

**Santiago Canyon College**  
 Education Master Planning Committee  
 Minutes from Meeting on October 10, 2019

**Attendance:**

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

**Absent:** Haydeh Kaveh

**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
<b>1. Welcome</b>		
<b>2. Announcements:</b>	Debbie is looking for a replacement faculty member as she will be retiring at the end of the Fall 2019 semester.	Retirement party to be held Wednesday, December 11, 2019 3:00 p.m. @ SCC Gym.
<b>3. Reports from Governance Committees</b>	Planning & Institutional Effectiveness (PIE): Joint Chairs is no longer involved in the resource request prioritization process. Each department prioritizes, then sends the requests to the division. If it is technology related it then goes to technology committee. If is facilities or safety related it goes to the facilities and safety committee. Everything else is prioritized within the division and then sent to the corresponding VP. The resource request form has been updated and has been posted online. It is ok to use the old form.	
<b>4. Approval of Minutes:</b>	September 12, 2019	Debbie moved to approve the minutes. Cale seconded the motion. The vote was unanimous to approve with no opposition and no abstentions.

<b>5. Committee Chair</b>	Vote to approved Roberta Tragarz as Faculty Chair	Aaron moved to approve Roberta as the Faculty Chair for EMPC. Erika seconded the motion. The vote was unanimous to approve with no opposition and no abstentions.
<b>6. Senate Reports/College Council Rep</b>	Jessica Kramer has agreed to volunteer to submit senate reports. Senate is looking for another two faculty member reps to serve. They meet every 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of each month from 1:30 to 3:30 p.m.	
<b>7. Annual Plan (now item 8)</b>	Annual Plan (DPP) goals and planning for the 2020-2021 planning year was discussed.  The timeline for developing the Annual Plan is to have something in place and approved at the college level prior to the end of this academic year. Concept should be decided upon by the end of this semester to have everything in place by mid-spring.	Aaron moved to switch agenda items 7 and 8. Erika seconded. The motion was approved to switch with no opposition and no abstentions.  Aaron will create and send demo video out to all committee members. Information to be discussed at the next meeting.  Create definition page in eLumen so that language matches.
<b>8. Mission Review (now item 7)</b>	Required to have a regular cycle of evaluation. EMPC developed a cycle to evaluate every two years. It was determined by College Council to adjust the time line to every three years to match the program review timeline.	
<b>9. Other</b>		
<b>10. Fall 2019 Semester Meetings</b>	10/24 11/14 12/12	

Meeting adjourned 4:24 p.m.