

**Strategic Educational Master Plan Committee
Minutes
Friday, December 4, 2020
11:00 a.m. - 12:00 p.m.
Via Zoom**

Committee Members					
X	Linda Amidon	X	Daniel Gilison		Sydney Rice
	Trini Argüelles	X	Carol Hegarty	X	Andrew Robinson
X	ASG – Jorge Silva	X	Michael Heumann	X	Jose Ruiz
X	Jose Carrillo		Lennox Johnson	X	Austen Thelen
X	Yolanda Cataño, Co-Chair	X	Betsy Lane	X	Jose Velasquez
EXCUSED	Henry Covarrubias, Co-Chair	X	Andres Martinez		
X	James Dalske	X	Jill Nelipovich		
X	David Drury		Jose Plascencia		
Consultants					
X	Cecilia Duron	X	Kevin Howell		
	Deedee Garcia	X	Christina Tafoya		
	Martha Garcia	X	Xochitl Tirado		
Guests					
X	Deidre Rowley				Recorder
				X	Carol Cortés

A. Call To Order

1. Call to Order

The meeting was called to order at 11:00 a.m. by Y. Cataño, Co-Chair.

B. Approval of Minutes

1. Approval of Minutes of November 6, 2020

The minutes were approved unanimously as presented (MSC – D. Gilison/A. Robinson).

C. Old Business

1. Program Review Update

J. Carrillo gave an update on Program Review. He presented the Program Review and Budget Enhancement request timeline. He stated that at this point all department chairs have been reminded of any outstanding Program Reviews. The Deans have until December 18th to approve Program Reviews. After that approval, they go to the VP for approval. At this point, we're still in line with the timeline in order to approve the budget this summer.

J. Carrillo asked that those with outstanding Program Reviews, reach out to him for help, if needed.

2. 2019-2020 Program Review Cycle Evaluation

J. Carrillo stated that we evaluate our Program Review process on an annual basis. A

survey is sent out every year to all of those who completed a Program Review. This year it was extended to include those that approve and/or assisted in the inputting of Program Review. The expected outcome of the survey is to improve current processes that ensure that we're capturing feedback as we move on through the planning cycles.

J. Carrillo gave a presentation and went over some of the results of the evaluation. There was a total of 24 responses to the evaluation survey – half were academic program review and the other half was service area program reviews. He also covered some of the recommendations, data sets by program, SPOL, and budget enhancement. Some of the recommendations included, more time to complete the process, issues with SPOL, not enough feedback from supervisor on the process, and recommendations on improving the academic dataset.

The following SEMPC members thanked J. Carrillo for the presentation and the support during the process: D. Drury, J. Velasquez, D. Gilison, A. Thelen, A. Robinson, and X. Tirado. Y. Cataño also thanked him for all his work with the programming process.

3. Vendors Update – SPOL, eLumen, and Nuventine

Y. Cataño reported to the members on the software that is currently being looked at. She added that she will be working alongside K. Howell. K. Howell will be reporting on the SLO outcomes and assessment process.

A brief discussion followed. J. Velasquez asked about if the committee that was set up to participate in the demos – will they still be participating; A. Robinson asked about the updates on programs. J. Carrillo went over some of the options and also announced to the group that SPOL Diamond, which is the new version of SPOL, is also one of the options.

D. New Business

1. Strategic Educational and Facilities Master Plan Update

Y. Cataño reported on the current responses to the survey that was sent out from Dr. Garcia. As of today, there are approximately 176 responses. She asked the support of the committee members to promote the survey.

She added that the responses to the survey/questionnaire will inform the future of the Strategic Educational and Facilities Master Plan as it pertains to the mission, vision, and values. The deadline for submission is December 18th.

E. Action Items

1. None

F. Other

1. Guided Pathways

Y. Cataño stated that an invitation will go out to those working with Guided Pathways to

come and present to SEMPC and maybe also Professional Development to see how we can further improve our current systems.

2. SEMPC Representatives From Other Departments

J. Silva expressed his concern over not seeing S. Dansby (or a representative from DSPS) as well as a representative from ESL or a representative from Mental Health. J. Carrillo stated that B. Lane is the Dean for the ESL Department and is a member of SEMPC. Y. Cataño informed J. Silva that C. Cortés had just messaged her that both L. Johnson and H. Covarrubias are SEMPC members and represent both DSPS and Mental Health.

J. Silva also recommended working with our public relations and marketing committee to make sure that everyone from staff, faculty, and students are aware of the resources available. D. Drury added that over the years, we've done an amazing job on campus to develop all of these areas that help and serve students. One thing, maybe we haven't done a great job of is advertising them to make sure that the students know that they exist and where they exist and how to access the help. C. Hegarty stated that in her current on-line classes she has all of the mental health services displayed as students get into Canvas.

G. Next Scheduled Meeting

1. Next Scheduled Meeting

The next meeting will take place on Friday, January 15, 2021, at 11:00 a.m., via Zoom.

H. Adjournment

The meeting adjourned at 11:43 a.m.