

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

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

Absent: David Sanchez

December 8, 2016
Meeting started at: 3:10pm
Adjourned at: 4:55pm

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 11/10/16	Item moved by Ann, seconded by Marilyn Opposed: 0 Abstained: 0	
2. Governance Committee Reports	<p>Aaron: PIE committee- discussed application to request a grant and process and looked to see if document aligns with our process. Streamlining the document</p> <ul style="list-style-type: none"> • EIPI goal frame work obligation discussed. It is mandated to set 1 year and 6 year goals on certain metrics. This is the 3rd year going through this process. Academic Senate provides some options as far as setting goals for this and then they ultimately decide which goals to move forward with. <p>Identified an issue with our prioritization process. So if we are on other governance committees we should remind them when generating a resource request that involves facilities or technology for example- the request must go to those respective committees for approval by the end of October. Which leaves all of November for committees to rank all of the priorities.</p> <p>College council- Aaron presented score card data</p>	
3. EMP Document Progress Reports	<p>Roberta spoke with Michael DeCarbo, Senate likes what they wrote before. Question arose if dates need to be changed does that need to be approved officially? Will find out.</p> <p>Marilyn working on major accomplishments section, as well as message from President.</p>	Follow up with Michael DeCarbo to see if official approval is needed to change dates?

	<p>Debra- introduction needs to be written towards the end because review of entire document is needed to write intro. This section will need to be reassigned because Debra will not be on campus during the spring, however, will remain on the committee.</p> <p>Section 6. Aaron- (Word documents displayed)</p> <ul style="list-style-type: none">• Haydeh put together a list of internal scans data• Need to verify amount of basic skills courses and what classifies as basic skills not degree or certificate applicable?• Colors used on chart of success rate by ethnic group could lead to issue with how they are assigned. Will look at flipping some colors to other population/ethnic group <p>Question arose about non-credit student success as they transfer to the credit side. Data and language can be put together for report.</p> <p>If any data is missing that committee can think of, let Aaron and Haydeh know.</p> <p>Ann: short- term planning section</p> <ul style="list-style-type: none">• (Word document displayed for review)• (PIE) Faculty resource requests vs. faculty hiring requests- change wording in this section to faculty resource requests?• DPPs reviewed bi-annually• 7th line, Program Reviews colleges timeline is now 3 years• Expand on SLO cycle evaluation <p>Professional Development/Flex activity would this fit in this section? Alex researched this information will identify where this information will go.</p> <p>Roberta: near- term planning</p> <ul style="list-style-type: none">• (Word document displayed for review)• Process for program review revised because there were so many to review that panel discussion was proposed as an option• Roberta is going to add:<ul style="list-style-type: none">○ Future changes to template for distance Ed○ Regularity of evaluating and updating template○ Hybrid reviews of student services	<p>Haydeh will research those students (OEC to SCC) entire academic history to see success rate.</p> <p>Aaron mentioned he was going to meet with Ruth Babeshoff about this next week.</p>
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	<p>Debbie mentioned adding feedback from Curriculum Council to this timeframe. At least an acknowledgement should be made.</p> <p>Alex: (Word document displayed for review) some overlap with Roberta's section. Will review to correct and indicate wording in appropriate section.</p> <ul style="list-style-type: none"> • Add info on accreditation? Aaron can pull in info from self-accreditation follow up report and mid-year term report • Facilities planning and technology committee goals? • New chart illustrating time lines/goals for each committees <ul style="list-style-type: none"> ○ Enrollment management, Tech, student equity, facilities, district level planning dates, strategic plans, SSSP, non-credit SSSP <p>Aaron is working on planning and accreditation section</p> <p>Lana, Sylvia, Maria: Section 8.</p> <ul style="list-style-type: none"> • Work/sections split up amongst the three. Reviewing stats, demographics. • Debbie suggested we look at enrollment management for data. • Look at goals and work backwards <p>Aaron: Planning goals</p> <ul style="list-style-type: none"> • Pretty much done. • Finalized all parities at the last meeting, just needs to be updated/typed. • Mapping out action items to accreditation standards, and the sub standards • Once completed this committee should review and then send it to PIE and College council • Our committee could take one column to review. This section at the end could be added to the appendix. 	
<p>4. Fall Semester Meetings a. 12/8 Maria</p>		
<p>5. Next Meeting</p>	<p>February 23rd</p>	

Meeting adjourned at 4:55pm by Ann and seconded by Alex.