

Educational Master Planning Committee
April 2, 2010 at 10:00

Attendees:

Kathy Berry

Robin Ying

Ted Ceasar

Frances Beope

Jan Magno

Suzanne Gretz

Michael Heumann

Val Rodgers

Tina Aguirre

Toni Pfister

Dawn Chung

Jose Ruiz

Call to Order

Meeting called to order at 10:02 by Kathy Berry

Agenda and Discussion Topics

1. Budget

- a. Kathy reviewed a sampling of a potential savings in the proposed budget for 2010-2011. After discussion the committee concurred that the Annual Program Review was not meant to be the final budget, rather to be the initial blush that would capture all requests and would lead to discussions for budget control.
- b. Kathy also shared a document from Lassen Community College: Institutional Planning and Budget Development Process Handbook. This document included a form for Budget Enhancements/Reduction Requests which could be useful in our Program Review Process.
- c. Jan shared several new forms and formats for Program Review with the committee. Some of these forms addressed the requests for long-term needs and short-term needs. Jan noted their Comprehensive Review format had a way capture data in succinct way not just in essay format as in our current IVC Comprehensive Review.
- d. Suzanne noted that the Annual Program Review was not meant to be the final budget and in fact, was kept separate so that the real budget would not be cluttered with unapproved items. She stated the many divisions did not identify their real staffing needs because many knew felt the budget would not be granted. The same was true for technology and other requests. Planning should not be just for next year, but should include the thinking related to future plans (5 years) that may or may not require incremental steps before implementation.
- e. Val and Kathy noted that by next year all programs will have completed a Comprehensive Review.
- f. Jan felt that we need more communication from Administration early on that gives clear direction; i.e. this year the budget will be status quo and a plus 5% or a status quo and a -5%. Communication from the finance division needs to start at this committee with a representative from the finance area.

- g. Kathy reviewed the Lassen Planning Cycle. She said that if the Board reviewed all the Planning Reports, Educational Master Plan, and the Budget during the summer, they could give direction in September to guide the Program Review processes which will then drive the next Educational Master Plan. Val said we must include these steps in the Timeline for the Educational Master Plan and Program Review process. Michael will share the Lassen documents and Planning Cycle with the College Council.
 - h. Kathy reported that the IT Consultant (Randy Burt) will be working with Omar Ramos to improve the current forms and that they will be working on a way to provide HR salary data that is standardized for those required to do Program Review.
2. Educational Master Planning Discussions
- a. Staffing Planning Committee had questions regarding its structure. After discussion, the decision was that Staffing Planning Committee will evolve from a sub-committee of the EMPC to a standing committee called the Staffing Committee. The Staffing Planning Committee is to develop the Staffing Committee and its structure, function, membership, and processes that will ensure as a standing committee that information flows to the EMPC and to the College Council and Academic Senate.
 - b. Suzanne, Val, Tina, Frances will be the subcommittee for the EMP evaluation and rewrite. This subcommittee will meet on Fridays at 10:00 in the Board Room. This subcommittee needs the goals and recommendations from each of the Planning Committees. Val is the Chair.
 - c. Dawn, Jan, Kathy, Michael, Jose, and Carlos/John/Betty will be the subcommittee for the Program Review evaluation of the tools and formats. Meeting will be in 2700 building on Fridays at 10:00. Jan is the Chair.
3. Student Learning Outcomes
- a. Toni has emailed Omar to start a conversation regarding the merging or alignment of SLOs with the Program Review process and timing. Toni also has a budget recommendation to consider Data Track or Illumine to track SLO data. Kathy said the CIO's list serve thought that CurricUNET was a good tool for this purpose. Kathy will be issuing a notice that CurricUNET will go live (be launched) effective at the end of spring break to start capturing course SLOs.
 - b. Toni also presented the EMPC with the SLO sub-committee budget recommendations that included items such as consulting services and supplies.

Adjournment

Kathy Berry adjourned the meeting at 11:15.