

**IMPERIAL VALLEY COLLEGE
EDUCATIONAL MASTER PLAN COMMITTEE (EMPC)
TUESDAY, OCTOBER 30, 2012
3:00 P.M., BOARD ROOM**

INFORMATIONAL MINUTES

Members:

Becky Green	Ed Wells	Leticia Pastrana	Tina Aguirre
Bill Gay	Efrain Silva	Michael Heumann	Todd Finnell
Brian McNeece	√James Patterson	Rick Castrapel	√Travis Gregory
Carol Hegarty	√Jill Nelipovich	Rick Goldberry	Trini Arguelles
Cathy Zazueta	John Lau	Sergio Lopez	Marco Ortega (ASG)
√Craig Blek	Jose Lopez	√Sidney Rice	
√Daniel Gilison	Jose Ruiz	√Taylor Ruhl	
√Dave Drury	Kathy Berry	√Ted Ceasar	
David Zielinski	Kevin White	√Terry Norris	

Recorder: Lou Ayon

1. Approval of Minutes, 9/25/2012

Minute approval postponed due to low quorum. Meeting continued as Informational only since action cannot be taken due to not meeting a quorum.

2. Program Review Process

Non-Academic Programs

Co-Chair Ceasar presented a draft form to the committee present for suggestions and changes to the document. Draft document was reviewed for suggestions and/or clarifications. Description of sections was explained. Co-Chair Ruhl reminded committee that due to a low quorum present at the meeting, committee would only be able to review the form without taking action.

Co-Chair Ceasar added that this would be done on an annual basis for all programs that are non- instructional, such as Student Services, Business Services, Information Technology, among others. James Patterson requested clarification and discussion followed. Due to the responses received he requested that he be relieved from chairing the task force to develop the program review form for instructional programs. Co-Chair Ruhl thanked him for his time and input and asked committee to move on with the agenda.

3. Fact Book, Data Requests

Jill Nelipovich presented information on Palomar College Fact Book as an example for IVC and the SAO she is working on. She also informed committee that she is envisioning a Research Request form like Palomar's for the near future. She added that Palomar's Fact Book is 113 pages, which is quite large. She displayed on the projection screen what she has been working on for the IVC

Fact book and requested suggestions from the committee members. She will be sending out the table of contents for the committee to review. She also provided an explanation on the GIS program that she has been working on a trial basis. The cost of the program is \$1,000.

4. Timeline

Co-Chair Ruhl reminded committee to look at the timeline and asked committee members if anyone had any questions.

5. Meeting adjourned at 3:51 p.m.