

Minutes of the Education Master Plan Committee Meeting

November 10, 2016

Roberta Tragarz and Aaron Voelcker, Co-Chairs

Attendance: Debbie Brooks, Maria Chaidez, Marilyn Flores, Anne Hauscarriague, Haydeh Kaveh, Silvia Lopez, Alex Taber, Roberta Tragarz, Aaron Voelcker, Lana Wong

Absent: Linda Armbruster, David Sanchez

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 27, 2016	Item moved by <u>A. Hauscarriague</u> , second by <u>A. Tabor</u> ; motion passed.	
2. Governance Committee reports	<p>P.I.E.: A. Voelcker reported on the rubric used to rank resource requests and the need to preserve the rankings of the resource requests as received from the unit within and the Committee's responsibility to evaluate them based on how well they support the college mission and meet institutional goals were discussed. Subsequently, P.I.E. has adjusted the weighting of the unit rankings so that the Committee can adjust the rankings to meet its responsibility.</p> <p>Approximately \$19,000 in additional Instructional Equipment & Library Materials monies will fund about four more resource requests this fiscal year.</p> <p>A reminder to complete the Annual Committee Evaluation Survey was given.</p> <p>College Council: A. Voelcker updated the Council on the status of the various EMPC activities.</p>	EMPC will complete the Annual Committee Evaluation Survey during today's meeting.
3. Annual Committee Evaluation Survey Follow-up	Committee members discussed and answered the Survey's questions.	Completed survey will be sent to College Council.

<p>4. Update on EMP Action Item: Responsible Party assignments</p>	<p>Feedback regarding the “Responsible Party” assignments of the Educational Master Plan was discussed with respect to any duplication or overlap of responsible parties and with respect to the addition of other groups/units with a stake in the action items.</p>	<p>Changes to the “Responsible Party” for the EMP Action Items were made as necessitated by the discussion of the feedback.</p>
<p>5. Action Item: Assignment of EMP sections</p>	<p>Writing assignments for the EMP sections are as follows:</p> <p>Table of Contents (Done)</p> <ul style="list-style-type: none"> I. Mission (Done) II. Message from the President (M. Flores) III. Introduction (D. Brooks) IV. SCC Faculty Vision & Core Values Statement (R. Tragarz) V. Major Accomplishments (M. Flores) VI. Santiago Canyon College at a Glance (A. Voelcker, H. Kaveh) <ul style="list-style-type: none"> a. Institutional Metrics b. Student Demographics c. Student Achievement d. Faculty & Staff VII. Planning at Santiago Canyon College <ul style="list-style-type: none"> a. Short Term Planning (A. Hauscarriague) b. Near Term Planning (R. Tragarz) c. Long Term Planning (A. Taber) d. Planning & Accreditation (A. Voelcker) VIII. Scanning the Environment (M. Chaidez, S. Lopez, L. Wong) <ul style="list-style-type: none"> a. Need for Planning b. Crucial Questions c. This Study d. Whom Do We Serve? e. Whom Will We Serve? f. What Do We Offer? g. What Programs & Services Should We Offer? h. Conclusion: Key Findings IX. The Planning Goals (A. Voelcker) <ul style="list-style-type: none"> a. Goals & Action Items 	<p>A. Voelcker will send Committee members a Word version of the EMP.</p> <p>For December 8, 2016 meeting:</p> <p>Complete (preferably) or partial draft of assigned section(s) will be reviewed by Committee.</p> <p>Timelines for completion of the EMP will be determined.</p>

	<p>b. Mapping the Goals</p> <p>X. Appendices (Respective Units/Departments)</p> <p>Appendix A: Library</p> <p>Appendix B: Counseling & Placement</p> <p>Appendix C: Financial Aid</p> <p>Appendix D: Environmental Scan Works Cited</p> <p>Appendix E: Environmental Scan Internal & External Data</p> <p>Appendix F: Internal Measures of Effectiveness</p>	
6. Other	None	

Meeting adjourned at **4:36 pm** – **R. Tragarz** moved, **A. Hauscarriague** seconded; motion passed.