

**EDUCATIONAL MASTER PLAN COMMITTEE
MINUTES
FRIDAY, OCTOBER 2, 2009
10:00 A.M., BOARD ROOM**

Present:	Ted Ceasar	Frances Beope	Tina Aguirre
	Jesus Esqueda	Suzanne Gretz	Jan Magno
	Efrain Silva		
Absent:	David Drury	David Zielinski	Dawn Chun
	John Lau	Jose Lopez	Kathy Berry
	Lianna Zhao	Mary Lofgren	Melani Guinn
	Michael Heumann	Robin Ying	Taylor Ruhl
	Toni Pfister	Val Rodgers	Victor Jaime
	Gonzalo Huerta		
Guests/Visitors:			
Recorder:	Linda Amidon		

Reports, discussion and action included the following:

- Assessment of 2008 – 2009 Educational Master Plan Goals and Objectives. Members reviewed the draft assessment document and noted the information necessary to complete it. The data in the document was derived from completed program reviews and from projects and processes the district has completed or that are currently in process. The committee recognized that the assessment should reflect an evaluation of the objectives and a determination of what the outcomes should be. The committee acknowledged that the objectives and assessments are in place, and now it is necessary to evaluate and study them, and to determine whether to maintain an objective as is, or to revise it, or eliminate the objective altogether. The committee recommended revisions to the assessment document, and discussed the type of data that could be measured. The committee was asked to verify that the textual statements match the data tables in the assessment document. Certain individuals were assigned the task of writing statements to address the items in the assessment document; the written statements are due October 9, 2009. The committee reviewed the revisions to the goals and objectives for 2010-2011, which were made by the committee at its meeting on August 28, 2009.
- Comprehensive Program Review Form. The updated comprehensive program review form was presented by Suzanne Gretz. She stated that a sample of a completed program review form was sent electronically to EMPC members, and she briefly described the changes made to the form. Suzanne explained that a lot of thought was put into the form by the subcommittee, and the changes are the result of the difficulties experienced during review and summarization of the comprehensive program review completed by departments in 2008-2009. Dawn Chun will pre-load data specific to each program in the comprehensive program review form before distribution to the departments.

Adjournment: The meeting adjourned at 11:40 a.m.