

Strategic Educational Master Plan Committee
Minutes
Friday, September 6, 2019
11:00 a.m. - 12:30 p.m.
Board Room

Committee Members					
X	Linda Amidon	X	Carol Hagerty		Sydney Rice
X	Trini Argüelles	X	Michael Heumann	X	Andrew Robinson
	ASG	X	Lennor Johnson	X	Jose Ruiz
X	Jose Carrillo	X	Andres Martinez	X	Efrain Silva, Co-Chair
X	Henry Covarrubias, Co-Chair	X	Jill Nelipovich		Victor Torres
X	David Drury	X	James Patterson	X	Jose Velasquez
X	Daniel Gilison		Jose Plascencia		
X	Suzanne Gretz	X	Robert Price		
Consultants					
X	Jose Carrillo		Martha Garcia	X	Christina Tafoya
	Cecilia Duron		Kevin Howell		Xochitl Tirado
	DeeDee Garcia		Jill Kitzmiller		
Guests					
X	Jeff Cantwell	X	Omar Ramos		Recorder
X	Jeff Enz			X	Carol Cortés-Ramirez

A. Called To Order

Procedural: 1. Called to Order

The meeting was called to order at 11:03 a.m. by H. Covarrubias, Co-Chair.

B. Approval of Minutes

Action: 1. Approval of Minutes for June 6, 2019

The minutes for June 6, 2019 were approved unanimously as presented (MSC – J. Patterson/D. Gilison).

C. Old Business

Discussion, Information: 1. None

D. New Business

Discussion, Information: **1. Review By-Laws**

The by-laws were reviewed. After discussion, it was agreed that the following articles would be discussed with L. Johnson for possible change/edit:

Article IV. A. The SEMPC is directed by the Vice President of Student Services and one faculty co-chair.

Article V. A. Chair – The President/Superintendent will appoint an administrative member of the committee as Chair or Co-Chair of the SEMPC, with a term of one-year

E. Silvia expressed his concern over committee members' sporadic attendance to the meetings last year for both CART and SEMPC. Chairs are expected to attend both committee meetings and if they can't attend, they should be sending a representative. D. Drury suggested that CART be moved to the same Friday as SEMPC. There was a consensus with the committee members

present to have both meeting meet on the 1st Friday of the month. D. Drury volunteered to cook for one of the meetings at 11:00 a.m. CART is at 10:00 a.m. and SEMPC will follow at 11:00 a.m.

J. Patterson asked that the committee continue to refine the Program Review process. Discussion on including all programs and not just academic programs. S. Gretz recommended that one person be the lead to Program Review.

Discussion, Information: 2. Review Committee Annual Goals and Objectives

The SEMPC Self Evaluation Form for 2018-2019 was discussed and committee annual goals and objectives were reviewed with no changes.

Discussion, Information: **3. SPOL Status**

J. Carrillo reported that he had received direction from cabinet to look into other Program Review software due to the complaints on reporting for SPOL. He is in the process of scheduling demonstrations. The SPOL license expires at the end of June 2020. He added that we will be losing about 6 years of historical data unless SPOL finds a way to export the data. SPOL wants to be included in the demonstrations to show their new changes to the program.

E. Silva asked what the timeline was to get this process completed. J. Carrillo stated that the software to be considered will be presented to SEMPC and to Cabinet but not timeline is in place. He added that they are looking at having it in place before the end of this academic year.

L. Johnson, C. Tafoya, and J. Carrillo are part of the team looking into the new software. E. Silva, S. Gretz, T. Argüelles, and J. Velasquez will be invited to be part of the team.

J. Carrillo sent out a survey on Program Review functions. The survey went out to everyone who is in charge of completing/approving Program Review. He asked that everyone who received the request, please reply and complete the survey. A brief discussion followed.

J. Enz stated that there is no easy button to find a solution. O. Ramos stated that the solution needs to include a day-to-day type of tool.

Discussion, Information: **4. Changes to Program Review Process (SLO/SAO, Vision for Success) & 5. Program Review Process Evaluation**

L. Johnson reported that we will be using SPOL this year. They are hoping to enhance SPOL for the SLO's/SAO's. J. Carrillo stated that there is a folder on the website that has guides on how to navigate SPOL. E. Silva went over the list of programs that are due under Academic Services. J. Carrillo will be sending out the list of the programs that are due under Student Services. J. Patterson stated that we don't have Program Review in a published format. A brief discussion followed. J. Carrillo will take on the responsibility to put them in a shared folder. He will also resend the link to the guides. He emphasized that we have 3 years (2021) to complete the goals. He also thanked O. Ramos for helping with the corrupted files.

Discussion, Information: **6. Faculty Prioritization**

E. Silva distributed the 3-page Justification for New Full-Time Faculty Position for 2020-2021 form. He asked that the committee review the form for any suggested changes. The deadline to submit the completed forms to C. Tafoya is November 15th but they would be reviewed by the deans prior to submission to her. They are due to Instructional Council by November 20th. L. Amidon stated that the form only addresses academic services. L. Johnson stated that this will only apply to our District Counselors and that Categorical Counselors are tied into grants.

E. Silva stated that the reason for the Faculty Prioritization Process is that Human Resources needs time to review the requests. C. Tafoya stated that the form needs a lot of work. They need a central base as to where to pull the data. J. Carrillo said he will work on it but the data will not include Wait List information.

E. Silva suggested that a sub-committee be formed to update the form. Instructional Council will also be reviewing this topic. Discussion followed on actual FTES potential generated with new faculty. The following volunteered to be on the sub-committee to work on updating the form: C. Tafoya, J. Nelipovich, and the Deans.

E. Action Items

Action, Discussion: **1. Approval of Program Review/Budget Enhancement Timeline**

J. Carrillo distributed the updated 2019-2020 Budget Enhancement Process Timeline. R. Price suggested that all writers be invited to a training orientation. J. Carrillo will work on that training invitation. The 2019-2020 Budget Enhancement Process was unanimously approved as presented (MSC-J. Patterson/M. Heumann).

F. Other

Procedural: 1. None

G. Next Scheduled Meeting

Procedural: **1. Next Scheduled Meeting**

The next scheduled meeting to be determined.

H. Adjournment

The meeting was adjourned at 12:39 p.m.