

**Santiago Canyon College**  
 Education Master Planning Committee  
 Minutes from Meeting on September 12, 2019

**Attendance:**

Aaron Voelcker, Elizabeth Arteaga, Debbie Brooks, Cale Crammer, Erika Gutierrez, Nick Ho, Haydeh Kaveh, Jessica Kramer, Elaine Pham, Melissa Shirah, Roberta Tragarz, Lana Wong  
 Jessica Gilbert (minutes)  
 CC: Marilyn Flores

**Absent:** Silvia Lopez

**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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.*

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW UP
1. Welcome	Welcome new comers Cale Crammer, Nick Ho, and Jessica Kramer. Introduction of all members.	
<b>2. Announcements</b>	Departments Chairs to move forward on a bond measure possibilities list to present to the board. For any facilities-based requests that can be backed on a potential bond measure, please contact your Dean.	
<b>3. Reports from Governance Committees</b>	<p>Planning &amp; Institutional Effectiveness (PIE) – Review of College Mission, mission of the committee, responsibilities, etc. last Wednesday. The committee also discussed the technology resource requests. By the time the resource requests are approved, the technology quotes are out of date. Discussion has now turned to inflating the initial quote up to 20%.</p> <p>Reminder – Going through the Academic Senate and College Council is PIE's recommendations for adjustments in the resource request flow chart and process which would remove Joint Chairs from the process. Resource request would be prioritized at the</p>	

	<p>department level, then division level before going to the Vice President and to PIE.</p> <p>College Council – Has not met yet. Looking to fill seat as faculty representative committee non-voting member. Meet 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays from 1:30 p.m. to 3:30 p.m.</p> <p>Academic Senate – Revisiting SLO discussion and timeline on how to move forward with student level assessment. Standard 1.B.6. requires institutions to disaggregate student achievement <u>and</u> student learning data by student groups.</p>	
<b>4. Approval of Minutes</b>	May 9, 2019	Debbie moved to approve the minutes, Ericka seconded the motion. The minutes were approved with no opposition and two abstentions.
<b>5. Review SCC Mission, EMPC Mission, Responsibilities, and Membership</b>	<p>Each committee is required at the beginning of the fall semester to review the colleges mission, the committee's mission and membership. The mission statement should be added to all committee agendas. The mission is evaluated by College Council every two years.</p> <p>We are still in need of two Classified representatives and one student to serve on the EMPC committee.</p>	
<b>6. eLumen Program Review Overview</b>	Review of organizational structure, profiles, roles and permissions. Service area versus academic program review templates. In eLumen response formats are either narrative or tabular. Version control is an option built into eLumen to track work completed by assigned collaborators. Collaborators can be assigned to entire template, a section of the template or to a specific question.	
<b>7. Annual Planning in eLumen</b>	Discussion about building the DPP portal features into eLumen to the extent it is possible within this new platform.	
<b>8. Other</b>	None	
<b>9. Fall Semester Meetings:</b>	<ul style="list-style-type: none"> <li>● 9/26</li> <li>● 10/10</li> <li>● 11/14</li> <li>● 12/12</li> </ul>	

Meeting adjourned: 4:50 p.m.