

**EDUCATIONAL MASTER PLAN COMMITTEE MEETING  
MINUTES  
FRIDAY, AUGUST 28, 2009, 10:00 A.M.  
ROOM 212**

<b>Present:</b>	Tina Aguirre (Chair) Lianna Zhao Taylor Ruhl Melani Guinn	Michael Heumann Mary Lofgren Jeff Cantwell (R. Ying) Dawn Chun	Ted Ceasar Efrain Silva Frances Beome Jose Lopez	Gonzalo Huerta Val Rodgers Jan Magno Suzanne Gretz
<b>Absent:</b>	Victor Jaime David Zielinski	Jesus Esqueda John Lau	David Drury	Kathy Berry (on leave)
<b>Guests:</b>	Kevin White			
<b>Recorder:</b>	Linda Amidon			

Tina Aguirre, Interim CIO and EMPC Chair, called the meeting to order at 10:10 a.m. Tina stated that the purpose of the meeting was to kick off the planning process earlier than planned due to the fast-approaching deadlines. She explained that for the progress report due October 15, 2009, it isn't necessary to show results for 2009 – 2010, only that the planning process is underway. The planning process for 2009 – 2010 will include closing out and evaluation of the 2008 – 2009 process, and development of the Educational Master Plan for 2010 – 2011.

I. Program Review 2010 – 2011

A. Review of Goals

Discussion regarding the goals and objectives included the following:

- A reminder that: a) the stated institutional goals and objectives must be measurable in order to demonstrate progress; b) the goals and objectives guide program review; c) when identifying goals and objectives, one must ask, "how will I be able to document and measure progress?"
- The measurable data to utilize – ARCC and MIS data or local quantifiable data. Support for ARCC and MIS data included: The District is measuring institutional goals and objectives, and MIS reports institutional data. Support for local data: Program review is based on local, quantifiable data – what's happening in the classroom, targets set by the State for MIS – what we had and what we should and will have in the future. The need to define individually by program how the institutional goals and objectives fit into programs.
- Identification of the need to fix the integrity of existing data.
- Acknowledgment and agreement to add benchmarks by which the goals and objectives are to be measured.
- Recommendations for revisions to goals and objectives, and identification of evidence to support:

Goal One:

1. Obj. 1.1 – break up into separate objectives: 1) Increase successful course completion; 2) increase successful degree attainment; 3) increase successful certificate attainment. “Success” was identified as grades of C or better.
2. Obj. 1.2 – revised to read: “Improve transfer rates.” Benchmarks include a) transfers, b) transfer preparation, and c) associate degrees.
3. Obj. 1.3 – Benchmarks to measure this objective, “Increase basic skills success” include a) enrollment, b) completions, and c) institute rates.
4. Obj. 1.4 – break up into separate objectives: 1) Improve the success rate of students enrolled in economic development; 2) improve the success rate of students enrolled in workforce training
5. Obj. 1.5 – benchmarks include the SLO Plan.

Goal Two: Revised to read: “Provide a college environment that responds to the higher educational needs of the students and community.”

1. Add an objective related to providing a welcome environment for faculty and staff. Evidence to support progress for this objective includes the District’s recruitment documents and processes, the non-discrimination policy.
2. Evidence for Obj. 2.1 and 2.2 includes Summer Success Institute information; distance education data; C & I Committee meeting minutes reflecting online courses approved; new and revised programs; benchmarks in applied sciences.
3. Obj. 2.3 – benchmarks include a) community outreach (First Step); b) personal development courses; c) transfer rates; d) CTE program data.

Goal Three:

1. Obj. 3.1 -- benchmarks include a) facility safety measures, b) staff training, c) new or continued mental and physical health programs, d) reporting and evaluation processes.
2. Obj. 3.2 – benchmarks include the fiscal and budget plan.
3. Obj. 3.4 – the facilities plan includes the prioritization of an energy conservation plan using available budgetary resources.
4. Add Obj. 3.7 related to 1) providing an employment environment that is welcoming and supports professional development. Evidence to support progress for this objective includes the vacancy and turnover rates, recruiting tools.

The goals and objectives as revised will be utilized for the 2010 – 2011 planning process.

B. Evaluation of Program Review Process

1. 2008 – 2009, 2009 – 2010 to date
2. Overall Evaluation of the Process

The committee acknowledged that the process as evaluated and revised for 2009 - 2010 is an improvement over the process utilized for 2008 – 2009. However, while the resource plan, strategic plan, professional development plan, marketing plan, and staffing plan are in progress, we are behind schedule. The committee identified these items as areas of opportunity for improvement of the process. In addition, the annual program review and comprehensive program review forms need to be updated and training provided. Jeff Cantwell, who attended the meeting on behalf of Robin Ying, reported that Omar Ramos is currently working on the Web based template for Part 1 (annual review and budget). Suzanne Gretz, Frances Beope, and Dawn Chun will meet next week to update the comprehensive program review form (Part 2) and agreed to present the training. Part 2 of the program review form will be revised to include assessment of the past, present and future goals.

The 2009 – 2010 Program Review Planning Stream was reviewed and explained. Concerns were raised regarding the approval process of the Technology Plan. It was recommended that the Technology Plan be submitted to the Technology Committee before it is submitted to the Educational Master Plan Committee for review and approval, in accordance with the approved planning stream. It was also recommended that Michael Heumann, Distance Ed Coordinator, and Robin Ying, Dean of Technology, meet to review and discuss the updated Technology Plan.

#### C. Timelines

The committee acknowledged the approved 2009 – 2010 timeline for the program review planning processes. The timeline will be sent to all programs and departments.

#### D. Data

The data needs identified include the following (data for Summer 08, Fall 08, Winter 09, Spring 09):

1. Retention Rate by Class
2. Success Rate by Class
3. Fill Rate by Class
4. Grade Distribution by Class
5. Degree Completion by Program
6. Certificate Completion by Program
7. Transfer Prepared by Program (60 units)

Dawn Chun reported that transfer data is not available in Banner and noted the need to address this issue as soon as possible.

#### E. Training

As discussed earlier in the meeting, the need for revision of the program review forms and training was identified. Training is scheduled to take place in September.

### II. Educational Master Plan

#### A. Subcommittee Assignments

1. Acceptance of Reports (Marketing, Staffing, Professional Development, Technology, Planning & Budget, Facilities, SLO)
2. Assignment Deadlines

Tina presented a To Do List for Program Review, Educational Master Plan, and the Accreditation Progress Report. Status reports were provided as follows:

- Tina will follow up with the Travis Gregory and Bill Gay regarding the professional development, marketing, and staffing plans. It was recommended that Bill Gay, Director of Communications, be included as a member of the Educational Master Plan Committee.
- Lianna Zhao reported that the resource allocation plan has been developed and needs to go through the shared governance approval process and to investigate how to implement it.

### III. Accreditation Progress Report

#### A. Strategic Plan

The committee was reminded that the Strategic Plan is an executive summary that sets the tone for where the District is going; it is a global view and vision. As noted in earlier discussions regarding the evaluation of the program review process, the Strategic Plan hasn't been completed. Efrain Silva is currently working on the plan utilizing the San Diego City College plan format. The plan will be submitted to the shared governance committees in September. The plan will link the goals and objectives of the Educational Master Plan with those of the Strategic Plan.

Adjournment: 11:30 a.m.