

**Educational Master Planning Committee (EMPC)  
Friday, September 9, 2011, 11:00 a.m.  
Board Room**

**ATTENDEES**

**Members:**

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

**Guests:**

None

**Recorder:**

Linda Amidon

**CALL TO ORDER**

Meeting called to order at 11:06 a.m. by Dean Ted Ceasar, EMPC Co-chair.

**AGENDA ITEMS AND DISCUSSION**

1. Minutes of May 27, 2011, Meeting.
  - Minutes approved as presented.
  
2. Resource Committees.
  - Some resource committee members indicated last year that they weren't aware they were supposed to prepare the resource plans; it was suggested that the implementation of the new organizational structure may have contributed to the confusion.
  - It was noted that very few resource committee representatives attended today's meeting.
  - Resource committees include those for staffing, budget, marketing, professional development, SLOs, student services, technology, and facilities.
  - All resource committees are standing committees, with the exception of the Staffing Committee, which is currently undergoing the process to become a standing committee.
  - The Educational Master Plan Committee includes representatives of Instructional Council, and faculty and staff volunteers.
  - EMPC Co-chairs will meet with individual resource committees to explain the planning process.
  - The goal is to begin the program review planning process early to avoid writing the Educational Master Plan in June.
  
3. EMP Goals
  - The goals in the EMP for 2011-2012 were developed three years ago; 2011-2012 begins another three-year program review planning cycle.
  - Need to address goals for this planning cycle; previous goals were institutional goals established by the Board; EMPC established the objectives.
  - Issues related to the goals and objectives: goals weren't monitored; there are no benchmarks or ways to measure outcomes.



Factors considered in establishing deadlines included: when the budget guidelines will be available; the additional time needed to complete comprehensive program review since it supports the annual program review and requires more detail.

- Discussion held regarding whether the comprehensive program review schedule should be revisited. Issues noted: Some departments had to complete several comprehensive program reviews in 2010-2011 (e.g., six completed by the Science Department). Determined that proposal to change the schedule should be considered by EMPC and Instructional Council; a change probably couldn't be made at this time.

## **8. Meeting Schedule**

- Discussion held regarding meeting schedule proposed by Co-chairs (i.e., meet once a month at 11:00 a.m. following CART meetings).
- It was noted that CIO/ALO Kathy had expressed opposition to EMPC and CART meeting on the same day; EMPC and CART meetings were originally held on the same days which created confusion about committees' roles and assignments.
- **EMPC agreed upon the following meeting schedule; all meetings held Fridays at 9:00 a.m. preceding CART meetings:**
  - **October 7, 2011**
  - **November 18, 2011**
  - **No meeting December 2011**
  - **No meeting January 2012**
  - **February 17, 2012**
  - **No meeting March 2012**
  - **April 20, 2012**

**It was noted that it may be necessary for the EMPC to meet more often in the spring.**

## **ADJOURNMENT**

The meeting was adjourned at 11:56 a.m. The next meeting: October 7, 2011, at 9:00 a.m.