

**ACADEMIC AFFAIRS COMMITTEE
OF CPC**

**December 16, 2009.
1:30 p.m.
President's Conference Room**

ATTENDANCE

PRESENT

Administration

Luis Rosas, Dr. David Humphreys, Dr. Robert Richards, Nabeel Barakat, Jonathan Lee, Stanley Sandell, June Smith, Mark Wood, Bradley Young,

CALL TO ORDER

Luis Rosas called the meeting to order at 1:30 p.m. in the President's Conference Room.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented

APPROVAL OF MINUTES

The minutes for the meeting of December 2, 2009 were accepted as presented.

The "Proposed Revisions in the Planning Policy and Procedure Manual" were distributed, and proposed changes were discussed.

- The Educational Master Plan (EMP) includes the overall six year mission and values statements as well as goals and assessments.
- It is student centered and data driven.
- The term "Strategic Plan" will be dropped for the term "Educational Master Plan"
- Functional Plans are derived from Unit Cluster Plans.
- The EMP is reviewed every 3 years.
- The Cluster Plan is reviewed every year.
- The EMP does not contain Program Reviews, but all of the plans reflect Program Reviews.
- The EMP is clearly delineated in the 6 year planning process and driven by assessment measures.

Special Funding and grants have to be included in the process. "Functional" plans (facilities, staffing, IT., etc.) are offshoots of the annual plan, derived in turn from unit and cluster plans, so all activities in unit plans are referenced there according to their "functional" category for later sorting into functional plans as required.