

**IMPERIAL VALLEY COLLEGE  
EDUCATIONAL MASTER PLAN COMMITTEE (EMPC)  
TUESDAY, SEPTEMBER 25, 2012  
3:00 P.M., BOARD ROOM**

**MINUTES**

**Members:**

Becky Green	Ed Wells	Leticia Pastrana	√Tina Aguirre
Bill Gay	√Efrain Silva	Michael Heumann	√Todd Finnell
√Brian McNeece	√James Patterson	Rick Castrapel	√Travis Gregory
Carol Hegarty	√Jill Nelipovich	Rick Goldberry	√Trini Arguelles
√Cathy Zazueta	John Lau	√Sergio Lopez	√Marco Ortega (ASG)
√Craig Blek	Jose Lopez	Sidney Rice	Victor Jaime
√Daniel Gilson	Jose Ruiz	√Taylor Ruhl	
√Dave Drury	√Kathy Berry	√Ted Ceasar	
David Zielinski	Kevin White	√Terry Norris	

**Recorder:** Lou Ayon

**1. Call to order**

a. Meeting called to order at 3:05 p.m. by Dean Ted Ceasar, EMPC Co-Chair.

**2. Approval of Minutes, April 27, 2012**

M/S/C VP Berry and Dave Drury to approve the minutes of the April 27, 2012 EMPC meeting as presented.

**3. Planning Process**

Co-Chair Ceasar provided an introduction/orientation of EMPC located on the college's website as an informational process since there are new members of this committee this academic year. He explained the importance of the goals and objectives section and how they need to be tied back into one or more institutional goals. Changes to the program review will be made from recommendations made from last year. He also discussed changes regarding consolidation of the annual program review and three-year comprehensive program review into a single annual program review.

Co-Chair Ceasar provided information on a new program review model. He stated that everyone enters annual budgets into computer program-yearly which then are reviewed. A recommendation from last year is that these reports need to be made more substantial. A model is being reviewed for programs using data for this model as but an annual basis. He added that the Academic programs were worked on during this past summer. Nonacademic programs, from the recommendation from FCMAT, the Process Improvement Team (PIT) crew were developed. Administrative Dean Gregory and VP Finnell are chairing this committee which serves to look at their processes for creating a better efficiency, increasing student success, and saving the college monies. Co-Chair Ceasar added that he recommended the creation of a document that can be used on an annual basis for these goals to be reviewed and the formation of a subcommittee to this committee.

VP Berry added that as a request from FCMAT, program reviews would be prepared in the fall, as the budget is announced in January, then in February or March budgets would be prepared. This would allow better tracking on priority items requested and create a more precise program review document.

Co-Chair Ceasar requested volunteers to review the FCMAT form and the current comprehensive format and combine them to have a more substantial form. Volunteers that agreed to review forms are Kathy Berry, Dave Drury, Jill Nelipovich, and Taylor Ruhl. Co-Chair Ruhl added that Jose Ruiz has been asked to chair this group. This group will meet in 2 weeks.

#### **4. Resource Committees**

Co-Chair Ceasar disseminated listing of committees and mentioned that these committees are part of the Educational Master Plan. Co-Chair Ceasar requested to review the listings and update with new members as the lists may not be current. Co-Chair Ruhl added to please share the importance of submitting the documents review online and narratives on time as they are a key process. He added that last year it took great efforts from participants but were able to comply with the deadlines.

#### **5. Timeline**

Co-Chair Ceasar reviewed with committee the deadlines listed on agenda. He added that last year Terri Norris did a great job assisting with the reports and will be requesting him to review them for next year before submitting them. He stated that the EMPC committee should be done reviewing the plan and should be ready to approve it by the April 23, 2012 meeting. Member Gilson stated that the College Council date should be updated to May 6, 2012 as May 13, 2012 would be a week after school is over and would not have any input from ASG.

Co-Chair Ceasar also reviewed the dates for the EMPC meetings and had no oppositions to the dates that were submitted. EMPC next meeting is scheduled for October 30, 2012 at 3:00 .m. in the board room.

#### **6. Meeting adjourned at 3:50 p.m.**