Educational Master Planning Committee (EMPC)
Friday, March 23, 2012, 9:00 a.m.
Board Room

ATTENDEES

<u>**Members:**</u>

	Alfredo Cuellar		Becky Green		Bill Gay	X	Brian McNeece
X	Bruce Seivertson		Carol Hegarty	X	Cathy Zazueta	X	Daniel Gilison
X	David Drury		David Zielinski		Dawn Chun		Trini Arguelles
	Ed Wells	X	Efrain Silva		James Patterson	X	Rudy Robles (replaced A. Izarraraz)
X	Janis Magno	X	John Lau		Jose Lopez	X	Jose Ruiz
X	Kathy Berry		Krista Byrd		Kseniya Kareva	X	Rick Castrapel
X	Michael Heumann		Rick Goldsberry	X	Angie Ruiz		Suzanne Gretz
	Taylor Ruhl	X	Ted Ceasar	X	Terry Norris		Tina Aguirre
	Todd Finnell	X	Toni Pfister		Travis Gregory		Alberto Izarraraz (ASG)
	Victor Jaime		Vikki Carr		Jessica Waddell		

<u>**Guests:**</u>

<u>**Recorder:**</u>

Linda Amidon

CALL TO ORDER

- Meeting called to order at 9:03 a.m. by Dean Ted Ceasar, EMPC Co-chair

AGENDA ITEMS AND DISCUSSION

1. **Approval of Minutes, March 2, 2012**
   - M/S/C Castrapel/Seivertson to approve the minutes of the March 2, 2012 EMPC meeting as presented

2. **ACCJC Program Review Training**
   - Co-chair Ceasar reported on the program review and institutional planning training that he, Kathy and Linda attended two weeks ago at San Diego Mesa College:
     - Jack Pond and Susan Clifford, vice presidents at ACCJC, presented the training on how program review ties to accreditation
     - the U.S. Department of Education directed ACCJC to monitor funds going to community colleges
     - planning is especially crucial during lean times
     - the Commission's expectations:
       - Sustained Continued Quality Improvement in instructional and non-instructional programs and program review and planning processes
         - EMPC members cited examples of improvements including the following
           - implementation of the annual program review web application and the addition of the resource requests feature
           - revision of the comprehensive program review form
           - the program viability review of the Automotive Collision Repair program and the decision made to terminate the program
           - purchase of standardized testing software for the nursing program to help students succeed in the program
       - SLOs must be at the proficiency level by fall 2012
         - SLO Coordinator Toni Pfister provided examples of ways to incorporate SLO assessment into improvement plans

- CIO Berry described the CalPASS Smart Tool which was also presented at the training:
  - the program includes a separate section for program review
  - the database includes over 400,000,000 K - 12 and Community College student records from the past ten years
  - CalPASS data comes from MIS data submitted by schools; therefore, the data is only as good as the data provided
  - CalPASS trainers will come to the college to provide training
- Discussion followed the reports of Co-chair Ceasar and CIO Berry including the following:
  - concern regarding the difficulty in writing comprehensive program reviews; coaching by someone familiar with Sustained Continuous Quality Improvement (a medical model), would be helpful
  - recommendation to update the comprehensive program review form to include a section for programs to describe what changes were made since the last program review and what brought about the changes
  - concern regarding how to do business in this new environment, i.e., with fewer resources
  - recommendation that planning needs to be aggressive and should be structured in the structure that the state is moving towards
  - recommendation that CalPASS training take place at IVC, and that the ATLAS Grant fund the training
  - report by CBO John Lau that if approved by the Board the college would be bringing FCMAT to evaluate the college's operations

3. **Program Review Update**
- Two Comprehensive Program Reviews are still outstanding

4. **Resource Plan Committees Progress Report**
- Resource Plan Committee Reports are due March 30, 2012
  - **SLO/SAO**: Lead, SLO Coordinator Toni Pfister: She will review comprehensive program reviews next week
  - **Technology Committee**: Lead, CTO Todd Finnell absent; status unknown
  - **Planning & Budget Committee**: Lead, CBO John Lau: scheduled to finish report next week
  - **Facilities Committee**: Lead, Dean Sergio Lopez absent; status unknown
  - **Professional Development Committee**: Lead, Frank Rapp and Mary Lofgren, Professional Development/Flex Committee Co-chairs: EMPC Co-chair Ted Ceasar spoke with Mary Lofgren who indicated that the Professional Development/Flex Committee has not met
    - EMPC members noted that:
      - Professional Development/Flex Committee co-chairs Frank Rapp and Mary Lofgren are paid a stipend to coordinate activities
      - the co-chairs Frank Rapp and Mary Lofgren have been contacted by committee members regarding June flex day activities
      - the Chancellor's Office will dock IVC's apportionment if no activities are held on the June flex day
    - SLO Coordinator Toni Pfister recommended SLO and PLO workshops as flex activities
  - **Student Services Committee**: Lead, Dean of Counseling Ted Ceasar: He reported that last year's goals would be addressed in the Student Services Committee report
  - **Marketing Committee**: Lead TBA: EMPC Co-chair Ted Ceasar spoke with Bill Gay who indicated he would get together with former committee members to review marketing requests; however, it would be a conflict of interest for Bill Gay due to the change in his status to consultant

- **Staffing Committee**: Lead, CHRO Travis Gregory absent: EMPC Co-chair Ted Ceasar reported that the committee would be rating non-certificated staffing requests at its meeting this week
- Co-chair Ted Ceasar will discuss the issues concerning the Professional Development Committee and Marketing Committee with College Council President Jessica Waddell

5. **Goals Subcommittee Progress Report**
   - Subcommittee Chair Bruce Seivertson reported that the goals and objectives are not completed; the subcommittee will meet this week
6. **Evaluation of Planning Process and Recommendations for Improvement**
   a. Annual Program Review
   b. Comprehensive Program Review
   c. Committees
   - EMPC Co-chair Ted Ceasar requested committee recommendations for improvements
   - CIO Berry stated that she had looked at instructional annual program reviews and comprehensive program reviews and discovered that:
     - some programs aren't analyzing data
     - there is minimal dialogue about data
     - the annual program review process has become a budget builder
   - Recommendations made which include the following:
     - add a data analysis section to the program review forms that requires a program to analyze its data and describe what it will do with the data
     - review data on an annual basis
     - provide training on analyzing data (a possible flex activity)
     - provide training on writing a comprehensive program review
     - prepare an annual comprehensive program review progress report
     - streamline the program data to be analyzed, perhaps use CalPASS data
     - establish a task force to determine the data to be analyzed
     - request that College Council closely monitor committees, perhaps make it a part of the duties of College Council members, as it is difficult for EMPC to follow-up on every committee
7. **Timeline**
   - The committee reviewed the program review planning timeline; no changes were made
8. **Meeting Schedule**
   - EMPC will meet April 6, 2012, at 9:00 a.m. to adopt the goals and objectives
9. **Adjournment**
   - The meeting was adjourned at 10:12 a.m.