



IMPERIAL VALLEY COLLEGE

EDUCATIONAL MASTER PLANNING COMMITTEE

Unadopted Minutes
 Friday, May 2, 2014
 9:00 a.m. – 10:00 a.m.
 Board Room

Committee Members					
✓	Tina Aguirre		Todd Finnell	✓	Brian McNeece
✓	Linda Amidon	✓	Bill Gay	✓	Andrea Montaña, ASG
✓	Trini Argüelles		Daniel Gilison	✓	Terry Norris
✓	Kathy Berry		Rick Goldsberry		James Patterson
✓	Craig Blek		Becky Green		Sydney Rice
	Susan Carreon		Carol Hegarty		Jose Ruiz
✓	Jose Carrillo		Michael Heumann		Ed Scheuerell
	Rick Castrapel		Victor Jaime		Efrain Silva, Co-Chair
✓	Ted Ceasar, Co-Chair		John Lau		Edward Wells
	David Drury		Jose Lopez		Kevin White
✓	Gaylla Finnell		Sergio Lopez		Kathy Zazueta
	Guests				Recorder
				✓	Carol Cortés-Ramirez

I. Call To Order

The meeting was called to order at 9:03 a.m. by Dean T. Ceasar, Co-Chair.

II. Approval of Minutes

The minutes for April 4, 2014, were approved unanimously as presented (MSC – B. McNeece/K. Berry).

III. April 14, 2014 Site Visit: Recommendation #1

T. Ceasar reported that we partially met Recommendation #1. They are looking for a complete cycle – particularly with SPOL. They are starting with this year and looking at next year. Our budget will be complete and Program Reviews final recommendation will be in March of 2015. K. Berry stated that we are anticipating to submit the follow-up report (completely and fully met) by March 15th. The 2015-2016 preliminary budget has to be completely done by the end of fall, which will then go to the Budget and Planning, and Resource Committees. T. Ceasar stated that starting in July J. Carrillo will start working with the data; in September we will conduct an Institution of Effectiveness; in October it will go to the Deans; and



in November it will go to the Vice Presidents. A question arose on SPOL training. J. Carrillo stated that there will be 2 days of training at the end of the month. K. Berry asked for exact dates due to faculty needing to come back for that training. B. McNeece announced that the SPOL trainings were scheduled the week after finals: Wednesday, May 21st and Thursday, May 22nd.

IV. Degree and Certificate Program Review Form

K. Berry reported on the summary form created by E. Silva for CTE Programs – a copy of the form was distributed. It will be piloted this summer and submitted for implementation by EMPC. This summary is to be done after Program Review is done. K. Berry asked if it could be done in SPOL. If the report can be customized, it would be time saving. An evaluation will be done and brought back in the Fall.

V. Resource Committees Update

T. Ceasar reported that a review by area Vice Presidents has taken place. The list went to Institutional Effectiveness and Progress of Goals. Each committee received their list to prioritize. T. Aguirre stated that her committee asked for more detail under Requisition. T. Ceasar added that this list will be used to go back and review. T. Aguirre asked that due to time constraints, can this task be done virtually. T. Ceasar responded that it can be done virtually.

VI. Evaluation of Program Review Process

T. Ceasar informed the committee that this process needs to be done this month.

VII. Review of Goals and Objectives

T. Ceasar stated that this task needs to be done in order to make recommendations for next year. K. Berry asked if it can be done using Survey Monkey that way it can be done without having to meet and it would help in getting a better response. T. Ceasar stated that it can be done that way. T. Ceasar advised to keep the Goals as is and just tweek Objectives as needed. K. Berry suggested making a recommendation for the next plan instead of changing this cycle. T. Aguirre made the following recommendations of individuals to look at Objectives: Teaching – J. Patterson; Non-Teaching – T. Argüelles; Human Resources – S. Dorsey-Freeman; Business – M. Carter; and ask for volunteers as needed. A brief discussion followed. It was also agreed to have T. Ceasar and T. Argüelles look at the Student Services Area. T. Aguirre added that J. Patterson could handle the Teaching Area. B. McNeece stated he would take care of Standard II, Goal II. M. Carter and J. Lau will be asked to take care of the Business Area. IT will be taken care of by J. Cantwell and J. Carrillo. The President's Area will be covered by V. Jaime and V. Carr. T. Ceasar will be sending out a Survey Monkey to all who did Program Reviews. T. Ceasar stated that at the next EMPC meeting on May 16th, we should have the results to look at. G. Finnell asked about the the 2013 Strategic Plan being on-line. K. Berry suggested G. Finnell look at the Institutional Plan. G. Finnell stated that the Chancellor's requires a review of Distance Education. She informed the committee that she received this request yesterday and has to be done by June, this is a 2-year process. She will send out a survey to go out to all of the students who took on-line classes. The data will then be submitted.

VIII. Other
None.

IX. Next Scheduled Meeting
Friday, May 16, 2014 in the Board Room

X. Adjournment
The meeting was adjourned at 9:57 a.m.



IMPERIAL VALLEY COLLEGE EDUCATIONAL MASTER PLANNING COMMITTEE

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Friday, May 16, 2014
9:00 a.m. – 10:00 a.m.
Board Room

Committee Members					
	Tina Aguirre		Todd Finnell	✓	Brian McNeece
✓	Linda Amidon		Bill Gay	✓	Andrea Montaña, ASG
✓	Trini Argüelles	✓	Daniel Gilison	✓	Terry Norris
✓	Kathy Berry		Rick Goldsberry	✓	James Patterson
✓	Craig Blek		Becky Green		Sydney Rice
✓	Susan Carreon		Carol Hegarty		Jose Ruiz
	Jose Carrillo		Michael Heumann		Ed Scheuerell
	Rick Castrapel		Victor Jaime	✓	Efrain Silva, Co-Chair
✓	Ted Ceasar, Co-Chair		John Lau		Edward Wells
	David Drury		Jose Lopez		Kevin White
✓	Gaylla Finnell		Sergio Lopez		Kathy Zazueta
	Guests				Recorder
				✓	Carol Cortés-Ramirez

I. Call To Order

The meeting was called to order at 9:07 a.m. by Dean T. Ceasar, Co-Chair.

II. Approval of Minutes

The minutes for May 2, 2014 will be approved at the next EMPC Meeting.

III. Program Review Process Evaluation

T. Ceasar reported that he had met with J. Carrillo and E. Silva on putting together a survey. The survey was sent out to everyone who did Program Review – by service area. T. Ceasar presented the summary of the survey and went over the results. He also stated that service areas collected their own data since they are so different. T. Ceasar stated that it was clear from the survey results that training and data was a big request. Training is being scheduled. Data will be available in August. The timeline for Program Review needs to be ready in October. Everything needs to be completed by the end of December. EMPC will need to look at recommendations. Questions arose on the data in SPOL. L. Amidon stated that it can be done but very tedious. A brief discussion followed. B. McNeece added that

data needs to be fine-tuned to make sure it's like we want it. E. Silva added that this summer a model will be created (before faculty gets back) and they will work on one program as a sample. B. McNeece asked that the template be fine-tuned. T. Ceasar added that we need to incorporate Student Equity in the data through Program Review. D. Gillison stated that there were issues with data not being complete – fill rate data issue and he would like to see the raw data. T. Ceasar brought up the point of the frequency of the review of data. We now have annual review. In 2015-2016 it has been discussed on having a longer review cycle. E. Silva expressed his concern over reviewing that level of data every year. T. Ceasar stated that they can make that decision next year.

IV. Review of Goals and Objectives

T. Ceasar asked the committee if the review actually occurred. T. Aguirre stated that she took on that task. It was approved unanimously that the Goals and Objectives remain in place until the end of the cycle next year (MSC-K. Berry/B. McNeece).

V. Resource Committees Update

T. Ceasar reported that the Budget and Fiscal Planning Committee will be meeting today to develop the master prioritization of all areas. For the first time we have planning tied to the budget. Next year, it will have to be done before the end of Fall. EMPC will be presenting an update report at the June Board Meeting. The report will also include the goals.

VI. Integrated Planning and Prioritization Model

T. Ceasar presented the model that establishes the Master Plan as the Strategic Educational Master Plan. The model was reviewed by the committee. K. Berry stated that EMPC should be a planning committee and not a resource committee. She added that it's been a task force and not a standing committee. A brief discussion followed. D. Gilison asked if the Academic Senate had any say in this. T. Ceasar added if it also went along with College Council. G. Finnell questioned the student equity plan being incorporated into this. L. Amidon added that the EEO Plan also be included. T. Ceasar stated that it will be added in the 2nd row. This will be effective for 2015-2016. Next year is our planning year. T. Ceasar stated that the committee needed to take action to adopt the model. The model was approved, with ammendments (MSC – G. Finnell/C. Bleck). The ammendments include: Replace SCC to CC; the Strategic Master Planning Committee is EMPC.

VII. Other

None.

VIII. Next Scheduled Meeting

Friday, June 6, 2014 in the Board Room

IX. Adjournment

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