EDUCATIONAL MASTER PLAN COMMITTEE
MINUTES
FRIDAY, SEPTEMER 18, 2009
10:00 A.M., BOARD ROOM

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

Reports, discussion and action included the following:

➤ Annual Program Review Template. The committee reviewed the annual program review Web application template. Tina Aguirre reported that Omar Ramos is still working on the application and should have it completed today. She provided a brief explanation of the process and stated that the application can only pull existing data from Banner; that data entered into the application would not feed into Banner. Members expressed concern that SLOs, compliance, and marketing needs aren't addressed in the template. Tina will check with Carlos Fletes and Omar Ramos regarding how to handle the marketing needs issue. Following review and discussion, members suggested the following revisions to the template:

- add the course level SLO Plan to the drop-down plans menu (Tina will ask Toni Pfister and Omar to work together on this task);

- change "routine institutional expense" to "routine operational expense" in the drop-down plan menu;

- add a "GEN 0" column for resource plan committee recommendations to be entered (resource plan committees would review and prioritize the requests, but the individual resource plans would not be finalized at this level, they would continue through to the shared governance process; the criteria that will guide the resource plan committees in evaluating the requests should be set by the Strategic Plan and Planning & Budget committees);

- add a blank field for other information.

➤ Comprehensive Program Review Form. Members reviewed the updated comprehensive program review form and received an explanation of the changes made to the form. Concern was raised regarding whether the data provided in completed program review forms could be easily summarized by the subcommittees assigned to review them. Tina stated that comprehensive program reviews would be conducted this year, 2009-2010, in accordance with the schedule recently provided to departments, with the exception of the career technical education programs (CTE). Dawn Chun will confirm the CTE programs that will conduct a comprehensive program review in 2009-2010.

➢ <u>Data</u>. The committee reviewed the list describing the standardized data that would be provided to departments for use in conducting their program reviews. Tina directed that this data be provided to all programs immediately following the training on the annual program review application template.

➢ <u>Assessment of 2008 – 2009 Educational Master Plan Goals and Objectives</u>. Since many of the EMP Committee members were absent, the draft assessment document will be sent electronically to the appropriate individuals for input.

Adjournment: The meeting adjourned at 11:40 a.m.