

**Strategic Educational Master Plan  
Committee Minutes  
Friday, May 1, 2020  
11:00 a.m. - 12:00 p.m.  
Via Zoom**

<b>Committee Members</b>					
X	Linda Amidon		Suzanne Gretz	Excused	Jose Plascencia
X	Trini Argüelles	X	Carol Hegarty	X	Robert Price, Co-Chair
	ASG	X	Michael Heumann	X	Sydney Rice
X	Jose Carrillo	X	Lennor Johnson	X	Andrew Robinson
X	Henry Covarrubias, Co-Chair	X	Betsy Lane	X	Jose Ruiz
X	James Dalske	X	Andres Martinez		Efrain Silva
X	David Drury	X	Jill Nelipovich	X	Jose Velasquez
X	Daniel Gilison	X	James Patterson		
<b>Consultants</b>					
X	Cecilia Duron		Kevin Howell	X	Xochitl Tirado
	Deedee Garcia		Jill Kitzmiller		
	Martha Garcia	X	Christina Tafoya		
<b>Guests</b>					
X	Clint Dougherty	X	Mary Jo Wainwright		<b>Recorder</b>
X	Victor Torres			X	Carol Cortés

**A. Call To Order**

**1. Call to Order**

The meeting was called to order at 11:00 a.m. by H. Covarrubias, Co-Chair.

**B. Approval of Minutes**

**1. Approval of Minutes of February 21, 2020**

The minutes were tabled to be presented at the next SEMPC meeting.

**C. Old Business**

**1. Budget Enhancement Timeline Update**

H. Covarrubias thanked everyone who responded and provided the information requested. He encouraged those that haven't submitted their responses to do so as soon as possible. The part of the prioritization process is moving forward in terms of the budget enhancement.

R. Price reported that at the CART Meeting items came up regarding the Strategic Plan and what SEMPC is doing. He advised them that SEMP is working through that right now. He also stated that SEMPC is still waiting to get word back from Dr. Garcia and Dr. Johnson on the vendor.

H. Covarrubias clarified that R. Price is referring to potentially bringing a consultant on board to help us with that process. L. Johnson added that as of right now, that item is tabled but most likely will start back up in the Fall.

J. Carrillo reported that the timelines for Program Review and the Budget Enhancement Process, given the latest development, are going to have to be readjusted so that committees can finalize their prioritizations. He added that we're doing fine in terms of meeting previous deadlines but we're going to have to readjust and maybe shorten some of the other dates to ensure that we meet the Budget Process.

## **2. Strategic Educational Master Plan Update**

H. Covarrubias stated that the consultant was covered in the previous agenda item. He added that the SEMPC Program Review is moving forward and it is within our follow-up report. The two areas that we need to focus on and are still outstanding: how we see the evaluation of the review and the revising of the SEMP on a yearly basis.

J. Patterson indicated that out of the information he received in this meeting and what was provided during the CART Meeting is sufficient for him to craft language into the follow up report.

## **3. Institutional Set Standards Update**

J. Carrillo reported that through CART and the Office of Institutional Research, they have undergone the task to be able to set and approve the Institutional Set Standards for the college. He added that they have had some Institutional Set Standards that were set a number of years ago and unfortunately, they have not been revisited.

He stated that both him and J. Patterson have periodically gone to the Academic Senate and have done a series of presentations on them. Unfortunately, there has been a lot of stalling with getting them approved. There's a lot of questions and have had to re-shuffle some of them as well as switching actual figures because they were aiming very high and some were aiming very low. They are working really hard to try to get them approved through the Academic Senate.

## **D. New Business**

### **1. Committee Evaluation for 2019-2020 Input**

H. Covarrubias displayed the self-evaluation form for campus wide standing committees. He stated that focusing on the review from previous year and related institutional goals and then those actually intersect with committee goals. He emphasized that this is a priority and continue to push for this.

L. Amidon questioned the evaluation form that was displayed and stated that it was not the current form. She added that the evaluation was showing old goals and that the goals should align with what is in Program Review. J. Carrillo agreed and he will look for the current form sent by L. Amidon and update it as needed.

J. Carrillo stated that he would like to cover the progress we've done and then the areas where we need to improve as well as to cover the accomplishments that have been done within the last year. H. Covarrubias added that he will work with R. Price and J. Carrillo on getting the appropriate version done and disseminate it out.

## **E. Action Items**

### **1. None**

## **F. Other**

### **1. Welcome – James Dalske**

L. Johnson introduced and welcomed James Dalske, Interim Dean of Student Affairs.

J. Dalske stated that he's excited to be here and to help the team. He added that he has a lot of accreditation experience.

He was welcomed by the Committee.

### **2. Program Review Survey Results for 2018-2019**

J. Carrillo shared the results of the Program Review Survey that was done in the Fall which was part of the ongoing evaluation of the Program Review Process. He stated that the evaluation form was sent to all of the Program Review leads and everyone who has completed the Program Review Process which included Service Areas and Academic Areas. There was a total of 29 responses.

L. Carrillo added that there were some open-ended questions on how to improve the process; ways to improve the budget allocation process; and evaluation of SPOL. He stated that there is a team of people on campus, that are looking at other vendors with the possibility of moving to another software platform. Not all vendors (demos) were completed. We are waiting for direction from Cabinet whether we're sticking with SPOL for another year until we're ready to switch as a team to another vendor.

## **G. Next Scheduled Meeting**

### **1. Next Scheduled Meeting**

The next meeting will take place on Friday, June 5, 2020, at 11:00 a.m., via Zoom.

## **H. Adjournment**

The meeting adjourned at 11:22 a.m.