

**Educational Master Planning Committee  
May 7, 2010 at 10:00**

**Attendees**

Kathy Berry	Lianna Zhao	Val Rodgers	Dawn Chun
Jose Ruiz	Tina Aguirre	Suzanne Gretz	Robin Ying
Ted Ceasar	James Patterson	Jan Magno	Jose Lopez

**Absentees**

John Lau	Taylor Ruhl	David Drury	David Zielinski
Frances Beope	Efrain Silva	Jesus Esqueda	Mary Lofgren
Michael Heumann	Toni Pfister	Victor Jaime	

**Call to Order**

Meeting called to order at 10:08 by Kathy Berry.

**Agenda and Discussion Topics**

**I. Program Review Forms**

- A. Jan Magno presented proposed program review forms on the overhead projector; she indicated that if the committee approved the concept, she would provide printed copies of the forms. She related some of the issues with the current forms and program review process, and stated that the subcommittee assigned the task of evaluating the forms had tweaked the philosophy of the annual program review process. She provided a brief summary of the revised process: Programs would receive program data in September; she emphasized the importance of obtaining the data as early as possible. Requests would be based on data – currently requests are based on program “wishes” or what a program would like to have if money were available – and requests would be entered into the budget after approval by the area vice president.

Jan explained the purpose of, and process for, each form. The committee agreed with the concept of the forms and recommended that the subcommittee move forward on the development of a Web application. Other recommendations included: Populate costs for facilities and technology, and fixed costs such as personnel and benefits; add a box to the cover sheet for new program or services. Discussion was held regarding who would make the final decision regarding whether requests get funded. The approvals would follow the program review planning stream: EMPC, Academic

Senate, College Council, Strategic Planning Committee, Superintendent/President and/or Executive Council, Board.

The program review forms Web application would be in addition to the program review budget Web application. Jan will work with Omar on the Web application and hopes to have something to present to the committee at its next meeting.

## **II. Educational Master Plan – Reviewed and Revised for 2010-2011**

- A.** Kathy Berry reported that the EMP was in progress. The recommendation was made to submit the plan to the EMPC for an electronic vote instead of holding a meeting to approve the plan. The resource plan committee chairs should also review the plan.

## **III. Timeline for 2009-2010 Program Review Planning Processes**

- A.** Kathy Berry reported that the planning process is behind schedule. According to the 2009-2010 timeline, the Educational Master Plan should have been submitted to the Board in March. In the 2010-2011 timeline, the EMP will be submitted to the Board in June.
- B.** The committee discussed training and other needs required for the next program review planning process. The training needs identified include the APR budget process (the process remains the same but the instructions will change; the Planning & Budget Committee must first establish the criteria), data, and the revised program review forms application. The committee also identified the need for a glossary of funds, programs, orgs, and accounts with explanations for each. In addition, it would be necessary to establish new organization budgets as a result of the reorganizations of Academic Services, and Student Services. Jan provided a brief explanation of the process to establish new organization budgets.

### **Adjournment**

Kathy Berry adjourned the meeting at 11:00 a.m. and stated there would be one more meeting of the EMPC before the end of the academic year.