

**Minutes of the Education Master Plan Committee Meeting
October 9, 2014
Roberta Tragarz & Aaron Voelcker, Co-Chairs**

Attendance: Alex Taber, Rudy Tjiptahadi, Dora Contreras-Bright, Melinda Womack, , Anne Hauscarriague, Jim Isbell, Debbie Brooks, Eden Quimzon, Judy Strother, Leah Fredenrich

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, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Approval of Minutes of September 25, 2014		The minutes were approved without dissent (moved by Melinda Womack and seconded by Eden Quimzon).
2. Collegial Governance Reports	<p>PIE/Aaron Voelcker: The PIE rubric for the resource allocation process was reviewed and the form was found to be clear. The Mission is the top criteria; discussion has occurred regarding how to weigh the rubric criteria, so when the process of giving weight to the criteria is discussed, it should be an easy discussion.</p> <p>Only instructional equipment and supply requests were approved from last year. Aaron reported that he wants to make sure that on-going (from year-to-year) requests are continually funded.</p> <p>There was a discussion about the process of notifying submitters whose requests were approved. Aaron noted that since this is the first go-around the process is still being refined.</p>	.
3. College Council Report – Melinda Womack	There has not been a College Council meeting since the last EMPC meeting.	
4. APR Discussion Scheduling	<p>A survey was sent to Department Chairs to determine their availability for the three remaining EMPC meetings for Fall 14, to schedule their Program Review:</p> <p>October 23: Astronomy, Art, Chemistry, English (confirmed) November 12: ABE/High School Subjects, Human Development, ACE December 11: Accounting, Business Management & Marketing, Kinesiology/ Nutrition, Performing Arts</p>	Committee member homework is to review the program reviews for October 23.

<p>5. APR Section Assignments</p>	<p>Committee assignments were presented.</p> <p>A motion was made to accept the assignments as posted.</p>	<p>Committee members Debbie Brooks and Melinda Womack need to be added to the <i>Section Assignments</i>.</p> <p>A motion was passed without dissent (moved by Melinda Womack and seconded by Debbie Brooks).</p> <p>Aaron will send the assignment form to Committee members.</p>
<p>6. EMP Midterm Update</p>	<p>Aaron reminded the Committee members that a survey will be deployed regarding the midterm update focused on:</p> <ul style="list-style-type: none"> • What progress has been made on action items • What progress has been made on SCC goals <p>Aaron explained that Marilyn Flores would not be serving on the EMPC because she has too many committee assignments. When the new Dean, Business & CTE is hired, the Deans' Committee assignments may be revised and an administrator will be added back to the EMPC.</p>	<p>An email will be sent to the Committee members when the Program Reviews will be available through dossier.</p> <p>Aaron will provide access to members.</p> <p>Roberta will send sample questions to Committee members.</p> <p>A reminder will be sent to Committee members with:</p> <ul style="list-style-type: none"> • Department confirmation of Program Review appointments • Deadline reminder for submitting QCCs
<p>7. Fall Semester Meetings</p>	<p>Committee members were asked to notify one of the co-chairs if they are unable to attend a meeting.</p>	
<p>Next meeting</p>	<p>Meeting adjourned at 3:34 p.m.</p> <p>Wednesday, October 23, 2014 3:00– 4:30 p.m., H-125</p>	<p>A motion was made to adjourn the meeting (moved by Melinda Womack moved, and seconded by Eden Quimzon).</p>