IMPERIAL VALLEY COLLEGE
EDUCATIONAL MASTER PLANNING COMMITTEE

Minutes
Friday, November 22, 2013
10:00 a.m. – 12:00 p.m.
Room 2131

Committee Members					
✓	Tina Aguirre		Bill Gay	✓	Andrea Montaño, ASG
✓	Linda Amidon		Daniel Gilison	✓	Brian McNeece
✓	Trini Argüelles		Rick Goldsberry	✓	Terry Norris
✓	Kathy Berry		Becky Green		James Patterson
✓	Craig Blek		Travis Gregory		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
	Todd Finnell	✓	Sergio Lopez	✓	Kathy Zazueta
	Guests				**Recorder**
	Martha Garcia			✓	Carol Cortés-Ramirez
✓	Priscilla Ortiz				

I. Call To Order
The meeting was called to order at 10:08 a.m. by Dean T. Ceasar, Co-Chair.

II. Approval of Minutes: October 18, October 25, and November 8, 2013
The minutes for October 18, 2013, October 25, 2013, and November 8, 2013, were approved unanimously as presented (MSC – B. McNeece/T. Aguirre).

III. Discussion

a. **Assessment of Institutional Effectiveness:** T. Ceasar stated that he had sent the EMPC members an electronic copy of the Assessment of Institutional Effictiveness form and he had received a few recommendations. He went over the changes on the overhead. K. Berry stated that this form will not be part of the Program Review but more of a tool to look back. T. Ceasar added that all of the documention will be in SPOL after this year when SPOL is fully implemented. E. Silva asked if someone will be typing all of the information received. T. Ceasar stated that all information submitted will be compiled into master documents.

Discussion followed to include: K. Berry asked if this process is to be done by the end of Fall. T. Ceasar indicated yes. T. Ceasar added that this form will be sent to EMPC and Instructional Council. E. Silva requested that on the e-mail that is going to be sent out, have an explanation of the purpose of the form completion. EMPC will review information received at the meeting on December 6, 2013

b. **Review of Resource Committees and Functions:** T. Ceasar stated that the EMPC look at resource committees and their functions. L. Amidon added that at an Instructional Council Meeting, the following resource committees were identified: Staffing, Marketing/Public Relations, Professional Development, Technology, and Facilities.

   A discussion followed to include: designating those 5 committees as the resource committees; K. Berry mentioned that the Facilities Committee should also include Equipment. E. Silva asked if there is something in our website that shows the function of each committee. L. Amidon stated that the Resource Plans on the EMP shows the functions of each committee. E. Silva stated that he will look them over to make sure that their function includes resource prioritization for Program Review.

   It was agreed to update the 5 Resource Committees to: Staffing, Marketing/ Public Relations, Professional Development, Technology, and Facilites & Equipment.

c. **Program Review Template:** T. Ceasar used the overhead to display the Service Area Program Review Template that was shared at the last EMPC meeting. The template will be going out by the V.P.'s from Student Services and Business Services. The Academic Program Review template will be sent to departments by the Academic Services Office.

d. **Timeline:** E. Silva asked about data being available. J. Carrillo stated that it's not done yet but that it should be done before the the Thanksgiving break. K. Berry expressed concern over the data going out so late – faculty will be back in January only giving them 2 weeks to complete Program Review. T. Aguirre asked where will the data be. J. Carrillo stated that the data will be in SPOL. E. Silva suggested that the timeline be moved to have the deadline be 2/21/14 – giving faculty one additional week to complete the process. The suggested deadline change was agreed by the Committee. L. Amidon will send out an updated timeline.

IV. Action

a. **Committee Self-Evaluation Form:** The Committee Self-Evaluation Form was presented for action. It was shared that at the previous meeting the following recommendations were made to be included on the form: number of committee members; percentage of members in attendance; and whether or not a quorum was met. E. Silva added that each committee can set their own individual quorum. An additional change was suggested: change the signature line to save space.

The Committee Self-Evaluation Form was approved unanimously, as amended (B. McNeece/T. Aguirre).

b. **Program Review Handbook:** T. Ceasar announced that the intent of the Handbook was to have it be updated every year to incorporate changes. T. Ceasar went over the contents of the Handbook on the overhead. B. McNeece asked if the templates were included in the Handbook. T. Ceasar stated that they weren't but that we should add them.

The following updates were reccommended: Page 6 – The Prioritization Process to include the 5 Resource Committees as approved on item III. b. of this agenda; Page 7 - Institutional Level to have the Standing Committees to reflect the change approved on item III. b. of this agenda; Page 3 – Academic Program J. Carrillo will look at list and send T. Ceasar updates if needed. T. Aguirre suggested that before this Handbook is published, we need to make sure all dates are reflected. T. Ceasar will meet with M. Garcia on the dates. K. Berry indicated that Page 21 – ACCJC Rubric for Evaluating Instutional Effectivess – Part I: Program Review has to include that the "college must be at the sustainable continuous quality level ."

The Program Review Handbook was approved unanimously, as amended (K. Berry/T. Aguirre).

c. **Academic Program Review Template and Service Area Program Review Template:** The Academic Program Review Template and the Service Area Program Review Template were approved unanimously, as presented (K. Berry/T. Aguirre.

V. Other

Question was raised as to when SLO's and SAO's are due.

VI. Next Meeting

December 6, 2013 at 9:00 a.m.

VII. Adjournment

The meeting was adjourned at 10:56 a.m.