

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

Attendance:

Aaron Voelcker, Debbie Brooks, Cale Crammer, Erika Gutierrez, Nick Ho, Haydeh Kaveh, Jessica Kramer, Silvia Lopez, Melissa Shirah, Roberta Tragarz, Lana Wong
 Jessica Gilbert (minutes)
 Visitor: Mahbod Parvar
 CC: Marilyn Flores

Absent: Elizabeth Arteaga, Elaine Pham

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		
2. Announcements:	Debbie Brooks' Retirement from the committee and party reminder. Introduction of new Research Analyst: Mahbod Parvar	
3. Reports from Governance Committees	Planning & Institutional Effectiveness (PIE): Trio Teaching Pathway Preparation Grant has been approved and moved on Academic Senate and College Council. Enrollment Management Committee (EMC): Working on Enrollment Management Plan - Goal 6. Building a comprehensive guidance document for things to consider and best practices when building /cancelling academic schedules for an online course.	
4. Approval of Minutes:	October 10, 2019	Cale moved to approve the minutes. Erika seconded the motion. The vote was approved with one abstention.

5. Annual Plan Video	Video presentation to compare DPP to Annual Plan through eLumen.	Debbie suggested dividing up video into two parts: <ol style="list-style-type: none"> 1. Look & feel, how to navigate 2. What to do next Also suggested departmental notes/comments to be added as an optional tool for value of keeping with transparency after PIE rankings. (Aaron – do you need her three additional questions?)
6. Program Review Conversations	Program Review improvement is meant to be casual. They are collegial discussion and not a virtual guide. Letter to be sent to Department Chairs with an explanation of the process. Can then sign up to present using SignUpGenious. Presentation summaries would be scheduled six per meeting, one every 15 minutes. Discussion and questions would follow.	Cale suggested creating a discussion board, Zoom meeting, or by using Canvas for those who cannot attend so that they remain part of the conversation by also posting questions. Summary of questions can be sent to the presenter prior to their presentation for follow-up. Split semester into two parts: individual conversations followed by panel discussions. Lastly, online discussions could also be optional. Deadlines must be established for each week's presentations. Posts can be set ahead of time. Cale volunteered to set up the Canvas site.
7. Other	Cake and cookies have been provided to celebrate the holidays.	
8. Spring 2020 Semester Meetings	<ul style="list-style-type: none"> • 2/27 • 3/12 • 3/26 • 4/23 • 5/14 • 5/28 	

Meeting adjourned: 4:39 p.m.