

**EDUCATIONAL MASTER PLAN COMMITTEE  
MINUTES  
FRIDAY, APRIL 3, 2009  
10:00 A.M., BOARD ROOM**

<b>Present:</b>	Allyn Leon	Dawn Chun	Frank Rapp
	Melani Guinn	Val Rodgers	Kathy Berry
	Suzanne Gretz		
<b>Absent:</b>	David Drury	David Zielinski	Efrain Silva
	Frances Beope	Gonzalo Huerta	Jan Magno
	Jesus Esqueda	John Lau	Jose Lopez
	Lianna Zhao	Mary Lofgren	Michael Heumann
	Robin Ying	Taylor Ruhl	Ted Ceasar
	Tina Aguirre	Toni Pfister	Victor Jaime
<b>Guests/Visitors:</b>			
<b>Recorder:</b>	Linda Amidon		

Reports, discussion and action included the following:

- Goals and Objectives. The committee discussed establishment of the goals for the 2009 – 2010 Educational Master Plan. The committee recognized that last year’s goals were too broad, noted that some colleges are using SLO’s as goals, and suggested that the district could use its SLO’s as objectives. The committee agreed to retain some of last year’s goals, specifically student success, student retention, and improvement of institutional effectiveness.
- Budget Section of Part 1 of Program Review. Melani Guinn reported that she and Val Rodgers were appointed by John Lau to a task force that worked on improving budget development in the annual program review process. Jeff Cantwell, Omar Ramos, and Carlos Fletes are also on the task force. The committee recognized that the current program review process is not functional. Further, the subcommittees assigned to summarize the program reviews reported that the process was very laborious as they had to cut text from each program review document and paste to the summary documents. The program review budget template the committee developed is a Web based application that reflects real-time changes, which allows for a trail of changes. The committee discussed some of the line item accounts included in the template: new technology accounts were added, suggested additional travel accounts to track different types of travel.
- Program Review Planning Process 2009-2010 Timeline. Val Rodgers presented the new program review planning timeline and planning process flowchart for 2009-2010. The committee briefly discussed the items needed such as a marketing plan and professional development plan.

Adjournment: 11:08 a.m.

**EDUCATIONAL MASTER PLAN COMMITTEE  
MINUTES  
FRIDAY, MAY 15, 2009  
10:00 A.M., BOARD ROOM**

<b>Present:</b>	Jose Lopez	Lianna Zhao	Frank Rapp
	Taylor Ruhl	Tina Aguirre	Val Rodgers
	David Drury	Toni Pfister	Jan Magno
	Frances Beope	Michael Heumann	John Lau
	Suzanne Gretz	Dawn Chun	Victor Jaime
	Melani Guinn	Kathy Berry	Efrain Silva
<b>Absent:</b>	Allyn Leon	David Zielinski	Gonzalo Huerta
	Jesus Esqueda	Mary Lofgren	Robin Ying
	Ted Ceasar		
<b>Guests/Visitors:</b>			
<b>Recorder:</b>	Linda Amidon		

Reports, discussion and action included the following:

- Educational Master Plan. Kathy Berry recognized the Educational Master Plan writing team members, Val Rodgers, Frank Rapp, Suzanne Gretz, Tina Aguirre, and Toni Pfister, and stated that the first draft of the EMP had been sent to committee members yesterday. Committee members were asked to review the EMP subcommittees member lists for accuracy and notify Kathy of any discrepancies by Monday May 18. While acknowledging the important information that was included in the draft EMP, Jan Magno expressed her concern that the EMP was written more like a self-study. She stated that the EMP should be a summary of the district’s overall priorities and should be presented as a concise working document.

Kathy Berry requested the committee’s feedback on the goals and objectives reflected in the draft EMP. She stated that if there isn’t agreement on the goals and objectives, then future program reviews would have no basis. The committee reviewed the goals and objectives and recommended revisions to Goal Two and some of the objectives under Goal Two and Goal Three.

The committee was provided an explanation of the process represented by the program review planning stream chart included in the EMP. Kathy emphasized that the planning steam is not a shared governance flowchart. Suggestions made by the committee included morphing the Thaw Committee into the Staffing Committee, and adding a Marketing Committee and SLOs Committee as committees that feed into the EMPC as do the Budget & Fiscal Planning Committee, Technology Committee, Facilities Planning Committee, Staffing Committee and Professional Development Committee.

Kathy requested committee members to provide Val Rodgers with feedback on the EMP by Wednesday May 20.

- Next Meeting. The committee agreed to meet at 10:00 a.m. on Friday May 29.

Adjournment: The meeting adjourned at approximately 11:40 a.m.