

**Educational Master Planning Committee (EMPC)
Friday, March 2, 2012, 9:00 a.m.
Board Room**

ATTENDEES

Members:

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

Guests:

Recorder:

Linda Amidon

CALL TO ORDER

Meeting called to order at 9:05 a.m. by Dean Ted Ceasar, EMPC Co-chair.

AGENDA ITEMS AND DISCUSSION

1. Minutes of October 7, 2011, Meeting

- M/S/C Seivertson/Heumann to approve the minutes of the February 17, 2012 EMPC meeting as corrected (Carol Hegarty did attend the meeting).

2. Goals Subcommittee Update

- Subcommittee chair Bruce Seivertson:
 - reported that he had sent an email to EMPC following the February 17 EMPC meeting, which included draft goals and objectives for committee review and input
 - distributed copies of the draft goals and objectives to attendees of today's meeting
 - will schedule a special meeting to finalize goals and objectives, if input is not provided by the committee before the next EMPC meeting
- committee members reviewed draft, made recommendations and identified sources for additional objectives:
 - recommended objectives: objectives related to student enrichment, quality of life, cultural awareness, ensuring a collegial atmosphere that encourages healthy interactions and relationships; maintain and prioritize transfer level rates
 - look at for additional objectives: student and faculty surveys, Maintenance Department for SLOs, and Campus Safety Department for SAOs related to Goal 3 (*Develop Resources and Increase College Effectiveness*)
- committee expressed concerns related to the goals and objectives and made recommendations:
 - anticipate lower target numbers due to fee increases and decreased apportionment
 - must have a formalized plan for reaching targets
 - how do the goals tie to the accreditation standards?
 - there is no overall visible connection between the goals and objectives and the standards
 - the entire comprehensive program review process changed from 2008
 - comprehensive program review should be conducted every year, not every three years (it was noted that while the primary focus of annual program review is the budget, program heads should look at their programs on an annual basis)

- conduct student and faculty surveys every year
- since everything the college does must relate to the four accreditation standards, make the standards the goals and develop related objectives
- the subcommittee will meet next week to update the goals and objectives, and the revised document will be forwarded to the committee

3. Program Review Reports from Departments/Programs

- EMPC Co-chair Ted Ceasar:
 - reminded the committee that February 17, 2012 was the deadline for annual program reviews and today, March 2, 2012, is the deadline for submitting comprehensive program reviews
 - reviewed the list of programs with annual and comprehensive reviews due
 - emphasized the importance of submitting program reviews timely so that resource plan committees can do their job

4. Resource Plan Committees

- Resource Plan Committee leads were identified:
 - **SLO/SAO**: SLO Coordinator Toni Pfister
 - **Technology Committee**: CTO Todd Finnell, ATLAS Project Director Michael Heumann
 - **Planning & Budget Committee**: CBO John Lau, Kevin White
 - **Facilities Committee**: Dean of Student Development and Campus Events Sergio Lopez
 - **Professional Development Committee**: Co-Coordinators Frank Rapp and Mary Lofgren
 - **Student Services Committee**: Dean of Counseling Ted Ceasar, Dean of Enrollment Services Jan Magno (Interim CSSO), Student Services Council
 - **Marketing Committee**: TBD (was Bill Gay previously, but his classification has changed to consultant)
 - **Staffing Committee**: CHRO Travis Gregory
- Travis Gregory reported that he had disseminated a staffing resource requests report to administrators but acknowledged that this action was premature

5. Revised Deadlines

6. Meeting Schedule

- The following revised deadlines and meeting schedule was presented:

EMPC MEETING SCHEDULE <small>(ALL MEETINGS HELD FRIDAYS, 9:00 A.M., IN THE BOARD ROOM)</small>	PROGRAM REVIEW PLANNING TIMELINES
October 7, 2011 November 18, 2011 February 17, 2012 April 20, 2012 March 2, 2012 March 23, 2012 April 27, 2012	<u>Annual Program Reviews</u> December 2, 2011 February 17, 2012 <u>Comprehensive Program Reviews</u> February 2, 2012 March 2, 2012 <u>Resource Plan Committee Reports</u> March 2, 2012 March 30, 2012 <u>Educational Master Plan</u> <u>Review and Approval</u> EMPC April 27, 2012 Academic Senate May 2, 2012 College Council May 7, 2012* Board of Trustees May 16, 2012
	<small>*Special Meeting</small>

7. Other Items

- No other items presented

8. Adjournment

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

Educational Master Planning Committee (EMPC)
Friday, March 23, 2012, 9:00 a.m.
Board Room

ATTENDEES

Members:

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

Guests:

Recorder:

Linda Amidon

CALL TO ORDER

- Meeting called to order at 9:03 a.m. by Dean Ted Ceasar, EMPC Co-chair

AGENDA ITEMS AND DISCUSSION

1. Approval of Minutes, March 2, 2012

- M/S/C Castrapel/Seivertson to approve the minutes of the March 2, 2012 EMPC meeting as presented

2. ACCJC Program Review Training

- Co-chair Ceasar reported on the program review and institutional planning training that he, Kathy and Linda attended two weeks ago at San Diego Mesa College:
 - Jack Pond and Susan Clifford, vice presidents at ACCJC, presented the training on how program review ties to accreditation
 - the U.S. Department of Education directed ACCJC to monitor funds going to community colleges
 - planning is especially crucial during lean times
 - the Commission's expectations:
 - Sustained Continued Quality Improvement in instructional and non-instructional programs and program review and planning processes
 - EMPC members cited examples of improvements including the following
 - implementation of the annual program review web application and the addition of the resource requests feature
 - revision of the comprehensive program review form
 - the program viability review of the Automotive Collision Repair program and the decision made to terminate the program
 - purchase of standardized testing software for the nursing program to help students succeed in the program
 - SLOs must be at the proficiency level by fall 2012
 - SLO Coordinator Toni Pfister provided examples of ways to incorporate SLO assessment into improvement plans

- CIO Berry described the CalPASS Smart Tool which was also presented at the training:
 - the program includes a separate section for program review
 - the database includes over 400,000,000 K - 12 and Community College student records from the past ten years
 - CalPASS data comes from MIS data submitted by schools; therefore, the data is only as good as the data provided
 - CalPASS trainers will come to the college to provide training
- Discussion followed the reports of Co-chair Ceasar and CIO Berry including the following:
 - concern regarding the difficulty in writing comprehensive program reviews; coaching by someone familiar with Sustained Continuous Quality Improvement (a medical model), would be helpful
 - recommendation to update the comprehensive program review form to include a section for programs to describe what changes were made since the last program review and what brought about the changes
 - concern regarding how to do business in this new environment, i.e., with fewer resources
 - recommendation that planning needs to be aggressive and should be structured in the structure that the state is moving towards
 - recommendation that CalPASS training take place at IVC, and that the ATLAS Grant fund the training
 - report by CBO John Lau that if approved by the Board the college would be bringing FCMAT to evaluate the college's operations

3. Program Review Update

- Two Comprehensive Program Reviews are still outstanding

4. Resource Plan Committees Progress Report

- Resource Plan Committee Reports are due March 30, 2012
 - **SLO/SAO**: Lead, SLO Coordinator Toni Pfister: She will review comprehensive program reviews next week
 - **Technology Committee**: Lead, CTO Todd Finnell absent; status unknown
 - **Planning & Budget Committee**: Lead, CBO John Lau: scheduled to finish report next week
 - **Facilities Committee**: Lead, Dean Sergio Lopez absent; status unknown
 - **Professional Development Committee**: Lead, Frank Rapp and Mary Lofgren, Professional Development/Flex Committee Co-chairs: EMPC Co-chair Ted Ceasar spoke with Mary Lofgren who indicated that the Professional Development/Flex Committee has not met
 - EMPC members noted that:
 - Professional Development/Flex Committee co-chairs Frank Rapp and Mary Lofgren are paid a stipend to coordinate activities
 - the co-chairs Frank Rapp and Mary Lofgren have been contacted by committee members regarding June flex day activities
 - the Chancellor's Office will dock IVC's apportionment if no activities are held on the June flex day
 - SLO Coordinator Toni Pfister recommended SLO and PLO workshops as flex activities
 - **Student Services Committee**: Lead, Dean of Counseling Ted Ceasar: He reported that last year's goals would be addressed in the Student Services Committee report
 - **Marketing Committee**: Lead TBA: EMPC Co-chair Ted Ceasar spoke with Bill Gay who indicated he would get together with former committee members to review marketing requests; however, it would be a conflict of interest for Bill Gay due to the change in his status to consultant

- **Staffing Committee:** Lead, CHRO Travis Gregory absent: EMPC Co-chair Ted Ceasar reported that the committee would be rating non-certificated staffing requests at its meeting this week

- Co-chair Ted Ceasar will discuss the issues concerning the Professional Development Committee and Marketing Committee with College Council President Jessica Waddell

5. Goals Subcommittee Progress Report

- Subcommittee Chair Bruce Seivertson reported that the goals and objectives are not completed; the subcommittee will meet this week

6. Evaluation of Planning Process and Recommendations for Improvement

- a. Annual Program Review
 - b. Comprehensive Program Review
 - c. Committees
- EMPC Co-chair Ted Ceasar requested committee recommendations for improvements
 - CIO Berry stated that she had looked at instructional annual program reviews and comprehensive program reviews and discovered that:
 - some programs aren't analyzing data
 - there is minimal dialogue about data
 - the annual program review process has become a budget builder
 - Recommendations made which include the following:
 - add a data analysis section to the program review forms that requires a program to analyze its data and describe what it will do with the data
 - review data on an annual basis
 - provide training on analyzing data (a possible flex activity)
 - provide training on writing a comprehensive program review
 - prepare an annual comprehensive program review progress report
 - streamline the program data to be analyzed, perhaps use CalPASS data
 - establish a task force to determine the data to be analyzed
 - request that College Council closely monitor committees, perhaps make it a part of the duties of College Council members, as it is difficult for EMPC to follow-up on every committee

7. Timeline

- The committee reviewed the program review planning timeline; no changes were made

8. Meeting Schedule

- EMPC will meet April 6, 2012, at 9:00 a.m. to adopt the goals and objectives

9. Adjournment

- The meeting was adjourned at 10:12 a.m.

Educational Master Planning Committee (EMPC)
Friday, April 20, 2012, 9:00 a.m.
Board Room

ATTENDEES

Members:

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

Guests:

Recorder:

Linda Amidon

CALL TO ORDER

- Meeting called to order at 9:08 a.m. by Dean Ted Ceasar, EMPC Co-chair

AGENDA ITEMS AND DISCUSSION

1. Approval of Minutes, March 23, 2012

- M/S/C Seivertson/McNeece to approve the minutes of the March 23, 2012 EMPC meeting as presented

2. Goals and Objectives

- Committee reviewed updated goals and objectives presented by subcommittee chair Bruce Seivertson
- Committee was reminded that goals are broad and overarching; objectives must be clear, precise and measureable
- Committee discussed revisions to goals and objectives and recommended merging of accreditation standards with objectives and strategies
- Subcommittee established to work further on goals (i.e., establish four goals, each with 3 – 4 objectives; follow same formatting in last year’s Educational Master Plan; submit electronically to Bruce Seivertson by April 24, 2012):
 - Goal #1: Efrain Silva
 - Goal #2: Brian McNeece, Ted Ceasar, Taylor Ruhl
 - Goal #3: Michael Heumann, Dawn Chun
 - Goal #4: Bruce Seivertson, Jan Magno

3. Timeline

- Committee reminded of key deadlines:
 - April 27, 2012: EMPC approves EMPC
 - May 16, 2012: absolute deadline for presenting the Educational Master Plan to the Board for adoption

4. Meeting Schedule

- EMPC will meet April 27, 2012, at 10:00 a.m. to adopt the Educational Master Plan

5. Adjournment

- The meeting was adjourned at 10:00 a.m.

EDUCATIONAL MASTER PLAN COMMITTEE (EMPC)

Friday, April 27, 2012, 10:00 a.m.

Board Room

ATTENDEES

Members:

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

Guests:

Recorder:

Claudia Aguilar

CALL TO ORDER

- Meeting called to order at 10:13 a.m. by Dean Ted Ceasar, EMPC Co-Chair

AGENDA ITEMS AND DISCUSSION

1. Approval of Minutes, April 27, 2012

- M/S/C Seivertson/Castrapel to approve the minutes of the April 20, 2012 EMPC Meeting as presented

2. Goals and Objectives

- Committee reviewed updated goals and objectives presented by subcommittee chair Bruce Seivertson
- The new goals correspond to the Accreditation Standards
- Bruce Seivertson was thanked for his leadership of the subcommittee that developed the goals

3. Approval of Educational Master Plan

- M/S/C Arguelles/Seiverston the Educational Master Plan was approved with minor modifications

4. Timeline

- **Committee reminded of timelines:**
 - May 2, 2012: Academic Senate
 - May 7, 2012: College Council
 - May 16, 2012: Board of Trustees

5. Adjournment

- The meeting was adjourned at 10:20 a.m.

**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 Gilison	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.

**IMPERIAL VALLEY COLLEGE
EDUCATIONAL MASTER PLAN COMMITTEE (EMPC)
TUESDAY, NOVEMBER 27, 2012
3:00 P.M., BOARD ROOM**

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	
√Daniel Gilison	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 3:07 p.m. by Dean Ted Ceasar, EMPC Co-Chair.

2. Approval of Minutes, 09/25/12 & 10/30/2012

M/S/C James Patterson and Kevin White to approve the minutes as presented.

3. Instructional Program Review

Co-Chair Ruhl requested Jill Nelipovich to explain the form. Jill provided information on Academic Program Evaluation form she has been working on. Discussion pursued on suggestions committee provided. James Patterson asked for clarification on definitions (exa. Competition Rates, Success Rates). VP Berry provided an explanation on what changes were done. She mentioned that it has been a combined comprehensive program review and the annual program review into one process and has been separated from the budget. Co-Chair Ruhl stated that this links the program reviews to the resource plans which are also part of the Educational Master Plan.

M/S/C Craig Blek and Dean Lopez for approval of form presented.

Special thanks to Jill Nelipovich for being positive, helpful, and getting us on track.

4. Non-Instructional Program Review

Co-Chair Ceasar reviewed the form again for non-academic programs. He showed the cover page with the mission statement and the second page which shows the goals and objectives which this committee approved which are being implemented this year. These are the goals that will align with the accreditation standards. Additionally, he reviewed the four goals that are currently adopted.

Co-Chair explained that instead of Student Learning Outcomes (SLOs) it is Service Area Outcomes (SAOs) – these are due by the department in the beginning of

September. For the non instructional programs they may have different data that they are looking for. Different department should have different data that is pertinent to their program but we want every department to be looking at data and use that data in an analysis for improvements in their program. The next is the analysis of the data. There were no questions.

M/S/C Dean Lopez and Dave Drury for approval of form presented.

5. New Goals and Objectives

Co-Chair Ceasar mentioned that the educational master plan is updated every year and its goals are in place for three years. Dean Aguirre asked if there was a way to incorporate the information of the updates to all users. She suggested that it be done through the President's Update which is sent to the campus community.

Dean Silva asked if there were thoughts about rewording the Mission Statement. Discussions regarding the possibility of having the Board review a revised Mission Statement pursued.

6. Timeline

Co-Chair Ruhl requested moving the deadline for the Annual Program Review from January 13 to February 1. He added that the date cannot be made later than that because it needs to go to the resources committees. Asked if everyone can was in agreement with the February 1 date; all concurred.

Jill Nelipovich stated that she could send out the information as she receives it. There was discussion about sharing the information before the deadline with other faculty and staff involved. Co-Chair Ruhl asked if she could send a copy of what has been finalized.

7. Meeting adjourned at 3:47 p.m.