

**EDUCATIONAL MASTER PLAN COMMITTEE
MINUTES
FRIDAY, MARCH 20, 2009
10:00 A.M., BOARD ROOM**

Present:	Val Rodgers	Frank Rapp	Allyn Leon
	Taylor Ruhl	Gonzalo Huerta	Jan Magno
	Efrain Silva	Tina Aguirre	
Absent:	Kathy Berry	David Drury	David Zielinski
	Dawn Chun	Frances Beope	Jesus Esqueda
	John Lau	Jose Lopez	Lianna Zhao
	Mary Lofgren	Melani Guinn	Michael Heumann
	Robin Ying	Suzanne Gretz	Ted Ceasar
	Toni Pfister	Victor Jaime	
Guests/Visitors:			
Recorder:	Linda Amidon		

Reports, discussion and action included the following:

- Part 1/Annual Program Review Subcommittee Reports. Subcommittee Chair reports were provided as follows:
 - Professional Development. Gonzalo Huerta provided a written summary (see attachment) and explained that the program review requests for professional development could be prioritized under three levels: (1) SLO training, which includes adjunct faculty, (2) training in order to meet or maintain program certification or accreditation requirements, and (3) training necessary for faculty and staff to stay current in applicable field or subject area.
 - Marketing. Efrain submitted a summary of marketing needs for the committee’s review (see attachment).
- Budget Section of Part 1 of Program Review. Melani reported that she, Val Rodgers, Jeff Cantwell, and Omar Ramos are part of a task force that is working on a program review budget template that would make the annual program review process more effective. The task force decided that since the purpose of annual program review is for the budget, the program review template should mirror the budget so that all data could be extracted for review and summarization by the subcommittees. The template includes all line item account numbers whether or not the accounts are utilized by all cost centers. Val Rodgers explained that Business Services would review the individual budgets and after adjustments have been made the budgets would then collectively become the final district budget. Gonzalo Huerta cautioned against lumping a department’s programs under one budget. He related his experience in working with the initial ITEC budget, which consolidated all ITEC programs under one budget, and explained that the program budgets have since been separated.

Melani Guinn stated that while working on the program review budget template the SLO section of the annual program review process (i.e., the number of course SLO’s) didn’t make sense. The task force recommended a separate annual program review or report for SLO’s. It was suggested that the number of course SLO’s completed should be reflected in the SLO report but should not be included in the annual program review. Tina Aguirre pointed out that the accreditation team had mentioned that SLO’s should be incorporated into program review and the budget.

- Educational Master Plan. Frank Rapp requested all program review summaries from the subcommittees so that he could begin writing the EMP. The committee agreed that a draft of the EMP should be made available at the next EMPC meeting on April 3, but a draft should be sent to EMPC members for review before then.
- Next Meeting. The EMPC will meet next on April 3 at 10:00 a.m.

Adjournment: 10:50 a.m.