



# IMPERIAL VALLEY COLLEGE

## EDUCATIONAL MASTER PLANNING COMMITTEE

**Minutes**  
**Friday, September 26, 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		<i>Rick Goldsberry</i>		<i>Sydney Rice</i>
✓	Craig Blek	✓	Carol Hegarty		Jose Ruiz
✓	Susan Carreon		Michael Heumann	✓	Efrain Silva, Co-Chair
✓	Jose Carrillo		Frank Hoppe	✓	Edalaine Joy Tango-An, ASG
✓	Ted Ceasar, Co-Chair		Victor Jaime		Edward Wells
	<i>David Drury</i>		John Lau		
✓	Gaylla Finnell		<i>Jose Lopez</i>		
		✓	Sergio Lopez		
	<b>Guests</b>				<b>Recorder</b>
				✓	Carol Cortés-Ramirez

**I. Call To Order**

The meeting was called to order at 9:02 a.m. by Dean T. Ceasar, Co-Chair.

**II. Approval of Minutes**

The minutes for May 2, 2014, May 16, 2014, and August 13, 2014 were approved unanimously as presented (MSC-S. Lopez/C. Blek).

**III. Program Review Update**

T. Ceasar reported that Program Review was due on September 24<sup>th</sup>. All of Service Area Program Reviews are in as well as the President’s Office and Human Resources. Business Services we have not heard back yet. Academic Services stated that some programs requested an extension.

J. Carrillo reported that he had set-up two basic trainings that had low attendance. He added that budget trainings have been scheduled: one today for Service Area and

one on Monday for Academic Services. He also added one for for Service Areas on Monday. A brief discussion followed on learning the process and steps. S. Carreon shared advice with the committee to make sure that when they started entering to make sure they are on the right year. J. Carrillo stated that all budget accounts should be populated but some account names might need to be modified. He advised to make sure to go by account number and not by account name.

#### **IV. Recommendation 1 Response**

T. Ceasar reported that the Recommendation 1 Response Team met and broke down the response into four components. The Standard is essentially met but we need to show the complete cycle – done for 2013-2014. He added that on the Evaluation of Institutional Effectiveness, we needed to verify who is responsible and a timeline. It now shows a complete cycle. E. Silva added that it also includes the report on self evaluations. All committees self evaluations are in and are very important in this process. D. Gilison stated that College Council is going through the self evaluations and will be making recommendations base on their review. T. Ceasar stated that they should be used to evaluate each committee’s effectiveness, and this is a piece of the evidence of Institutional Effectiveness.

T. Ceasar stated that the Integrated Planning Calendar that had been developed as a static document will be placed on the WEB as an interactive calendar alone with other campus and community events. This will facilitate adherence to the planning calendar since it will be more visible and easily accessible for all participants in the planning process. B. McNeece asked if the calendar had already been approved. D. Gilison stated that the calendar had been by the shared governance.

T. Ceasar stated that we will have a draft of the response to present at the Board Retreat on October 1<sup>st</sup> focusing on Recommendation 1. B. McNeece shared that L. Amidon is good at organizing evidence. E. Silva will send out the power point presentation to the Committee, for suggestions, before it is presented to the Board.

#### **V. EMPC Self Evaluation**

T. Ceasar asked to table this agenda item: complete and present at the next meeting. A brief discussion followed on what to include on the self evaluation (SPOL templates, etc.). Another brief discussion followed on the EMPC Membership (based on CART Membership). It was discussed maybe adding an at large faculty member since the committee is smaller. Under Goals for this year it was discussed to add certain target members; set up a mission since we are not a standing committee; and formalize the committee status. T. Ceasar will draft and send out the EMPC Self Evaluation to be approved at the next EMPC Meeting.

#### **VI. Mission, Vision, Values Statement**

G. Finnell presented to the Committee a power point presentation that she and T. Finnell put together as part of their Doctorate Program. The presentation focuses on the three components: Mission, Vision, and Values Statement. The Committee was very impressed with the presentation. T. Ceasar added that aside from the

presentation being very good, it is very timely with the current IVC needs. He added that we need to develop the next strategic plan. The key point is that everyone needs to be involved in it. We need to get a process in place to get working on this. He suggested that T. Finnell discuss this with the President at the President's Cabinet to start the process. A brief discussion followed regarding the importance of having these documents visible and accessible so that everyone knows what the vision, mission, and core values of IVC are.

T. Ceasar stated he would meet with T. Finnell on how to proceed to go to Cabinet and start the development process. B. McNeece suggested to involve B. Gay since has has some of the information.

**VII. Meeting Schedule**

T. Ceasar went over the designated meeting dates. He stated that the December 19<sup>th</sup> meeting will only take place if it is needed.

**VIII. Other**

None.

**IX. Next Scheduled Meeting**

Friday, October 10, 2014, at 9:00 a.m., in the Board Room

**X. Adjournment**

The meeting was adjourned at 9:55 a.m.