Minutes of the Education Master Plan Committee Meeting
September 25, 2014
Aaron Voelcker, Co-Chair

Attendance: Alex Taber, Rudy Tjiptahadi, Dora Contreras-Bright, Melinda Womack, Marilyn Flores, Anne Hauscarriague, Jim Isbell

Santiago Canyon College
Mission Statement

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth.   Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically.   We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Approval of Minutes of September 11, 2014		The minutes were approved without dissent (moved by Melinda Womack and seconded by Jim Isbell) with two (2) corrections.
2. Collegial Governance Reports	**PIE**/Aaron Voelcker: The Committee approved the *Facilities Request* form for use. If facilities are being requested, such as for a grant or a program expansion, those requests are on-going, as need arises; however, the Resource Request process follows a set timeline. These forms are available on the PIE Committee website.

PIE also developed a recommendation for College Council to direct the Budget Committee to develop line item budgets for all departments and units, whether or not these accounts are able to be funded.   We have had these line item budgets in the past prior to the budget deficits.   PIE also recommended additional set-asides for safety, technology, and grants components that require institutionalization
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Question: Is the Budget Committee the same as PIE?
Aaron's answer: Originally, EMPC was tapped to prioritize requests.   Then, the Budget Committee was developed to tackle this challenge.   We were developing our new budget allocation model, including how we split our apportionment from the State. PIE was developed to handle the prioritization. | . |
| 3. College Council Report/Melinda Womack | Melinda presented our EMPC model for review and reported that there was very little discussion prior to agreement on the plan | |
| 4. APR Discussion Scheduling? | Aaron: Since there were no objections at College Council, we can move ahead, as planned with our EMPC model. | |

	Roberta has drafted an email to send Department Chairs, or the designee, to set their Academic Program Review appointment.	
	Please review and let me know if you see any glaring issues we should change.	
	Question: How many APRs will be done in the Fall (three meetings)? Aaron's answer: The next meeting, October 10, is the same day as the Accreditation Site Team's exit interview and we will not be doing any APRs at that meeting. There will be three (3) Fall meetings remaining. We anticipate completing four (4) APRs per meeting, for a total of 12; the rest will be scheduled in Spring 15.	
	Question: What if none of the programs can schedule on the days and times provided for Fall 14? Will all of the APR be done in Spring? Aaron's answer: In that case, we would ask the Deans for their assistance in scheduling the APRs.	
	Aaron has material for EMPC members to review for the site visit.	

5. QCC Process	The Committee member may access the QCC survey on the SCC website.
	
	There are two (2) locations on the SCC website where you may access the EMPC website, and access the QCC survey:
	• The Academic Senate home page:
	   a. Go to menu item, *Senate Councils/Committees Websites*, which lists all of the collegial governance committees
	   b. Click on Education Master Plan Committee (EMPC)
	• On the homepage, *All About SCC*, there is a drop down titled, *Collegial Governance*, which includes EMPC
	   a. Go to the bottom of the menu, titled *EMPC*
	   b. Click on arrow
	   c. Go to *QCC Submission Form*
	
	The QCC survey is a *Google.doc* form. All of the information provided in the survey by EMPC members will populate a spreadsheet.
	
	• Inputting information in the Google.doc form must be done carefully for the information to be entered into the spreadsheet for viewing by Roberta.
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- Submit all of your commendations in one form, but separate comments covering different sections of the program review on a separate form for each.

The process will consist of:

1. EMPC members will complete the QCC survey with a deadline to:
   a. Submit QCCs for consideration
   b. Submit their questions on those sections
2. The populated spreadsheet will be viewed by the EMPC Chairs for ranking, and the APR questions will be created and sent to the Committee. **Note**: questions that are not answered due to time restrictions may be asked post-interview.
3. Questions will be sent to the Department Chair, or designee, of the Program being reviewed prior to the panel discussion.

A timeline for the first APR was suggested:

- **By the Friday prior to the Thursday meeting:** EMPC members will complete and submit the QCC survey
- **Monday**: survey will be created and sent to EMPC members
- **Tuesday**: questions will be sent to presenters

6.	APR Section Assignments/EMPC Members' Survey	Homework from the last meeting was for the EMPC members to review the Academic Program Review form and decide which sections you prefer to read. We are not going to decide today. Adjustments will be made to how the Academic Program Review is allocated to EMPC members after this semester.	Aaron will send EMPC members a survey to submit your name and preference on sections of the Academic Program Review you would like to review, as an email attachment, with a deadline for completing and submitting by Tuesday, October 7, 2014. Results will be sent as a report.
7.	Fall Semester Meetings	October 9 October 23 November 13 December 11 EMPC will meet on October 9th, right after exit interview.	
	Next meeting	Meeting adjourned at 3:34 p.m. Wednesday, October 9, 2014 3:00– 4:30 p.m., E-308	A motion was made to adjourn the meeting (moved by Melinda moved, and seconded by Marilyn Flores).