**EDUCATIONAL MASTER PLAN COMMITTEE (EMPC)**
**Friday, April 27, 2012, 10:00 a.m.**
**Board Room**

**ATTENDEES**
**Members:**

| | | | |
|---|---|---|---|
| Alfredo Cuellar | Becky Green | Bill Gay | Brian McNeece |
| Bruce Seivertson | Carol Hegarty | Cathy Zazueta | Daniel Gilison |
| David Drury | David Zielinski | Dawn Chun | Trini ARguelles |
| Ed Wells | Efrain Silva | James Patterson | Rudy Robles |
| Janis Magno | John Lau | Jose Lopez | Jose Ruiz |
| Kathy Berry | Krista Byrd | Kseniya Kareva | Rick Castrapel |
| Michael Heumann | Rick Goldberry | Angie Ruiz | Suzanne Gretz |
| Taylor Ruh | Ted Ceasar | Terry Norris | Tina Aguirre |
| Todd Finnell | Toni Pfister | Travis Gregory | Alberto Izarraraz (ASG) |
| Victor Jaime | Vikki Carr | Jessica Waddell | |

**Guests:**

**Recorder:**

Claudia Aguilar

**CALL TO ORDER**
- Meeting called to order at 10:13 a.m. by Dean Ted Ceasar, EMPC Co-Chair

**AGENDA ITEMS AND DISCUSSION**
1. **Approval of Minutes, April 27, 2012**
   - M/S/C  Seivertson/Castrapel to approve the minutes of the April 20, 2012 EMPC Meeting as presented
2. **Goals and Objectives**
   - Committee reviewed updated goals and objectives presented by subcommittee chair Bruce Seivertson
   - The new goals correspond to the Accreditation Standards
   - Bruce Seivertson was thanked for his leadership of the subcommittee that developed the goals
3. **Approval of Educational Master Plan**
   - M/S/C Arguelles/Seiverston  the Educational Master Plan was approved with minor modifications
4. **Timeline**
   - **Committee reminded of timelines:**
     - May 2, 2012:  Academic Senate
     - May 7, 2012:  College Council
     - May 16, 2012: Board of Trustees
5. **Adjournment**
   - The meeting was adjourned at 10:20 a.m.

economic growth and global competiveness through education, training, and services that contribute to

continuous workforce improvement.

**Values**

| The Core Values of IVC are: |
| --- |
| All people should have the opportunity to reach their full educational potential |
| An educated citizenry is the basis for democracy |
| A college should embrace diversity in all its forms |
| A college should strive for innovation and creativity |
| All people have the right to access quality higher education |
| All people should have access to lifelong learning |

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

| Students who successfully complete degree and certificate programs at IVC will demonstrate competency in these five areas: |
| --- |
| Communication Skills |
| Critical Thinking Skills |
| Personal Responsibility |
| Information Literacy |
| Global Awareness |

**2012-2013 GOALS AND OBJECTIVES**

**Goal One  (*Institutional Mission and Effectiveness*)**: The College will maintain programs and

services that focus on the mission of the college supported by data-driven assessments to measure

student learning and student success.

| Obj. | Objectives for EMP Goal 1 |
| --- | --- |
| 1.1 | Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making. |
| 1.2 | Develop an institutional score card to assess student learning that drives integrated planning and resource allocation. |
| 1.3 | Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness. |
| 1.4 | Develop systems that are inclusive, cyclical, and understood by all stakeholders. |

**Goal Two** *(Student Learning Programs and Services)*: The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

| Obj. | Objectives for EMP Goal 2 |
|------|---------------------------|
| 2.1 | Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students. |
| 2.2 | Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates. |
| 2.3 | Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students. |
| 2.4 | Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years. |
| 2.5 | Ensure that the Library meets as closely as possible the "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges. |
| 2.6 | Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement. |

**Goal Three (*Resources*)**: The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

| Obj. | Objectives for EMP Goal 3 |
|------|---------------------------|
| 3.1 | Develop and implement a resource allocation plan that leads to fiscal stability. |
| 3.2 | Implement a robust technological infrastructure and the enterprise software to support the college process. |
| 3.3 | Build new facilities and modernize existing ones as prioritized in the facility master plan. |
| 3.4 | Design and commit to a long-term professional development plan. |
| 3.5 | Raise the health awareness of faculty, staff, and students. |

**Goal Four: (Leadership and Governance):** The Board of Trustees and the Superintendant/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

| Obj. | Objectives for EMP Goal 4 |
|------|---------------------------|
| 4.1 | Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution. |
| 4.2 | Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior. |

| 4.3 | Ensure that the Board of Trustees is informed and involved in the accreditation process. |
| 4.4 | Ensure that processes for the evaluation of the Board of Trustees and the Superintendant/President are clearly defined, implemented, and publicized. |
| 4.5 | Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process. |

**THE PROGRAM REVIEW PLANNING PROCESS**

**2011-2012 Planning Process/Development of 2012-2013 Educational Master Plan**

2011-2012 was the start to IVC's second three-year planning cycle. The program review planning process for 2011-2012 is described in the text and timeline of activities below and is the result of continuous improvement driven by an annual evaluation of the process, its timeline, the format or media used, and the end user's perspective on the ease and clarity of the process and formats. The web-based template for the annual program review (APR) that was introduced in fall 2009 was updated in early fall 2010 to include a feature that allows programs to request resources that are above and beyond, or in addition to, a program's base operating budget. The goal of the web-based template was to improve the planning process to more efficiently manage the work of summarizing and prioritizing requests for the staffing, technology, marketing, professional development, student learning outcomes, and facilities resource plans. The web-based form assists in linking requests to account codes, while automatically providing current year budget and actual expenditures for the previous year using IVC's central IT system, Banner, as the source. Justification for any line item can be added in a brief statement or in an attached longer format.

In addition, the web-based repository provides a link, by line item, to a specific resource plan. The link to resource plans enables individual resource plan committees to pull plan specific reports from the APR; for example, all line items linked to the marketing resource plan can compose a single report. The APR and CPR for 2012-2013 will delineate the contractual and fixed costs from the desired line items