



IMPERIAL VALLEY COLLEGE

EDUCATIONAL MASTER PLANNING COMMITTEE

Unadopted Minutes
 Friday, May 16, 2014
 9:00 a.m. – 10:00 a.m.
 Board Room

Committee Members					
	Tina Aguirre		Todd Finnell	✓	Brian McNeece
✓	Linda Amidon		Bill Gay	✓	Andrea Montaña, ASG
✓	Trini Argüelles	✓	Daniel Gilison	✓	Terry Norris
✓	Kathy Berry		Rick Goldsberry	✓	James Patterson
✓	Craig Blek		Becky Green		Sydney Rice
✓	Susan Carreon		Carol Hegarty		Jose Ruiz
	Jose Carrillo		Michael Heumann		Ed Scheuerell
	Rick Castrapel		Victor Jaime	✓	Efrain Silva, Co-Chair
✓	Ted Ceasar, Co-Chair		John Lau		Edward Wells
	David Drury		Jose Lopez		Kevin White
✓	Gaylla Finnell		Sergio Lopez		Kathy Zazueta
	Guests				Recorder
				✓	Carol Cortés-Ramirez

I. Call To Order

The meeting was called to order at 9:07 a.m. by Dean T. Ceasar, Co-Chair.

II. Approval of Minutes

The minutes for May 2, 2014 will be approved at the next EMPC Meeting.

III. Program Review Process Evaluation

T. Ceasar reported that he had met with J. Carrillo and E. Silva on putting together a survey. The survey was sent out to everyone who did Program Review – by service area. T. Ceasar presented the summary of the survey and went over the results. He also stated that service areas collected their own data since they are so different. T. Ceasar stated that it was clear from the survey results that training and data was a big request. Training is being scheduled. Data will be available in August. The timeline for Program Review needs to be ready in October. Everything needs to be completed by the end of December. EMPC will need to look at recommendations. Questions arose on the data in SPOL. L. Amidon stated that it can be done but very tedious. A brief discussion followed. B. McNeece added that

data needs to be fine-tuned to make sure it's like we want it. E. Silva added that this summer a model will be created (before faculty gets back) and they will work on one program as a sample. B. McNeece asked that the template be fine-tuned. T. Ceasar added that we need to incorporate Student Equity in the data through Program Review. D. Gillison stated that there were issues with data not being complete – fill rate data issue and he would like to see the raw data. T. Ceasar brought up the point of the frequency of the review of data. We now have annual review. In 2015-2016 it has been discussed on having a longer review cycle. E. Silva expressed his concern over reviewing that level of data every year. T. Ceasar stated that they can make that decision next year.

IV. Review of Goals and Objectives

T. Ceasar asked the committee if the review actually occurred. T. Aguirre stated that she took on that task. It was approved unanimously that the Goals and Objectives remain in place until the end of the cycle next year (MSC-K. Berry/B. McNeece).

V. Resource Committees Update

T. Ceasar reported that the Budget and Fiscal Planning Committee will be meeting today to develop the master prioritization of all areas. For the first time we have planning tied to the budget. Next year, it will have to be done before the end of Fall. EMPC will be presenting an update report at the June Board Meeting. The report will also include the goals.

VI. Integrated Planning and Prioritization Model

T. Ceasar presented the model that establishes the Master Plan as the Strategic Educational Master Plan. The model was reviewed by the committee. K. Berry stated that EMPC should be a planning committee and not a resource committee. She added that it's been a task force and not a standing committee. A brief discussion followed. D. Gilison asked if the Academic Senate had any say in this. T. Ceasar added if it also went along with College Council. G. Finnell questioned the student equity plan being incorporated into this. L. Amidon added that the EEO Plan also be included. T. Ceasar stated that it will be added in the 2nd row. This will be effective for 2015-2016. Next year is our planning year. T. Ceasar stated that the committee needed to take action to adopt the model. The model was approved, with ammendments (MSC – G. Finnell/C. Bleck). The ammendments include: Replace SCC to CC; the Strategic Master Planning Committee is EMPC.

VII. Other

None.

VIII. Next Scheduled Meeting

Friday, June 6, 2014 in the Board Room

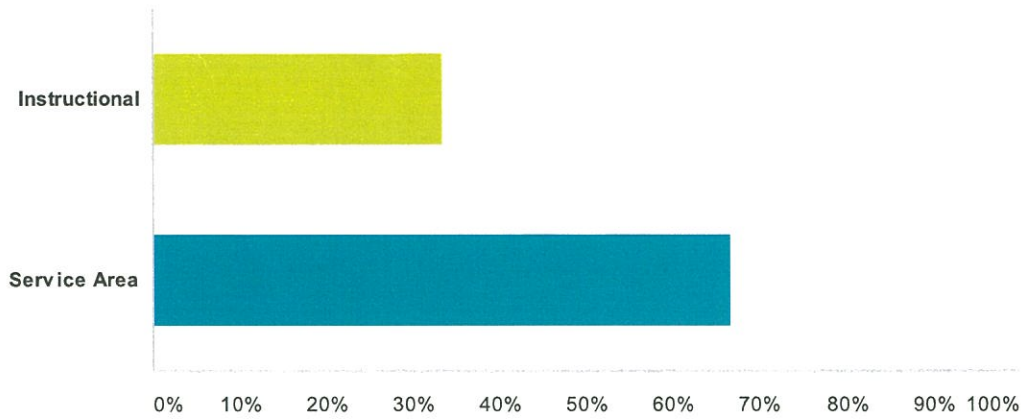
IX. Adjournment

The meeting was adjourned at 9:50 a.m.

Program Review Process Evaluation

Q1 The program review process I took part-in was:

Answered: 30 Skipped: 0

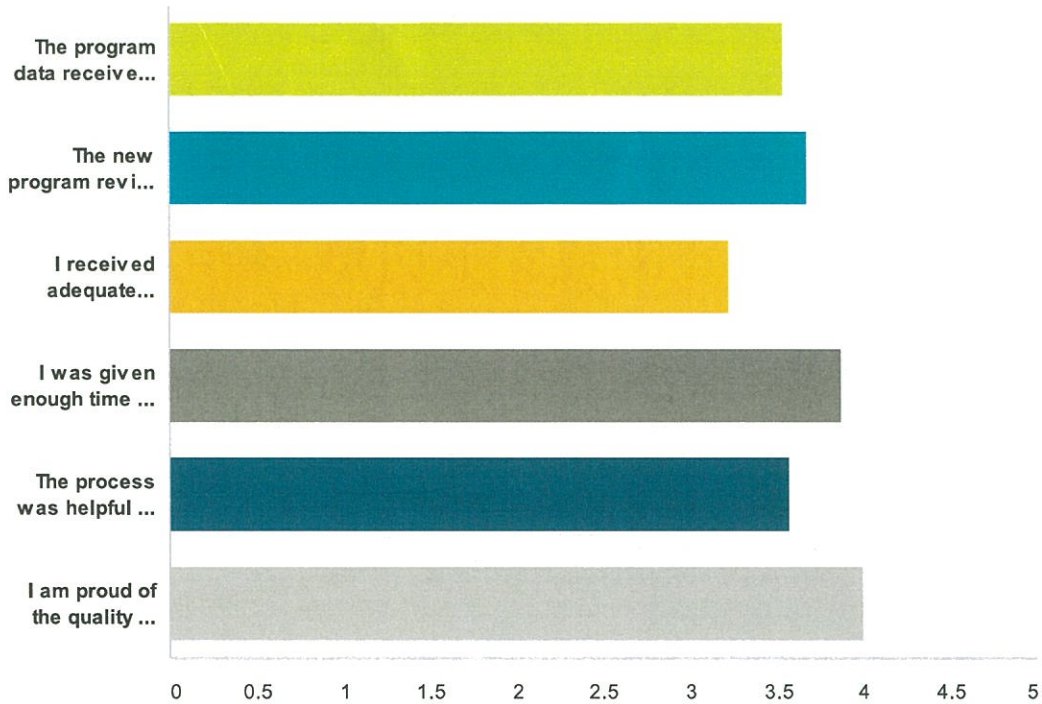


Answer Choices	Responses	
Instructional	33.33%	10
Service Area	66.67%	20
Total		30

Program Review Process Evaluation

Q2 Please rate your level of agreement with the following statements:

Answered: 30 Skipped: 0



	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	N/A	Total	Average Rating
The program data received was useful to evaluate my program	3.33% 1	10.00% 3	16.67% 5	50.00% 15	6.67% 2	13.33% 4	30	3.54
The new program review template was helpful to evaluate by program	0.00% 0	10.00% 3	23.33% 7	56.67% 17	10.00% 3	0.00% 0	30	3.67
I received adequate training to complete the program review process	3.33% 1	20.00% 6	26.67% 8	50.00% 15	0.00% 0	0.00% 0	30	3.23
I was given enough time to complete the program review process	0.00% 0	10.00% 3	10.00% 3	63.33% 19	16.67% 5	0.00% 0	30	3.87
The process was helpful in improving our program	0.00% 0	6.67% 2	40.00% 12	43.33% 13	10.00% 3	0.00% 0	30	3.57
I am proud of the quality of work I did on the program review	0.00% 0	0.00% 0	13.79% 4	72.41% 21	13.79% 4	0.00% 0	29	4.00

Program Review Process Evaluation

Q3 How would you improve the Program Review process for next time (e.g. please comment on data, training, timeline, frequency, etc.)? Please take in to account that SPOL will be utilized to drive this process in the upcoming year. Input as to how we can successfully implement SPOL for program review is also welcomed.

Answered: 24 Skipped: 6

Program Review Process Evaluation

Q3 How would you improve the Program Review process for next time (e.g. please comment on data, training, timeline, frequency, etc.)? Please take in to account that SPOL will be utilized to drive this process in the upcoming year. Input as to how we can successfully implement SPOL for program review is also welcomed.

Answered: 24 Skipped: 6

#	Responses	Date	
1	We need lots of training on SPOL, accurate and complete data, and need to start by the beginning of September at the latest. The fewer changes made in the process, the easier it will be to do this.	5/15/2014 12:46 PM	T
2	Attend or provide more trainings.	5/15/2014 10:13 AM	T
3	I would like to see more training regarding the "new forms." I would also like to hear what others think of the process utilizing the "new forms." There has to be a better way of doing this.	5/14/2014 4:38 PM	T
4	The data provided was only partially helpful in reviewing certain programs. Some instructional programs primarily serve a general education function, and the data on majors and certificates does not reflect that function. There needs to be a program review process which looks specifically at the general education program, and this program review needs to be completed by the Curriculum Committee.	5/14/2014 4:07 PM	D
5	Since I did not use SPOL this time to complete the program review, training in fall before review process would really assist me, since we are going to be utilizing SPOL.	5/14/2014 4:01 PM	F
6	The process was somewhat confusing and I don't feel that I can offer any useful suggestions.	5/14/2014 3:53 PM	
7	Examples of Program Review should be given to instructors so that they know what is expected in each area of the program review, since both me and my chair were unaware of what information was needed in certain areas of the Program Review. More training should be given to the Deans of the divisions as well since my dean did not have clear idea of exactly what information should be in the Program Review.	5/14/2014 3:05 PM	T EX
8	I would like to receive more training to complete the program review.	5/14/2014 2:29 PM	T
9	more training	5/14/2014 2:12 PM	T
10	Start earlier. Train faculty.	5/13/2014 2:44 PM	T
11	I attended to workshops using computers for training. I was able to use our program approved goals and objectives from the US Department of Education - TRIO Office. It was easy to transfer data from the Annual Performance Reports (APR) submitted each year to the department.	5/13/2014 11:42 AM	
12	If you are doing in SPOL you must follow the instruction and ask for help.	5/13/2014 11:36 AM	
13	I would need more training to fully understand the data require from a service area for a successful program review.	5/13/2014 11:34 AM	T
14	Regardless of the tool that is used the Program Review process needs to be visually mapped out from beginning to end so that every stake holder involved has a clear and thorough understanding of the process. Because of all the committees involved, the timeline may need to be extended from a 1 year process to a 2 year process. There needs to be clear distinction between classroom vs non-classroom alignment to SLO requirements. Once completed, the final visually mapped out process needs to be documented for quick and easy reference, plus yearly training for review to those stake holders who are experienced and those that are new to the process.	5/13/2014 10:52 AM	T

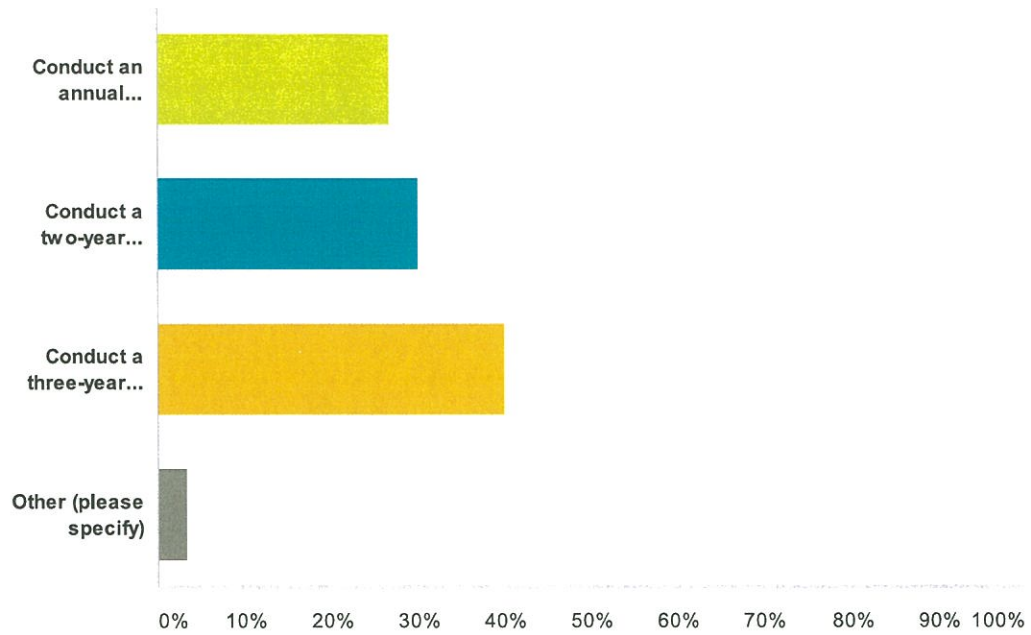
Program Review Process Evaluation

15	<p>-For my area, the standard data that are provided are pretty much irrelevant; they don't reflect activity in my area, and they don't inform the decision-making process at all. Training and the timeline are adequate for getting the job done. -SPOL is a well organized, uniform, and systematic way to keep track of data and to track trends. However, it seems to be a bit too well organized. That is, it breaks the programs and data into tedious minutia, and different programs that are in the same area and have similar operations require the same data to be entered for each program. As a result, instead of doing one program review for an area, one ends up doing three or four, and they are all the same. If the data entry process could somehow be streamlined (such as having a text box/link that says something like "Also apply these data to . . . program"), that would be very helpful. -So far, the training for SPOL has been difficult to follow. It goes very fast, and the trainer uses SPOL's definition of terms rather than the definitions that we have to work with. That is confusing. -As for "successfully implementing SPOL for program review," I think that that will simply take time. The learning curve is pretty steep, but when everyone finally understands how the program works, using it will become automatic.</p>	5/13/2014 10:34 AM D
16	Don't include pre-requisite courses when reporting data for a program	5/13/2014 10:22 AM D
17	It will be nice to have the process done electronically.	5/13/2014 10:07 AM
18	I think more than anything, having a clear process defined for everything that is required (and then some sort of tracking mechanism to keep everyone aware of deadlines) is really what we've been lacking these past few years. Sometimes adding in additional software only adds to the complexity of the situation, and the SPOL training and ramp-up process was taking much too long so I'm hoping that will be better this next year.	5/13/2014 9:35 AM
19	Time was too rushed. Need to give additional time and all information up front.	5/12/2014 1:21 PM T
20	Provide a good example of a completed review as a model.	5/12/2014 10:06 AM EX
21	I did my Program Review in SPOL, but my budget, which is categorical did not show up. Everything needs to be in place before we are asked to input the information.	5/12/2014 9:39 AM
22	Data in chronological order by semester instead of alpha order	5/9/2014 4:49 PM D
23	I believe the time line was not followed. Program Review did not begin until the Spring semester and then had a quick turn-around. I also think that the budget development process needs to better reflect the program goals which should be tied to Institutional goals.	5/9/2014 3:59 PM TL
24	Provide hands on training where we can actually start the report and encounter problems. The problems and questions usually come after the training. Also offer training at least on two separate times.	5/9/2014 3:32 PM T

Program Review Process Evaluation

Q4 What is your preference for future program reviews?

Answered: 30 Skipped: 0



Answer Choices	Responses
Conduct an annual comprehensive program review	26.67% 8
Conduct a two-year comprehensive program review cycle, with an streamlined annual review for resource requests	30.00% 9
Conduct a three-year comprehensive program review cycle, with an streamlined annual review for resource requests	40.00% 12
Other (please specify)	3.33% 1
Total	30