



# IMPERIAL VALLEY COLLEGE

## EDUCATIONAL MASTER PLANNING COMMITTEE

**Minutes**  
**Friday, November 8, 2013**  
**10:00 a.m. – 12:00 p.m.**  
**Board Room**

Committee Members					
✓	Tina Aguirre		Todd Finnell	✓	Sergio Lopez
✓	Linda Amidon		Bill Gay	✓	Brian McNeece
	Trini Argüelles	✓	Daniel Gilison		Terry Norris
	Kathy Berry		Rick Goldsberry		James Patterson
	Craig Blek		Becky Green		Sydney Rice
✓	Susan Carreon		Travis Gregory		Jose Ruiz
	Jose Carrillo		Carol Hegarty	✓	Ed Scheuerell
	Rick Castrapel		Michael Heumann	✓	Efrain Silva, Co-Chair
	Ted Ceasar, Co-Chair		Victor Jaime		Edward Wells
✓	Hector Curiel, ASG Rep		John Lau	✓	Kevin White
	David Drury		Jose Lopez	✓	Kathy Zazueta
	<b>Guest</b>				<b>Recorder</b>
✓	Martha Garcia			✓	Linda Amidon

**I. Call To Order**

The meeting was called to order at 10:12 a.m. by Dean E. Silva, Co-Chair.

**II. Approval of Minutes: October 18, 2013 and October 25, 2013**

No action was taken on the approval of the minutes for October 18, 2013 and October 25, 2013. No quorum. Action item tabled for the next meeting.

**III. Planning Calendars**

M. Garcia reported that she has met with the superintendent/president and vice presidents. We will meet Recommendation 1 if we include all of the planning processes. The calendar will include various roles of the college planning committees and assessment of institutional effectiveness. The Program Review Process is included in the calendar as an annual process and she is recommending a 2-year cycle.

The calendar will be submitted to College Council on November 18<sup>th</sup> and to the Academic Senate and Budget & Fiscal Planning Committee on November 20<sup>th</sup>.

#### IV. Program Review

- a. **Template:** It was reported that a group of administrators, confidentials, and classified employees developed the new academic program review template. As with the previous form, the new template includes three sections: past, present, and future – which have been reformatted to address accreditation issues, specifically Recommendation 1 related to integrated planning.
- Past: link past goals to institutional goals and assess past program goals and provide a status report (met, partially met, unmet, with detail)
  - Present: summarize and analyze all disaggregated data by day, evening, and distance education
  - Future: link future goals to institutional goals; list SMART goals (Specific, Measurable, Attainable, Relevant, Time Limited); form includes space for three goals, but additional space can be added.

The template was formatted in such a way as to make the transition from the current paper process to the online process in SPOL much easier. EMPC co-chair, T. Ceasar is updating the former non-academic program review form to include all components in the academic program review template except for Section B related to data analysis; non-academic programs are now referred to as service area programs. A special EMPC meeting will be held next Thursday, November 14<sup>th</sup> at 3:00 p.m. to provide training on the academic program review template including training on data analysis.

Discussion followed and included: if program review becomes a 2-year cycle, how will the budget be dealt with; before discussing whether the program review process returns to its original schedule – annual budget review, and comprehensive review every 3 years – discussion regarding the kind of reviews should take place; comprehensive data analysis and program evaluation were completed under the 3-year process, but programs didn't get feedback from deans; there were issues with the 3-year program review cycle, that is the reason it was changed to an annual cycle; year-to-year data is not entirely useful; the status for some past program goals could be ongoing; providing only enhanced budget requests should make program budget development much easier.

Revisions to the academic program review template were recommended: Under Section C. Future – change “program goals” to “program objectives” since only objectives are measurable; Under Section D. Enhanced Budget – add column for designation of resource plan; the template will be revised to incorporate recommendations of the committee and sent to EMPC for input.

- b. **Program Review Handbook:** The Committee reviewed the handbook.
- c. **Training:** Training will be provided at a special meeting of EMPC on Thursday, November 14<sup>th</sup> from 3:00 p.m. – 5:00 p.m. Academic committee members were asked to review the list of planning units that are required to complete a program review. It was recommended that the training be videotaped to accommodate individuals that are unable to attend.

- d. **Deadline:** While the timeline is tight, a lot of cushion has been built into it. M. Garcia indicated that in 2014-2015, Program Review will be completed in the fall, that is the reason she will recommend a 2-year cycle.

Discussion followed and included: the approval of enhanced budget requests is a separate process outside the program review process and is not included in the timeline - this was done intentionally so that the program review process would not be held up; EMPC's job is program review and development of the prioritized list of enhanced budget requests; approval of funding for enhanced budget requests will be the job of the Superintendent/President's "super committee."

- V. **Committee Self-Evaluation Form:** The Committee reviewed the proposed Campus-Wide Standing Committee Self-Evaluation Form. The form is to be completed on an annual basis.

Discussion followed and included: the form documents institutional effectiveness; the form addresses ACCJC's Recommendation 1; Committee members could evaluate the committee at the end of the year as a way of quantifying institutional effectiveness – suggest as an action item at the last meeting of the year.

Recommendations: College Council and Academic Senate should evaluate committees that report to them; Add – number of committee members; percentage of members in attendance; and whether or not a quorum was met.

VI. **Other**

The Learning Services Committee met and addressed information competency issues raised by ACCJC in Recommendation 1; the committee's recommendations will be submitted to the Curriculum Committee.

VII. **Next Meeting**

November 22, 2013

VIII. **Adjournment**

The meeting was adjourned at 11:10 a.m.