IMPERIAL VALLEY COLLEGE
EDUCATIONAL MASTER PLANNING COMMITTEE

Minutes
Friday, January 17, 2014
9:00 a.m. – 10:00 a.m.
Board Room

Committee Members					
	Tina Aguirre		Todd Finnell	✓	Brian McNeece
	Linda Amidon		Bill Gay	✓	Andrea Montaño, 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 December 6, 2013, were approved unanimously as presented (MSC – B. McNeece/C. Blek).

III. Assessment of Institutional Effectiveness
T. Ceasar presented the last version of the EMPC Assessment of Institutional Effectiveness document. He added that almost all of the recommnedations have been incorporated and that he is still waiting on J. Lau to submit his recommendations to his specified areas. Some sections still need to be completed. The next step after completion is to present it to the Board at the February 2014 meeting.

B. McNeece asked that the document include a footer with the name of the document, the date, and with page numbers. T. Ceasar stated that at the December EMPC Meeting, it was mentioned to include the links to the evidence. He added since this document will be going to the Board and in it will be the evidence and that

linkage will be a hard task and it will take a long time. It was agreed to delete all of the link evidence. The EMPC Assessment of Institutional Effectiveness document was approved and accepted, unanimously, with corrections and additional items yet to be incorporated (MSC – C. Bleck/G. Finnell).

IV. Program Review

T. Ceasar asked for comments/issues with the upcoming Program Review. G. Finnell stated that she attended the training and thanked J. Carillo for a job well done with the training. B. McNeece went over how it was clarified how to access the data needed. T. Ceasar mentioned that the deadline to submit Program Reviews to the VP's for review is February 21st.

J. Carrillo is in the process of setting up pilot training with Service Areas using SPOL. J. Carrillo stated that it will be a matter of transferring from paper form to electronic. He added that they have until the end of summer to input it all and that everything will be linked.

V. Revised Academic Program Review Template

T. Ceasar asked the committee to look over the revised Academic Program Review template that was sent to Instructional Council and was revised by the CIO and the Deans on 010914. It was noted that the changes done were only done on section B.1. J. Carrillo stated that the questions before were too broad and they are now more direct. The revised Academic Program Review template was approved unanimously, as presented with the changes (MSC – B. McNeece/C. Blek).

VI. Other

None

VII. Meeting Schedule

It was agreed that EMPC will be meeting on the 1st and 3rd Friday, at 9:00 a.m., in the Board Room, for the rest of this academic year.

VIII. Next Meeting

Friday, February 7, 2014 in the Board Room

IX. Adjournment

The meeting was adjourned at 9:26 a.m.