

**Educational Master Planning Committee
September 24, 2010, 10:00 a.m.
Board Room**

Attendees

Members:

x Alfredo Cuellar	x Becky Green	Bill Gay	x Brian McNeece
Bruce Seivertson	Carol Hegarty	Cathy Zazueta	Daniel Gilison
David Drury	David Zielinski	x Dawn Chun	x Ed Gould
Ed Wells	x Efrain Silva	Eric Lehtonen	James Patterson
x Janis Magno	John Lau	Jose Lopez	x Jose Ruiz
x Kathy Berry	x Krista Byrd	Kseniya Kareva	x Lianna Zhao
x Michael Heumann	Rick Goldsberry	x Susan Moss	x Suzanne Gretz
x Taylor Ruhl	Ted Ceasar	Terry Norris	x Tina Aguirre
x Todd Finnell	Toni Pfister	Travis Gregory	x Trini Aguelles
x Valerie Rodgers	x Victor Jaime	Vikki Carr	

Guests:

x Craig Holloway (ASG)

Call to Order

Meeting called to order at 10:10 by Kathy Berry, Vice President for Academic Services.

2010 Timeline of Activities (Program Review Planning Process)

Vice President for Academic Services informed Committee members of the following.

- The planning process is behind schedule, but the delay shouldn't create any major issues.
- For the benefit of the several new members on the EMPC, Kathy provided an outline of the program review planning process: All programs complete the annual program review form, which is the budget development component of the program review process for next year. The annual program review form is web based which allows for easy adjustments. Nothing should be included in the budget if it is not in a program's review. The comprehensive program review process is on a three-year cycle and it is an in-depth study of a program. Comprehensive data is provided to each program before it begins its review. 2010-2011 is the last year of the three-year base period. The programs that completed a comp program review in the first year will repeat a review 2011-12 and will include benchmarks in order to determine whether the program has met its goals. Dean of Enrollment Services Jan Magno added that the annual program review is based on what Budget and Planning will set as the budget directives; for example, build the 2011-2012 budget using last year's less 5%. She provided a description of another web based form, which is a request for resources component of the annual program review. This form will allow a program to request resources above and beyond, or in addition to, a program's base operating budget. After the request for

resources reports are completed, the reports will be prioritized and submitted to the resource plan committees for review and recommendation to the EMPC. VP Berry stated that at the next EMPC meeting, members will be divided up among the various resource plan committees. Committee members were informed that the annual program review process must be completed by the end of the fall semester. The comprehensive program reviews are due in January. Members were referred to the college's accreditation website to study both annual and comprehensive program review documents from the previous two years.

- The Board has set its goals and they are included in the handout, 2009-2012 Goals and Objective Summary. VP Berry reviewed the summary with the committee and noted the addition of new Educational Master Plan objectives, specifically the following:

2.4 Strengthen and expand support services to respond to changing student needs (added to include Student Services in the planning process)

2.5 Increase access to continuing and higher education opportunities for all (added at the request of the Board)

3.7 Strengthen our internal and external organizational communication practices (added at the request of the Board)

Todd Finnell, VP of Technology, volunteered to work on this objective. Dawn Chun reported she had already scheduled a meeting to begin work on this objective, and the meeting is scheduled for next week.

- The primary issue discovered in the EMPC's evaluation of the 2009–2010 program review and planning process is the need for training. Specifically, the program review orientation must be improved. VP Berry related an example evidencing the need for improved training: The annual program review web based form was developed as a planning tool. Programs entered budget requests for items needed to build and improve their programs, such as funds for a new building for the POST academy. However, Business Services looked at the annual program reviews as “the budget,” which caused unnecessary panic. As a result of this misunderstanding, Budget and Fiscal Planning has been asked to provide guidelines before the program review process begins. Budget and Planning is still working on this component, and in the event completion is delayed it may be necessary to assign a task force to develop the guidelines. The 2010-2011 budget won't be ready until October 15, so the guidelines won't be available until that time.
- The committee reviewed the 2010-2011 Planning Process chart, and VP Berry provided examples of how to prioritize needs. Members also reviewed the recommendations of the resource plan committees. VP Berry stated that the linkages of the committees' goals and recommendations to the Educational Master Plan goals were viewed positively by the visiting accreditation team. Dawn is in the process of linking these goals to the Board goals.
- Toni Pfister, SLO Coordinator, is in the process of developing a grid that will show where all programs are in their progress to define and assess SLOs.

Program Review Process Evaluations and Recommendations

Committee members were asked to familiarize themselves with the 2009-2010 Process Evaluation and Recommendations for Improvement, which are included in the Educational Master Plan for 2010-2011.

Training Schedule

- Annual Program Review training is scheduled for next Friday October 1, 2010. Suzanne Gretz volunteered to provide training on the comprehensive program review form. Dawn Chun stated she has assembled approximately 40% of the data that programs will need to begin reviewing for their programs; she will have all data completed by mid October. Kathy requested that Dawn provide all instructional programs with data, not only those programs scheduled to complete comprehensive program reviews this year. She emphasized the importance of programs reviewing their data every year in order to look at accountability measures.
- VP Berry solicited volunteers to review the electronic versions of the annual and comprehensive program review forms. Jan Magno, Alfredo Cuellar, Val Rodgers, Dawn Chun, and Kathy Berry volunteered to work on this task. Jan will ask Omar Ramos, Webmaster, to check the forms from a technical standpoint. Kathy asked that a status report be provided at the EMPC meeting next week.

Adjournment

VP Berry adjourned the meeting at 10:45 a.m.