%) of the voting members of the CART shall constitute a quorum at any meeting.
2) At meetings where a quorum is not present, business may still continue at the discretion of the Chair.
3) Voting members will work to achieve consensus. If the voting members cannot achieve consensus, a vote will be taken. Record of dissenting and minority opinion will be included in the final recommendation to the President's Cabinet.
4) A vote can only take place if there is a quorum present.

D. Robert's Rules of Order shall be used for reference.

E. Secretary of the CART
   1) An Administrative Assistant shall be designated as Secretary to the CART.
   2) The Secretary of the CART shall be responsible for recording, transcribing, and disseminating the minutes of CART meetings, keeping CART records and Bylaws, recording and updating CART membership, and acting as an ex-officio member of the CART.
   3) Copies of the agenda and minutes will be posted to the College website.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

A. These Bylaws may be amended after prior written notice to members of CART.
B. An amendment shall not be voted upon at the same meeting at which it is presented.
C. An amendment requires a 2/3 vote of voting members present and voting at the meeting in which it is acted upon. Any voting member of CART may propose a change to these Bylaws.