

Bylaws of the Imperial Valley College Strategic Educational Master Plan Committee

ARTICLE I. NAME

The name of this organization shall be the Strategic Educational Master Plan Committee, hereinafter referred to as the SEMPC.

ARTICLE II. PURPOSE

The SEMPC shall serve in an advisory capacity to the President's Cabinet regarding matters of strategic and institutional planning to remain in compliance with state and federal regulations and to move the College toward continuous program quality improvement.

ARTICLE III. DUTIES

The SEMPC shall

- 1) review, evaluate, and revise the Educational Master Plan (EMP) on a yearly basis.
- 2) direct comprehensive and annual program review.
- 3) implement and regularly update the Program Review Template.
- 4) compose and update a Program Review Handbook.
- 5) guide campus committees on a process of self-evaluation to improve institutional effectiveness on carrying out the EMP.
- 6) prepare a report on institutional effectiveness on an annual basis.
- 7) implement and regularly update a comprehensive planning calendar.

ARTICLE IV. MEMBERSHIP

A. The SEMPC is directed by the Vice President of Student Services and one faculty co-chair.

B. The SEMPC shall be composed of the following voting members:

- 1) Vice President of Student Services
- 2) Dean of Arts, Letters, and Learning Services
- 3) Dean of Health and Public Safety
- 4) Dean of Workforce and Economic Development
- 5) Dean of Student Affairs and Enrollment Services
- 6) Dean of Student Services and Special Projects
- 7) All Department Chairs or designee
- 8) CART (Continuous Accreditation Readiness Team) Chair
- 9) Academic Senate Representative
- 10) College Council Representative
- 11) ASG Representative
- 12) Classified Representative
- 13) Classified Confidential Representative
- 14) Classified Managers Representative

C. The SEMPC shall include the following consultant members as needed:

- 1) Superintendent/President
- 2) Vice-President of Academic Services
- 3) Vice-President of Administrative Services
- 4) Director of Fiscal Services
- 5) Director of Institutional Research
- 6) Distance Education Coordinator
- 7) Student Learning Outcome Coordinator
- 8) Basic Skills Coordinator

D. All members of SEMPC have speaking privileges. Only voting members may present motions.

E. Rights and Responsibilities

Each member shall be encouraged to present his/her individual viewpoint and shall not represent the viewpoints of an administrative unit or a specific job function, unless specifically disclosed at the meeting.

F. Non-members

The SEMPC will hold open meetings, and visitors are welcome.

ARTICLE V. MEETINGS

A. Chair

The President/Superintendent will appoint an administrative member of the committee as Chair or Co-Chair of the SEMPC, with a term of one-year.

B. Schedule of Meetings

The SEMPC shall meet twice monthly at an hour and day determined in May for the coming academic year.

Special meetings may be called at the discretion of Chair. Advance notice of such meetings shall be given.

C. Order of Business

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
- IV. New Business
- V. Action Items
- VI. Adjournment

D. Quorum

- 1) Thirty-three percent (33%) of the voting members of the SEMPC shall constitute a quorum at any meeting.
- 2) At meetings where a quorum is not present, business may still continue at the discretion of the Chair.
- 3) Voting members will work to achieve consensus. If the voting members cannot achieve consensus, a vote will be taken. Record of dissenting and minority opinion will be included in the final recommendation to the President's Cabinet.
- 4) A vote can only take place if there is a quorum present.

E. Rules of Order

Robert's Rules of Order shall be used for reference.

F. Secretary of SEMPC

- 1) An Administrative Secretary shall be designated as Secretary to the SEMPC.
- 2) The Secretary of the SEMPC shall be responsible for recording, transcribing, and disseminating the minutes of SEMPC meetings, keeping SEMPC records and Bylaws, recording and updating SEMPC membership, and acting as an ex-officio member of the SEMPC.
- 3) Copies of the agenda and minutes will be posted to the College website.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended after prior written notice to members of SEMPC.
- B. An amendment shall not be voted upon at the same meeting at which it is presented.
- C. An amendment requires a 2/3 vote of voting members present and voting at the meeting in which it is acted upon. Any voting member of SEMPC may propose a change to these Bylaws.