

 **IMPERIAL VALLEY COLLEGE**
EDUCATIONAL MASTER PLANNING COMMITTEE

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

Committee Members			
✓	Tina Aguirre		Todd Finnell
✓	Linda Amidon	✓	Bill Gay
✓	Trini Argüelles		Daniel Gilison
✓	Kathy Berry		Rick Goldsberry
✓	Craig Blek		Becky Green
	Susan Carreon		Carol Hegarty
✓	Jose Carrillo		Michael Heumann
	Rick Castrapel		Victor Jaime
✓	Ted Ceasar, Co-Chair		John Lau
	David Drury		Jose Lopez
✓	Gaylla Finnell		Sergio Lopez
	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 Assessment of 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.