



# IMPERIAL VALLEY COLLEGE EDUCATIONAL MASTER PLANNING COMMITTEE

**Minutes**  
**Wednesday, August 13, 2014**  
**9:00 a.m. – 10:00 a.m.**  
**Board Room**

Committee Members					
✓	Tina Aguirre		Todd Finnell	✓	Brian McNeece
✓	Nicholas Akinkuoye		Bill Gay	✓	Terry Norris
✓	Linda Amidon	✓	Daniel Gilison	✓	James Patterson
	Trini Argüelles		Rick Goldsberry		Sydney Rice
	Craig Blek		Becky Green		Jose Ruiz
✓	Susan Carreon	✓	Carol Hegarty		Ed Scheuerell
✓	Jose Carrillo		Michael Heumann	✓	Efrain Silva, Co-Chair
	Rick Castrapel		Victor Jaime	✓	Edalaine Joy Tango-An, ASG
✓	Ted Ceasar, Co-Chair		John Lau		Edward Wells
	David Drury		Jose Lopez	✓	Kevin White
	Gaylla Finnell	✓	Sergio Lopez		Kathy Zazueta
	<b>Guests</b>				<b>Recorder</b>
				✓	Carol Cortés-Ramirez

**I. Call To Order**

The meeting was called to order at 9:04 a.m. by Dean T. Ceasar, Co-Chair.

**II. Approval of Minutes**

The minutes for May 2, 2014 and May 16, 2014 will be pending for approval at a later scheduled meeting.

**III. Review of Evaluation of Institutional Effectiveness and Budget Requests for 2013-2014**

T. Ceasar reported that the linking of institutional goals with planning and resource allocation has been completed for the 2013-2014 planning year. A complete cycle from Program Review through resource allocation with feedback to programs and a review of status of program goals is complete. E. Silva explained the process, which included the prioritization of resource requests by the Resource Committees, overall prioritization by the Budget and Fiscal Planning Committee with recommendatons

to the President's Cabinet, and final decisions on inclusion in the budget by the President's Cabinet. The documents showing the prioritization by the resource committees and the final decisions by the President's Cabinet were reviewed. The break down by Committee is: Staffing, Technology, Marketing, Facilities, and Professional Development.

S. Lopez pointed out the typo in Facilities #1 – it should read \$200,000 and not \$20,000. As a result of this process the President's Cabinet decided that only monetary requests over \$5,000 goes to Cabinet for approval. L. Amidon suggested that clarification be added to the handbook, and, after a brief discussion, D. Gilison suggested that we need Administrative Policy. Following approval by the EMPC of the Evaluation of Institutional Effectiveness and Budget Requests for 2013-2014 they will be forwarded to the Board for approval.

T. Ceasar presentated the Evaluation of Institutional Effectiveness, which documents every objective from program review, indicating the status of each objective, who is responsible, and how the objective improves institutional effectiveness and student success.

T. Ceasar went over the Academic Program Review template. E. Silva reminded the committee that it is all due on September 24<sup>th</sup>. It will then be put into SPOL. He added that under Institutional Goal will be just one primary goal. T. Ceasar also went over the Service Area Program Review. J. Carrillo stated that training will be provided. It was discussed that there needs to be additional training on the development of SMART goals.

T. Ceasar presented Educational Master Plan 2013-2014 Progress Report – Draft, which describes the program review planning process, timelines, process evaluation and recommendations for improvement, resource committee recommendations, and the evaluation of institutional effectiveness and budget requisition. E. Silva added that the Committee is going to add an Executive Summary.

#### **IV. Action Items:**

T. Ceasar asked the committee to take action on the following items:

1. That the EMPC recommend to the Board of Trustees that the 2013-2014 Educational Master Plan (EMP) progress report including the evaluation of Institutional Effectiveness and Budget Requisition be approve. (MSC-S. Lopez/J. Patterson).
2. That the EMPC recommend to the Board of Trustees that the 2013-2014 Institutional Goals be re-affirmed for 2014-2015. (MSC-J. Patterson/T. Aguirre).
3. That the EMPC adopt the revised APR and SAPR templates for 2014-2015 in order to better align with SPOL. (MSC-S. Carreon/T. Aguirre).
4. That a member of the EMPC take the lead in providing training of effective tools for assessments of institutional effectiveness. Approved as amended. (MSC-J. Patterson/S. Carreon).

5. That the EMPC accept the budget report from the President's Cabinet and inform the necessary stakeholders of the status of their individual budget requests. (MSC-J. Patterson/L. Amidon).
6. That the EMPC recommend that the college's mission statement be evaluated to assess consistency with the mission of California Community Colleges.

**V. Discussion of EMPC Meeting Dates for 2014-2015**

T. Ceasar asked for a concensus from the Committee on the proposed scheduled meeting dates for 2014-2015. The Committee agreed to meet on designated Fridays at 9:00 a.m., in the Board Room.

**VI. Other**

None

**VII. Next Scheduled Meeting**

Meeting invitations will be sent out to the Committee once dates are confirmed.

**VIII. Adjournment**

The meeting was adjourned at 10:07 a.m.