

**Minutes of the Education Master Plan Committee Meeting, 2017**  
**Roberta Tragarz and Aaron Voelcker, Co-Chairs**

**Attendance:** Maria Chaidez, Haydeh Kaveh, Silvia Lopez, Alex Taber, Roberta Tragarz, Aaron Voelcker, Lana Wong, Yasmine Lahdab

**Absent:** Marilyn Flores, Anne Hauscarriague, Debra Brooks

**May 11, 2017**

**Meeting started at 3:10pm**

**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 5/11/17	Item moved by Aaron Voelcker , seconded by Yasmine Lahdab  Opposed: 0 Abstained: 0	
2. Governance Committee Reports	Aaron: <ul style="list-style-type: none"> <li>• <b>PIE committee:</b> The committee reviewed the results of the annual evaluation of the resource allocation form and process. Looking at the responses from only those that submitted resource request and went throughout the prioritization process, there is some work to be done to streamline the process.</li> <li>• The resource request form will be available on the SCC website as a fillable PDF file by end of spring.</li> <li>• <b>College council:</b> Aaron Voelcker presented progress on the EMP document and informed the Council that the document will begin the approval process in the fall.</li> <li>• Aaron Voelcker updated college council about the Mission review survey and asked their recommendation.</li> </ul>	
3. Mission survey and revisions	<ul style="list-style-type: none"> <li>• Based on the older accreditation standards the mission should contain broad education propose, the intended population, the institutional commitment to achieve student learning. The new accreditation standards requires a description of the types of degrees and other credentials the institution offers.</li> </ul>	

	<ul style="list-style-type: none"> <li>The survey will be distributed and the results will be discussed at the next meeting.</li> </ul>	
4. IEPI partnership resource team	<ul style="list-style-type: none"> <li>Aaron: Last visit with IEPI was at the end of March, and we received the summary of initial visit. A survey was sent out to get feedback before the second visit, which is at the end of May.</li> <li>Visit 2 is when the institutional innovation and effectiveness plan will be drafted. This document is the official plan to be submitted to the CCCCCO for potential funding.</li> </ul>	
5. Collegial Governance Hand Book EMPC	<ul style="list-style-type: none"> <li>Clarification is needed.</li> <li>EMP committee coordinate DPP indirectly through program review.</li> <li><b>Revise mission:</b> Aaron's recommendations revised by Roberta on the mission statement. All parts of the accreditation added to the committee's mission: Internal and external data, program review, student learning and achievement data, integrated planning, SLOs.</li> <li><b>Responsibilities:</b> the committee decided to keep it more generic. Since EMP does not coordinate with accreditation committee, the committee changed its wording.</li> <li><b>Membership:</b> Roberta: Change this part because the committee has smaller membership compared with past. The number of faculty members in the committee is 10, but if we have eight we would be happy. Only two staff members out of four.</li> </ul>	<p>Roberta is going to share the revised version with the committee at the next meeting.</p> <p>Aaron is going to share the revision draft with college council meeting during summer.</p> <p>Roberta will talk with Academic Senate leadership about the lack of faculty members in the committee.</p>
6. EMP document review and revisions	<ul style="list-style-type: none"> <li>All committee went over the draft document.</li> </ul>	<ul style="list-style-type: none"> <li>Aaron is going to address yellow highlights, and update the identification of the responsible parties.</li> <li>Roberta is going to ask Marilyn to clarify her comments, and final read part VII.</li> <li>Lana is going to check green highlights and send her comments to Roberta.</li> <li>Maria is going to check table 14 and 15.</li> </ul>
7. Next Meeting	May 25 <sup>th</sup>	

Meeting adjourned at 5:00 pm by Aaron and seconded by Roberta