

**Minutes of the Education Master Plan Committee Meeting  
October 27, 2016  
Roberta Tragarz and Aaron Voelcker, Co-Chairs**

**Present:** Maria Chaidez, Anne Hauscarriague, Haydeh Kaveh, Silvia Lopez, David Sanchez, Alex Taber, Roberta Tragarz, Aaron Voelcker, Lana Wong

**Absent:** Debra Brooks, Marilyn Flores

Meeting started at 3:05 pm and adjourned at 5:00 pm.

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 for October 13, 2016	Approved, moved by Alex Taber, seconded by Maria Chaidez Opposed: None Abstained: None	None
2. Governance Committee Report	College Council: Aaron updated the council regarding the Educational Master Plan action items and the responsible parties.  PIE: the PIE committee had not met since the last EMPC meeting.	None
3. Assignment of Responsible Parties to EMP Action Items Update	Roberta sent the list of responsible parties to the SCC Academic Senate and to the SCC President's Cabinet.	None
4. EMP Table of Contents	Aaron proposed a table of contents for the 2016-2022 EMP document. The committee discussed and made comments on the various items:  Anne proposed that the Mission and Message from the President items come after the Table of Contents. Major Accomplishments may be included with the President's Message.  The EMPC will send a request to the Academic Senate to update the SCC Faculty Vision and Core Values Statement.  SCC At a Glance – make tables aligned vertically in portrait layout.	None

Preferable to have data and tables threaded throughout the descriptive text. Roberta mentioned that most readers view the EMP document online or on a computer monitor.

For Part 1- Planning at SCC, the suggestion was made to use a grouping such as

- Short Term Activities (DPP, PIE requests and process, faculty requests)
- Medium Term activities (Program Review, Accreditation midterm report)
- Long Term Activities (EMP, Facilities and Tech plans, RSCCD Strategic plan)

For Part 2 - Scanning The Environment, the suggestion was made to thread data throughout the text and incorporate the Powerpoint created by Aaron and the Office of Institutional Effectiveness from the 2015-16 year.

For Part 3 – Planning the Goals, draft the narrative of how the institutional goals were identified and list the goals.

For Part 4 – Mapping the Goals, Aaron mentioned that it would be useful to provide a more extensive mapping to

- Accreditation
- Technology Master Plan
- Facilities Master Plan
- Equity Plan
- Enrollment Management Plan

For the Appendix. The document will include updated versions of the sections for Library, Counseling & Placement, and Financial Aid. In the past , these sections were derived from the Academic Program Reviews to comply with Title 5. Rather than include information from all program reviews, it was suggested to include links to the program reviews for readers desiring more detailed plans for transfer, non-credit, etc. The rationale for this is that the “EMP Planning Process” at SCC refers to (i) DPPs, (ii) Program Reviews, and (iii) the EMP document.

<p>5. Hybrid Program Review</p>	<p>The proposal for a hybrid program review applies to areas that combine academic and student services activities - should the use the academic program review template or the student services program review template, or a combination (hybrid).</p> <p>This potentially affects</p> <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Library</li> <li>• Academic Success Center</li> <li>• STAR</li> <li>• MASH</li> <li>• Writing Center</li> <li>• Language Lab</li> </ul> <p>And possibly others.</p> <p>The committee agreed that using the academic program review template with a service addendum that could be omitted if not applicable made the most sense.</p>	<p>Finalize goals and action items at next meeting.</p>
<p>6. Other</p>	<p>Nothing</p>	
<p>7. Fall semester meetings:</p>	<p>Minute takers and meeting dates: 11/10 (Lana) 12/8 (Maria)</p>	
<p>8. Next meeting</p>	<p>Thursday, November 10, 2016, 3:00– 5:00 p.m., H-236 Minute taker- Lana Wong</p> <p>Meeting was adjourned at 5:00 p.m.</p>	<p>The motion to adjourn was approved without dissent (moved by Anne Hauscarriague and seconded by Roberta Tragarz).</p>