



IMPERIAL VALLEY COLLEGE

STRATEGIC EDUCATIONAL MASTER PLAN COMMITTEE

Unadopted Minutes
Friday, September 8, 2017
9:00 a.m. – 10:00 a.m.
Board Room

| Committee Members | | | | | |
|-------------------|--------------------|---|--------------------------|---|------------------------|
| ✓ | Tina Aguirre | | David Drury | ✓ | James Patterson |
| ✓ | Linda Amidon | | Martha Garcia | ✓ | Jose Plascencia |
| ✓ | Trini Argüelles | ✓ | Daniel Gilison | ✓ | Jose Ruiz |
| ✓ | ASG – Andrea Ruiz | ✓ | Carol Hegarty | ✓ | Efrain Silva, Co-Chair |
| ✓ | Jose Carrillo | ✓ | Lennor Johnson, Co-Chair | | Kevin White |
| | Lisa Cross | ✓ | Andres Martinez | ✓ | David Zielinski |
| Consultants | | | | | |
| ✓ | Nicholas Akinkuoye | | Kevin Howell | | Audrey Morris |
| ✓ | Jose Carrillo | | Victor Jaime | | Xochitl Tirado |
| | Cecilia Duron | | Jill Kitzmiller | | |
| | Bill Gay | | John Lau | | |
| Guests | | | | | |
| | | | | | Recorder |
| | | | | ✓ | Carol Cortés-Ramirez |

A. Call To Order & Introduction

The meeting was called to order at 9:03 a.m. by Dean Silva, Co-Chair.

B. Approval of Minutes

The minutes for August 22, 2017 were approved as unanimously with ammendments.

C. Old Business

1. Update on Strategic Educational Master Planning Goals and Assessment
 - E. Silva reported that he created and sent out a template.

Goal A: T. Argüelles reported that they still need data to complete the draft and they are working on suggestions.

Goal B: J. Ruiz reported that his group made progress and are waiting on feedback from certain areas.

Goal C: N. Akinkuoye reported that his group is working on data compilation.

Goal D: E Silva presented the draft of D1 and D2.

Goal E: L. Amidon reported that the group has not made any progress.

2. EMPCalendar

Once the draft is complete it will be sent out to AllUsers for feedback.

3. **Program Review Update Report**

The deadline to complete the template is the end of October as agreed by the Committee. Updates will still be asked for periodically.

J. Carrillo reported that the Program Review template just needs the Institutional Goals to be updated. It is already available in a folder in our server. An e-mail will hopefully go out today.

J. Carrillo also reported that the Program Review Handbook currently in place is from two years ago. It needs to be updated.

D. New Business

1. **Development of Strategic Educational Master Plan Planning Matrix**

E. Silva reported on the Self-Evaluation. The Goals need to be updated and a short description needs to be added. It was agreed by the Committee to send the template out once the definitions are stated. The document will be changed from EXCEL to Word. It was also agreed effective this year, the member names (along with the area they are representing) will be listed to reflect their attendance to the meetings.

A report was presented on the information sent to solicitors of enhanced budget requests last year with notification of final budget decisions. D. Gilison asked if a request is denied, that the denial include clarification as to why it was denied.

J. Carrillo shared with the Committee the Student Success Scorecard via the website. He will be tracking the 2017 data. E. Silva asked that the data be collected once it is complete and create a narrative to include in the Master Plan. A Task Force was suggested to create the narrative.

E. Silva stated that a calendar report needs to be created. He also added that a comprehensive annual calendar needs to be created. The Team Up Calendar was discussed. It currently defaults into all meetings right now. The discussion included: having the calendar default into a blank calendar with the option of selecting the committees as needed; creating a user group; have user groups get alerts; and access to download agendas and minutes. A. Martinez will work with O. Ramos on modifying the calendar.

E. Action Items

1. None

F. Other

None

G. Next Scheduled Meeting

Friday, October 20, 2017 - Board Room.

H. Adjournment

The meeting was adjourned at 10:00 a.m.