

Santiago Canyon College
Educational Master Planning Committee
Minutes from Meeting on September 12, 2013

2:30 – 4:00PM in E-308

Presenters: Roberta Tragarz – Chair, Aaron Voelcker – Co-Chair

Attendees: Rick Adams, Debbie Brooks, Matt Blake, Dora Bright, Theresa Buck, Marilyn Flores, Leah Freidenrich, Jessica Gilbert, Ann Hauscarriague, Aracely Mora, Carolyn Motokane, Eden Quimzon, Alex Taber, Rudy Tjiptahadi, Melinda Womack.

Absent: Lynda Armbruster

DISCUSSIONS:

1. Opening Introductions
 - a. Introduction – Co-chairs introduce themselves and committee
 - b. Committee Description – Within collegial governance handbook
 - i. Changes were made to Spring 2013 Handbook
 1. Approved version not on website
 - c. EMP – Educational Master Plan
 - i. DDP is now DPP – Department Planning Portfolio
 1. October 31, 2013 deadline for annual review
 - ii. Program Review
 1. Program review up again. Prospective due date FLEX week Spring 2014
 - iii. EMPC Document
 1. Next completion will be 2016-2022
 2. Planning cycles were 5 yrs. Are now 6 yrs. To align with Accreditation
 3. Document is available at senate website with hyperlinks to toggle back and forth between lengthy document and appendices (tables)
 - d. Year-At-A-Glance
 - i. 2011-2012 most current documents. Not sure who is responsible for updating this document
 1. Question asked if this is responsibility of PIE committee
 - e. Long Term Planning Document - Long term planning highlights
 - i. Demonstrates transition from 5 year to 6 year planning cycles
 - f. APR's/SSPR's
 - i. APR template update began Spring 2013
 1. Some overlap with SSPR
 - ii. EMPC oversees both APR and SSPR
 - iii. Committee coordinates with departments and units for presentation of Program Review to EMPC
 - iv. Working on location for Academic Review to be accessible
 1. Format – EMPC asks questions about the program and documents the converse as dialog

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- g. QCC (Questions, Comments, and Commendations)
 - i. Committee reads Program Review Document and submits questions to the chairs
 - ii. Committee reviews which questions to be addressed in presentation during first 15 minutes of meeting
 - iii. These questions are then asked of the presenter
 - 1. Comment from Aaron: Presenter will be asked for feedback at the end of the meeting for feedback and ways to improve the process. Accrediting Commission can then see our planning review process.
 - 2. Comment from Leah: Committee is a way for community to know how the left hand is working with the right hand as to what the college is doing as a whole.
 - 3. Suggestion from Rick: First couple times you read over highlight or focus to get oriented. Otherwise lots of data and vocabulary that can be overwhelming. It will take a few months (especially for new members) to get used to it.
 - 4. Suggestion from Dora: As you review, look for gaps
 - 5. Compliment departments for what's happening around campus and be sure to say "thank you" for all the new and exciting changes to come along
- h. Mission Review
 - i. Process:
 - 1. Survey of campus opinion was sent out last semester asking for feedback on SCC Mission Statement
 - a. Percent of responses that target: 70% or more of respondents are satisfied with the way it reads
 - b. Survey finding: 90% or more of respondents indicated that they are satisfied with the Mission Statement. Survey responses also indicate that there are some grammatical changes to be made
 - 2. Sent last week (9/3/13) to Academic Senate for approval. Waved 1st reading and approved. College Council approved on 9/10/13. Going to Board of Trustees for final approval on 9/23/13
 - 3. Jessica to include Mission Statement in all minutes. Suggested that all departments and committees do so as well
 - 4. The EMPC will formalize the process by deciding when to review
 - 2. Academic Program Review Template
 - a. Takes precedence as there is a lot to cover
 - b. Look and feel of template –new improved template to be sent out to departments

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- i. Question from Debbie Brooks: Is it possible to put out digital forms to download as well as forms with instructions so that they can be reviewed in parts?
 - 1. Aaron's reply: Once document is approved it can be broken up, saved and printed.
 - c. Visual flow-chart of process to be included
 - d. Introduction Section –
 - i. Who participated is right up front
 - ii. Guidelines are now easier to read and understand
 - iii. Hash-tag indicates where graphics will be placed
 - 1. Mock up is to help understand
 - e. Part I – Ad Hoc team: Imagined making this more meaningful and more refined
 - i. Data will be pre-populated for each department
 - ii. Comment from Debbie: Multiple entities and course sections have different names than the catalog. How will this issue be addressed? Can you consider a break-down of day/night? Formula distinction (F/T, P/T, Classified, etc)
 - f. Part II – No more board goals: Department goals are now linked to SCC goals. Shows how each department is helping move SCC forward and supports the institution's priorities/goals.
 - g. Part III – Commission requires institution-set goals as part of decision making process. This is new in the ACCJC annual report. Example: Average success rate of last 3 years shows that this year we fell below. This would indicate the institutions needs to develop a strategy to correct the deficiency. Multiple factors are involved in developing expectations.
 - i. Older past template pointed to multiple places with 404 code errors when searching for data. Hyperlinks have been updated and point to appendices when appropriate
 - h. Deadline to turn in or email comments/suggestions is Wednesday, September 18, 2013. Emailed responses approved for comments/suggestions
 - i. Vote: To move APR template forward for Senate approval at next meeting.
3. Other:
 - a. Aracely Mora commends committee for template improvements
 - b. Send questions/changes to Roberta. Once approved at the next meeting, they will be posted to the web site.
4. Schedule:
 - Sept. 26: Financial Aid and Student Placement
 - Oct. 10: Career Services
 - Nov. 14: EOP&S/CARES and CalWORKS

Close Meeting: 4:06PM

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