## Program Review Summary – SWOT Analysis by Dean Hernandez
### Fall 2014

<table>
<thead>
<tr>
<th>Dept</th>
<th>Discipline</th>
<th>Strengths</th>
<th>Weaknesses/Challenges</th>
<th>Opportunities/Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>ART</td>
<td>• New Gallery and Museum Studies AA&lt;br&gt;• SLO Leader&lt;br&gt;• Transfer Degree (Studio Arts)</td>
<td>• Lack of adequate teaching space&lt;br&gt;• Equipment upgrades needed&lt;br&gt;• Discipline locations on campus – difficult to collaborate&lt;br&gt;• More broad faculty participation (not min)</td>
<td>• CMS Mural Project&lt;br&gt;• Internships&lt;br&gt;• New Building&lt;br&gt;• Sculpture &amp; Drawing Cert (instead of Assoc)</td>
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<td></td>
<td>HUMAN</td>
<td>• Purchased “presenters” to free faculty from computer station&lt;br&gt;• Strong eval of adjunct</td>
<td>• No FT faculty&lt;br&gt;• Need more hours</td>
<td>• Workshops on use of technology in the classroom</td>
</tr>
<tr>
<td>Arts/Media/Humanities</td>
<td>MULTIMEDIA</td>
<td>• Interdisciplinary program (Cert and Assoc) – Cinema, Art, Photo, Th&lt;br&gt;• Involved in EC activities&lt;br&gt;• Collaborative to help other disciplines</td>
<td>• Increase efforts to create workforce contacts&lt;br&gt;• Need FT faculty&lt;br&gt;• Class space is limited due to lab (computers)&lt;br&gt;• Discipline locations on campus – difficult to collaborate</td>
<td>• Looking into Transfer Degree for “Film Prod &amp; Electronic Media”&lt;br&gt;• New Building (adds 1 more comp lab)&lt;br&gt;• New Hire (w/Cinema for F15)</td>
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<tr>
<td></td>
<td>MUSIC</td>
<td>• Adjusted schedule to attract students&lt;br&gt;• Increase in on campus performances</td>
<td>• Facilities</td>
<td>• New Building&lt;br&gt;• Transfer Degree?</td>
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<tr>
<td></td>
<td>PHOTO</td>
<td>• Current software and equipment</td>
<td>• Inadequate Studio space&lt;br&gt;• Limited hours to offer classes&lt;br&gt;• Discipline locations on campus – difficult to collaborate</td>
<td>• New Building&lt;br&gt;• Commercial Photo Cert?</td>
</tr>
<tr>
<td></td>
<td>THEATER</td>
<td>• New Hire (F2014)</td>
<td>•</td>
<td>• New Hire (F2014)</td>
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<tr>
<td>Dept</td>
<td>Discipline</td>
<td>Strengths</td>
<td>Weaknesses/Challenges</td>
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<tr>
<td>Kinesiology</td>
<td>HEALTH</td>
<td>• HFAC staffing enabled adequate supervision</td>
<td>• Increase diverse offerings</td>
<td>• Certs in health related areas of expertise</td>
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<tr>
<td></td>
<td></td>
<td>• New facility – smart classrooms</td>
<td>• Time to focus on curriculum dev’t</td>
<td>• FT Faculty?</td>
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<td></td>
<td></td>
<td>• Health lecture series for stud and community</td>
<td></td>
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<td></td>
<td>KINESIOLOGY</td>
<td>• More faculty workshops for adjuncts</td>
<td>• Dedicated meeting times needed</td>
<td>• Replacement hire (Ruys)</td>
</tr>
<tr>
<td>(Phys Ed)</td>
<td></td>
<td></td>
<td>• Curric – updating and leveling courses for repeatability</td>
<td>• Kin Transfer Degree (IP)</td>
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<tr>
<td></td>
<td>DANCE TQ</td>
<td>• Facility with dance studios</td>
<td>• Curric dev’t</td>
<td>• Dev’t dance classes/program</td>
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<td></td>
<td>ANATOMY</td>
<td>• New facility</td>
<td>• Need add’l tutors</td>
<td></td>
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<td></td>
<td></td>
<td>• Some tutoring</td>
<td>• Add’l equipment needed</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• High enrollment/demand</td>
<td></td>
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<tr>
<td>Life Sciences</td>
<td>ANTHROPOLOGY</td>
<td>• New facility and resources</td>
<td>• FT faculty needed</td>
<td>• Transfer Degree?</td>
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<tr>
<td></td>
<td></td>
<td>• New English/ESL Prereqs</td>
<td></td>
<td>• FT Faculty?</td>
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<tr>
<td></td>
<td>BIOLOGY</td>
<td>• New Facility</td>
<td>• Stud Workers for lab prep</td>
<td>• New faculty hire</td>
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<td></td>
<td></td>
<td>• Tutoring</td>
<td>• Tutors needed</td>
<td>• Transfer degree</td>
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<td></td>
<td></td>
<td>• STEM + Summer BioMed Research Internship</td>
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<tr>
<td></td>
<td>ENVIRONMENTAL</td>
<td>• FT Faculty needed</td>
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<td>SCIENCE</td>
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<tr>
<td>Dept</td>
<td>Discipline</td>
<td>Strengths</td>
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<td>Opportunities/Growth</td>
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<tr>
<td></td>
<td>MICROBIOLOGY</td>
<td>• High enrollment/demand</td>
<td>• Add’l tutors needed</td>
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<td></td>
<td>PHYSIOLOGY</td>
<td>• High enrollment/demand</td>
<td>• Add’l tutors needed</td>
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<tr>
<td></td>
<td>CHEMISTRY</td>
<td>• High enrollment/demand</td>
<td>• Cost of lab equipment and supplies</td>
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<td></td>
<td></td>
<td>• New O-Chem sequence</td>
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<td></td>
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<td></td>
<td></td>
<td>• Consolidated tutoring services in CMS</td>
<td></td>
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<tr>
<td></td>
<td>GEOGRAPHY</td>
<td></td>
<td>• Tutoring needed</td>
<td>• Geospatial technologies incorporated into curric</td>
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<td></td>
<td>GEOLOGY / OCEANOGRAPHY</td>
<td></td>
<td>• Lab equipment needed</td>
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<td>PHYSICAL SCIENCE</td>
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<tr>
<td></td>
<td>PHYSICS / ASTRONOMY</td>
<td>• New Calc based sequence for STEM majors</td>
<td>• Need FT Faculty</td>
<td>• Hire FT Faculty?</td>
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### Program Review Summary – SWOT Analysis by Dean Hernandez
**Fall 2014**

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<th>Strengths</th>
<th>Weaknesses/Challenges</th>
<th>Opportunities/Growth</th>
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<tr>
<td><strong>Social Sciences</strong></td>
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<tr>
<td>AFRO AMERICAN STUD</td>
<td></td>
<td>• Small, but strong stud demand</td>
<td>• Turnover in adjuncts</td>
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<td></td>
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<td></td>
<td>• Curric outdated</td>
<td></td>
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<tr>
<td>HISTORY</td>
<td></td>
<td>• High demand</td>
<td>• Need prereq for reading comp and writing</td>
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<td></td>
<td>• Dramatic reduction in class offerings (from sp to fall)</td>
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<td></td>
<td>• Large class size (50-55) limits faculty involvement with stud</td>
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<tr>
<td>PHILOSOPHY</td>
<td></td>
<td>• Phil Logic course tutor for Sp 14 was valuable</td>
<td>• More offerings of Phil courses</td>
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<td></td>
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<td>• Added Phil 9 &amp; 14</td>
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<td></td>
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<td>• Sp 14 Student philos club formed</td>
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<td>POLITICAL SCIENCE</td>
<td></td>
<td>• Large maps purchased</td>
<td>• SLO need to be rewritten and broken down to more basic obj</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Large class size</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• New adjuncts</td>
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<tr>
<td>PSYCHOLOGY</td>
<td></td>
<td></td>
<td>• Bio-Psy classroom materials needed</td>
<td></td>
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<tr>
<td>SOCIOLGY</td>
<td></td>
<td>• Online tutors piloted</td>
<td>• High enrollment p/section limit instructor/stud interaction</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Technology issues</td>
<td>• Marketing degrees (brochures)?</td>
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<tr>
<td>Discipline (Department)</td>
<td>Strengths</td>
<td>Weaknesses/Challenges</td>
<td>Opportunities/Growth</td>
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| Child Development            | • Participation in local, city and state initiatives to advance the department, course offerings, and program quality for our students  
• The Child Development Student Resource Center is expanding services and usage | • The Education discipline has been neglected                                             | • The field of Child Development is moving quickly towards increased academic preparation for the workforce  
• There is a growing need for community colleges to provide an academic pathway for students interested in pursuing careers in elementary education |
| Chicano Studies              | • Chicano Studies is one of the largest academic programs at Mission College | • Limited representation on shared governance committees  
• The Chicano Studies Department website needs updating                                      | • Secure funding to help expand the Chicano Studies program                            |
| Foreign Languages            | • An associate’s degree in Spanish is currently being offered meeting the needs of the community | • Lack of a tutoring lab for Foreign Languages students  
• Not enough sections are being offered                                                   | • Offer an associate’s degree in Chinese                                               |
| ESL/Dev Comm/Learning Skills | • Best basic skills improvement rates in the District  
• Original materials are created and shared by instructors                               | • The majority of students continue to be assessed as being significantly underprepared in both reading and writing  
• Pressure to increase class size                                                         | • The developmental courses offer students an excellent basis for success  
• There is extensive collaboration among department members                              |
### Program Review Summary – SWOT Analysis by Dean Montes
**Fall 2014**

<table>
<thead>
<tr>
<th>Professional Studies</th>
<th>Library</th>
<th>Learning Resource Center</th>
</tr>
</thead>
</table>
| • The new Curriculum, Degree's and Certificates of Completion is Professional Studies strongest asset  
  • In process of applying for National Accreditation from the American Culinary Federation | • The lack of two important positions: Catering Event Coordinator and Instructional Assistant, Culinary Arts     | • Continues to support student success despite budget cuts  
  • The collaboration between the Academic Success Center (ASC) coordinators and faculty  
  • Surveys indicate students are very satisfied with the preparedness and effectiveness of our ASC tutors |  
| • According to Bureau of Labor Statistics data, there is an increased need for cooks, supervisors, chefs, wine someller's, pastry chefs, | • Existing Library of 17,330 ASF is too small. Title 5 states that the library should be 26,811 ASF for a college the size of Mission College  
  • The Library business hours need to be extended/expanded | • Collect data to determine how to attract more students to the Learning Lab and ASC  
  • Not enough tutors |  
| • Acquire funding for library databases and resources  
  • Increase promotion of library services | • Acquire funding for library databases and resources  
  • Increase promotion of library services | • Tutors are trained to use tutoring methods that instill and enhance critical thinking skills in our students  
  • Online materials are being produced for students  
  • Secure funding to provide the level of service that students need |
<table>
<thead>
<tr>
<th>Non Credit</th>
<th>The Non-Credit programs offers open entry/exit classes</th>
<th>No full-time faculty to assist with the coordination of the Non-Credit program</th>
<th>Expand course offerings to meet the demand and needs of the community</th>
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<tr>
<td></td>
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<td>• Instructors in the Non-Credit program are all adjuncts</td>
<td>• Book collection needs updating</td>
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Program Review Summary – SWOT Analysis by Dean Montes
Fall 2014
SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 2/24/14  Location: CC4  Time: 1:30pm - 3:30pm

Voting Members Present: Devon Antonio, Donna Ayers, Cathy Brinkman, David Jordan, D’Art Phares, Gary Prostak, Robert Smazenka

Voting Members Absent: Michael Allen, Madelline Hernandez, Mark Hobbs, Sarah Master, Mari Rettke,

Resource Members Present: Pat Flood and Said Pazirandeh

Call to Order by: D’Art Phares (co-chair) @ 1:48 pm
1) Approval of Minutes from December 2, 2013.
   a) MSC (Prostak/Ayers) to approve as amended.
2) Call for new items
   a) Smazenka suggested that the task list for overall goals/objectives of the departments on the comprehensive review should be reworded or improved.
      i) Action Item: Phares will put on next meeting agenda for discussion.
3) Review of outstanding action items
   a) Shared governance approved the two modifications to the EPC membership terms.
      i) Action Item: Phares will present it at the next College Council meeting to formalize the changes.
5) Committee Reports:
   a) Faculty Hiring Prioritization: Phares will consult the Mike Fenton
   b) SLO/PLS/ILO Assessments: Flood reported that the charter is finalized. Intersession surveys resulted in positive results and high percentages. (Handout to follow.) Another survey will be done in the Spring semester. Summary of annual SLO summit. Next SLO summit Friday, May 2, 2014. Assessments and rollup assessments. Summary of department chairs’ assessment reports (handout). The Life Sciences website has an example of SLOs Assessment results and a PowerPoint on how to post SLOs. T
      i) Course Outline of Record is updated every 6 years. Will be adding an addendum but it has to go thru Curriculum. Updated SLOs, difference between syllabi and course outline. Should be done separately. PLOs mapped to set up ILOs.
      ii) Dr. Lee recommended an annual Mission Learning Report to improve student learning, assessment of the institution, resources allocated to administrative and service areas. Flood and Master are working on an outline which should be done by the end of the Spring semester.
   c) Essential Skills: Tabled.
   d) Accreditation: Flood reported that the report will be presented to the Senate on Thursday. On Wednesday, Leslie Milke, Madelline Hernandez, Michael Allen will present
a two page summary to the Institutional Effectiveness Committee. The report will be presented to the Board on March 3 and final submission on March 15.

e) Budget and Planning: Brinkman reported that they are evaluating the overbase requests. They are currently ranking 14 requests.

f) Distance Education: Jordan briefly discussed the follow up report on Recommendation 4 for the Distance Ed program. The 2014-2017 3 year Distance Education Plan is posted on the Distance Ed website. It is being presented for review and approval by EPC, Academic Senate, and College Council. EPC will review handouts and vote for approval at next meeting.

g) Curriculum: Said reported that they are currently working on the revision of E66 graduation requirements. There will be a graduation plan and a non-transferrable graduation plan, also known as the District graduation plan. There will be a revised prerequisite validation plan which is more rigorous than the current campus plan. The purpose of the handout Request for Program/Major Discontinuance is to clean the catalog. It is modified from the LA Valley College site. After it is addressed at Curriculum, it is brought to EPC, then to Academic Senate. This a part of the viability process.

h) Program Viability Ad-hoc Committee: Said reported no progress.

6) New round of annual updates in Spring

a) The next program review for 2015-2016 Academic Year begins next month and the screens will be open next week for two and a half months. These need to be completed by June so Academic Affairs can prioritize the budget requests. The new screens have come from faculty requests. The Annual program review is separate from the Comprehensive program review.

7) Comprehensive Program Reviews in Spring

a) Action Item: Phares to check with Ed Raskin to reschedule Coop Ed to 4/21 and English to 3/24 since both departments are ready.

b) 3/24/14 - English/Journalism/Speech- Jordan and Pazirandeh
   4/14/14 – Math- Prostak, Ayers, Antonio
   4/21/14 – Coop Ed – Phares and Smazenka
   5/5/14 – Business & Law – Hobbs and Hernandez
   5/19/14 – Professional Studies – Rettke and Flood


Meeting adjourned 3:19 pm.

Minutes – T. Drueco
COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 3-10-14  
Location: CAI Conf. Rm.  
Time: 1:30pm - 3:30pm

Voting Members Present: Michael Allen, Devon Antonio, Donna Ayers, Cathy Brinkman,  
Madelline Hernandez, Mark Hobbs, David Jordan, D’Art Phares, Gary Prostak, Mari Rettke

Voting Members Absent: Sarah Master, Robert Smazenka

Resource Members Present: Said Pazirandeh

Resource Members Absent: Pat Flood

1. Reconsideration of Minutes of December 2, 2013
   a. MSU (Allen/Brinkman) to amend the approved minutes.

2. Approval of Minutes of January 24, 2014
   a. The minutes were approved as amended

3. Call for new items (5 min)
   a. Posting the prioritized budget request list prepared by Academic Affairs
      i. EPC discuss whether this would make the process more transparent. It was agreed that EPC would post the prioritized list on its website once the list is finalized.

4. Review of outstanding action items (5 min)
   a. Viability Process Task Force: Hernandez reported that the task force had, in consultation with the Senate and Academic Affairs, nearly completed the rewrite. It is expected to be complete for the business meeting in April.
   b. Amendments to membership rules for EPC: Phares will bring the changes approved by SGOC up for notice at the next College Council meeting.

5. Addressing EPC’s membership difficulties (25 min)
   a. There was further discussion about how to deal with the membership shortage. EPC considered making the assignment slots given to Math, English, Department Chairs & etc. preferences rather than mandates. It discussed allowing/encouraging adjuncts to sit on the committee. It considered reducing EPC’s workload. None of these proposals was favored by the membership. EPC will work to find willing members from among the full-time faculty.

6. English Comprehensive Review
   a. Pazirandeh and Jordan presented their review of the comprehensive program review report prepared by the English/Journalism/Speech Dept. EPC agreed that if and only if EPC felt that sections of a report required further clarification, the chair would be notified prior to the meeting. In other cases, the chair would receive feedback on the program review reports along with recommendations and commendations after meeting with EPC.

7. Review of last year’s self-evaluation (15 min)
   a. EPC discussed last year’s self-evaluation, and concluded that all goals were either being met or in the process of being met.

8. Allen proposed, and the committee agreed, to commend Madelline Hernandez for her outstanding work in completing the Accreditation Follow-Up Report.

9. Meeting adjourned: 3:38pm
Next meeting March 24, 2014.

Minutes – D. Phares
SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 3/24/14  Location: CAI Conference Rm  Time: 1:30pm - 3:30pm

Voting Members Present: Michael Allen, Devon Antonio (ASO rep), Donna Ayers, Madelline Hernandez, Mark Hobbs, David Jordan, Sarah Master, D’Art Phares, Gary Prostak, Mari Rettke

Voting Members Absent: Cathy Brinkman, Robert Smazenka

Resource Members Present: Pat Flood and Said Pazirandeh

Call to Order by:
D’Art Phares (co-chair) @ 1:37 pm

1) Approval of Minutes from March 10, 2014
   a) MSA (Allen/Prostak) to approve as read. Master abstained.

2) Call for new items
   a) No new items.

3) Review of outstanding action items
   a) Membership
      i) College Council voted approval on the EPC membership change to 3 two-year terms. No one is terming out this June.
      ii) Carolyn Daly, English department, will join in the Fall semester.
      iii) Jason Bordbar, Business department, will not be able to join.
      iv) Curt Riesberg, Dev Com, is eager to join EPC, but is currently on the Curriculum committee. Prostak will try to discuss with M. Climo to join the Curriculum committee and then maybe Riesberg may be able to join EPC. Two people from the same department can’t be on EPC unless there is committee approval. There will have to be a vote if Riesberg makes a final decision to join.

4) Review of Mission Statement
   a) SGOC wants EPC to think about the Mission Statement and if there are any recommendations for changes. Phares read the Mission Statement to the committee members. Hernandez explained the approval process if there were to be changes.
   b) Review of the Mission Statement should be done in the Spring for the 2015-2016 Academic Year so it can be used for planning.
   c) Pazirandeh said that unless something changed dramatically, it should be approved as is.
   d) Allen believes it should be modified based on recommendations from the ACCJC stressing that the Mission Statement be representative of the students we actually serve. There was discussion regarding Distance Ed and how it reaches outside of the community. Allen will send Phares the PowerPoint slides from the ACCJC that addressed their concerns with the Mission Statement for distribution to EPC.
   e) Hernandez said that SGOC requested that the ASO put the Mission Statement on the agenda for the next ASO meeting. Antonio will follow up with Robert Crossley.
f) Hernandez mentioned that the Student Support Services Committee recommended a revised Mission Statement in the Fall but later retracted it. She thinks it would make for a good starting point for a revision. See Student Services Committee Notes dated 9/10/13 on the college website http://www.lamission.edu/sssc/SSSC%20Minutes%209%2010%2013.pdf

g) Changes to the Mission Statement will need to be decided before the next College Council Meeting on April 17.

5) English Comprehensive Review Visit
   a) Louise Barbato, Department Chair of English, Communication Studies, and Journalism presented the report. EPC members asked questions and discussed with Barbato. Commendations and Recommendations were discussed.

6) DE Plan - Jordan
   a) EPC Noticed the Review and Approval of the DE Plan for the next meeting on 4/14/14 and encouraged all members of the committee to read and review the DE Plan, located at http://lamission.edu/de/dep.pdf prior to the next meeting.

7) Viability Plan – Pazirandeh
   a) EPC Noticed the review and approval of the Viability Plan which will be voted on at the next meeting on 4/14/14.

8) External Review of Co-op Ed’s Comprehensive Program Review
   a) Allen will email Phares the recommendations from the last review for distribution.
   b) Ed Raskin will be rescheduled to 2:30.

9) Next meeting on April 14, 2014 will be extended 15 minutes to end at 3:45pm to cover the volume of the time sensitive material that needs to be done.

10) Adjournment 3:37 pm

Minutes – T. Drueco
Los Angeles Mission College
One of the nine Los Angeles Community Colleges

Educational Planning Committee

Comprehensive Program Review
EPC Response:

Department: English/Journalism/Com Studies

Commendations:
• Effective analysis of data in program planning
• Innovative ideas and willingness to draw ideas from other schools’ experiences
• Enthusiasm and advocacy to encourage student success across all disciplines

Recommendations:
• Explore establishment of a journalism program, including a labor-market study
• Explore alternative pedagogical models to mitigate the increased class size in Com Studies
• Continue collecting data on success rates of accelerated/combined courses vs traditional courses using some form of common assessment
• Continue exploration of alternative modes/delivery systems

Signatures of Co-Chairs:

Michael Allen

D’Art Phares

May 30, 2014

Internet Home Page: http://www.lamission.edu
Date of Meeting: 4/14/14  Location: CAI Conference Rm  Time: 1:30pm - 3:30pm

Voting Members Present: Michael Allen, Devon Antonio (ASO rep), Donna Ayers, Madelline Hernandez, Mark Hobbs, David Jordan, Sarah Master, D’Art Phares, Gary Prostak, Mari Rettke, Robert Smazenka

Voting Members Absent: Cathy Brinkman

Resource Members Present: Pat Flood and Said Pazirandeh

Guests Present: Darlene Montes, Ed Raskin

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Call to Order by:
D’Art Phares (co-chair) at 1:30 pm

1) Approval of Minutes from March 24, 2014
   a) MSA (Allen/Prostak) to approve as amended. Smazenka abstained.

2) Call for new items
   a) Discussion about EPC’s role in enrollment planning: Should EPC take a more active role? Should a member sit on SEMP?
   b) ACTION ITEM: Place on agenda for next meeting.

3) Review of outstanding action items
   a) No outstanding items.

4) Viability Plan – Hernandez/Pazirandeh
   a) Discussion and explanation of the Program Viability Review Process. Revisions and modifications recommended by EPC will be made to the draft by Hernandez.
   b) Committee vote: MSU (Smazenka/Rettke) to approve as amended.

5) Distance Ed Plan – Jordan
   a) Edits from Master and Phares clarified points but there were no substantive changes.
   b) Committee vote: MSU (Hernandez/Prostak).

   a) EPC members discussed the notes and responses of Co-Op Ed prior to the presentation.
   b) Ed Raskin, Chair of Co-Op Ed department, presented the report. EPC members asked questions and discussed their concerns and recommendations for the department with Raskin.
   c) ACTION ITEM: EPC members were asked to submit recommendations to Phares within the next couple of days for review and discussion at next EPC meeting.

7) Review of Mission Statement
   a) Discussion of Mission Statement.
   b) Committee vote: MSU (Allen/Smazenka) to approve with no changes.
   c) Phares will report the vote at the next College Council meeting.

8) Adjournment 4:10 pm. Next meeting on April 21, 2014.
Dear Ed:

The Educational Planning Committee would like to thank you for presenting your program review to the committee April 14, 2014. This process enabled us to learn a great deal about your program, your strengths, challenges and plans for growth, and will therefore allow us to better support your needs and requests as our college moves forward.

Enclosed please find the written report from the committee with our commendations and recommendations. We have also included an attachment which provides greater detail on the first three recommendations. We look forward to reviewing your progress on the recommendations at the next annual update of your program review.

Please let us know if you have any questions or comments regarding the following report.

Sincerely,

Michael Allen, Co-Chair
D’Art Phares, Co-Chair

July 7, 2014
Recommendations:

- **Three-Year Plan for Comprehensive Program Review**: Professor Raskin should develop a three-year plan for the program which includes data-driven decision making, and report back to EPC with this plan by the end of Spring, 2015. (See attachment for details)

- **Compliance with State Codes and District Policy Governing Coop Ed**: Professor Raskin must bring the Coop Ed. Program into compliance with state law and district policy by the end of Spring 2015. (See attachment for details)

- **Prior Program Review Recommendations**: The responses to the recommendations made by this committee in 2009-2010’s Program Review were not properly addressed in this year’s Annual Update or Comprehensive Review. Professor Raskin should revise responses to all recommendations from the review in 2009-2010 by the end of September 2014. Responses should include specifics as to what changes have been made and include supporting data add documentation where appropriate. All “in progress” items must include a target completion date and objective completion criteria. (See attachment for details)

- **General and Occupational Coop Ed Courses**: Professor Raskin must complete CORs for the General Coop Ed courses (195, 295 & 395). These should be on the Curriculum Committee’s agenda for review by early spring 2015. In addition, Professor Raskin must work with the various disciplines to better integrate Occupational Coop Ed. Courses into their disciplines. The lack of this coordination has led several disciplines to archive Coop Ed. courses. This coordination will take time and is expected to take several semesters to finalize.

- **Curriculum**: Complete updates of CORs for currently active Coop Ed courses (921, 931 & 941) in various disciplines by end of Fall 2014 semester. All COR’s currently in Professor Raskin’s ECD in-box must be reviewed and submitted to the Curriculum Committee by the end of September 2014.
Recommendations (continued):

- Meet with the Coop Ed advisory committee at least once per semester.

- Complete all SLO’s for Coop Ed courses.

Signatures of Co-Chairs:

Michael Allen

D’Art Phares

July 7, 2014
Call to Order by:
D’Art Phares (co-chair) at 1:40 pm
1) Approval of Minutes from April 21, 2014
   a) MSU (Jordan/Smazenka) to approve as amended.
2) Call for new items
   a) There was discussion of the material from program review should be in the Master Plan.
3) Review of outstanding action items
   a) No outstanding items.
4) Recommendations/Commendations for English/Journalism/Communication Studies
   a) There was discussion of the recommendations and commendations draft. Revisions were made to the Recommendations and Commendations that will be sent to Barbato.
5) Recommendations/Commendations for Coop Ed
   a) There was discussion of the recommendations of Coop Ed. ACTION ITEM: Hernandez, Smazenka and Jordan will prepare a list of recommendations and commendations for the committee. Members can also email additional recommendations for the list.
   b) ACTION ITEM: Members will discuss and vote at next meeting if the recommendation will be to go to Senate for Viability Review.
6) EPC Self-Evaluation
   a) Members discussed and completed the SGOC Self-Evaluation Form.
   b) ACTION ITEM: Members will brainstorm on item #7 on how to be more efficient.
   c) Phares will type up the final answers and send out for review and approval to all members by email.
7) External Review Team’s feedback on Business/Law
   a) External evaluation on AJ, Law, Business and CAOT.
   b) Members were asked to email follow up questions to Phares. These will be sent to Flood to address and respond to at the Business & Law department comprehensive review presentation to EPC.
8) Reports:
   a) Faculty Hiring Prioritization: Tabled
   b) SLO/PLO/ILO Assessments: Tabled
   c) Essential Skills Committee: Tabled
   d) Accreditation: Tabled
e) Budget and Planning: Tabled
f) Distance Education: Tabled
g) Curriculum: Tabled
h) Program Review Oversight Committee: Tabled
9) EPC’s Role in Enrollment Management: Tabled
10) Adjournment 3:30 pm.

Next meeting on May 19, 2014 in the Executive Dining Room.
Minutes – T. Drueco
Date of Meeting: 5/19/14  Location: CAI Conference Room  Time: 1:30pm - 3:30pm

Voting Members Present: Michael Allen, Devon Antonio (ASO rep), Donna Ayers, Cathy Mark Hobbs, David Jordan, D’Art Phares, Gary Prostak, Mari Rettke, Robert Smazenka

Voting Members Absent: Cathy Brinkman, Madelline Hernandez, Sarah Master

Resource Members Present: Pat Flood, Said Pazirandeh

Guests Present: Kelly Enos

Call to Order by:
D’Art Phares (co-chair) at 1:40 pm

1. External evaluation team report on Math/CompSci/Engineering (15 min)
   a. The external evaluators discussed their findings with the committee.
   b. Action Item: The external evaluators will prepare a list of questions for the chairs based on their examination and send it to Phares; he will forward the list to the chairs.

2. Approval of Minutes of May 5, 2014 (5 min)
   a. Tabled

3. Call for new items (5 min)
   a. Phares reported that EPC requested that College Council approve the new Distance Education Plan; College Council did so at its May 14 meeting.
   b. EPC will hold co-chair election at its 6/2/14 meeting
   c. What to do with late/non- responses to Comprehensive Reviews
      i. The committee began a discussion of what to do when departments do not submit comprehensive review reports on time. This will be revisited at our 6/2/14 meeting.

4. Review of outstanding action items (5 min)
   a. None

5. EPC’s self-evaluation report to SGOC (Phares) (5 min)
   a. EPC approved the report. Phares will send it to SGOC

6. Rec’s/Com’s for Coop Ed (Jordan/Hernandez/Smazenka) (25 min)
   a. Tabled

7. Business/Law Comprehensive Review Visit (45 min)
   a. Kelly Enos, Pat Flood, and David Jordan met with EPC to discuss their disciplines and respond to questions from the committee

8. EPC’s Role in Enrollment Management (10 min)
   a. The committee discussed if, and if so, how, EPC might contribute to enrollment management. Pazirandeh suggested somehow connecting program review information to enrollment management. Smazenka suggested asking chairs to discuss, as part of program review, FTES needs in light of planned program changes. The committee will continue the discussion at its 6/2/14 meeting.

9. Business/Law Recommendations/Commendations (5 min)
   a. Tabled

10. Adjournment at 3:36

Next meeting on June 2, 2014 in CAI Executive Dining Room.
Minutes – D. Phares
Dear Pat:

The Educational Planning Committee would like to thank you for presenting your program review to the committee May 19, 2014.

This process enabled us to learn a great deal about your program, your strengths, challenges and plans for growth, and will therefore be better able to support your needs and requests as our college moves forward.

Enclosed please find the written report from the committee with our commendations and recommendations. We look forward to reviewing your progress on the recommendations at the next annual update of your program review.

Please let us know if you have any questions or comments regarding the following report.

Sincerely,

Michael Allen, Co-Chair
D’Art Phares, Co-Chair

January 20, 2015
Los Angeles Mission College
One of the nine Los Angeles Community Colleges

Educational Planning Committee

Comprehensive Program Review
EPC Response:

Department: Business & Law

Commendations:
- Providing a variety of new and updated courses
- Completion of the TMC degree in business
- Timely completion of SLO assessments
- Pathway to Law School
- Development and approval of a Crime Scene Investigation certificate

Recommendations:
- Update the departmental website by Spring 2015.
- In consultation with Deans and the advisory committee, consolidate the business AA degrees to increase student completion by Fall 2015.
- Consider defining Cooperative Education options for business students and for law students.
- Resubmit to the state the applications for the CAOT communication and administration certificates by Fall 2015.

Signatures of Co-Chairs:

Michael Allen

D’Art Phares

January 20, 2015
SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 6/2/14          Location: CAI Conference Room          Time: 1:30pm - 3:30pm

Voting Members Present: Michael Allen, Donna Ayers, Mark Hobbs, David Jordan, Sarah Master, D’Art Phares, Gary Prostak, Mari Rettke, Robert Smazenka

Voting Members Absent: Devon Antonio (ASO rep), Cathy Brinkman, Madelline Hernandez

Resource Members Present: Pat Flood, Said Pazirandeh

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COMMITTEE: EDUCATIONAL PLANNING

Call to Order by: D’Art Phares (co-chair) at 1:37 pm

1. Math/CSIT/Engineering Comprehensive Review Visit
   a. The committee discussed notes on the comprehensive review.
   b. Mari Rettke, Vice Chair of CSIT, and Robert Smazenka, Department Chair of Math, CSIT & Engineering presented their report.
   c. EPC members asked questions and discussed with Rettke and Smazenka.

2. Approval of Minutes
   a. Approval of Minutes of May 5, 2014. MSU (Prostak/Jordan) to approve as amended.
   b. Approval of Minutes of May 19, 2014. MSU (Prostak/Smazenka) to approve as amended.

3. Call for new items
   a. Election of co-chair of EPC for next year.
      i. Voting process initiated and completed for co-chair. Unanimous vote for D’Art Phares to renew his term as co-chair.
   b. Membership is still short, but we are expecting new members in the Fall.

4. Review of outstanding action items
   a. None

5. Rec’s/Com’s for Coop Ed
   a. EPC voted to recommend Viability for Co-op Ed (Allen/Jordan). The committee updated the recommendations document to provide to the Academic Senate for guidance.

6. Business/Law Recommendations/Commendations
   a. EPC members discussed the recommendations and commendations. A draft will be developed and emailed to members next week.

7. Math/CSIT Recommendations/Commendations
   a. Tabled.

8. Professional Studies’ Comprehensive Review
   a. VP Allen and President Perez are working with Louis Zandalasini, Department Chair of Professional Studies, to complete program review by September to present in October. The review will be rescheduled to Fall.

9. EPC’s Role in Enrollment Management
   a. EPC can make recommendations to the Strategic Planning Committee.

10. Adjournment at 3:50 pm

Next meeting on September 8, 2014.
Minutes – T. Drueco
Dear Bob:

The Educational Planning Committee would like to thank you for presenting your program review to the committee June 2, 2014.

This process enabled us to learn a great deal about your program, your strengths, challenges and plans for growth, and will therefore be better able to support your needs and requests as our college moves forward.

Enclosed please find the written report from the committee with our commendations and recommendations. We look forward to reviewing your progress on the recommendations at the next annual update of your program review.

Please let us know if you have any questions or comments regarding the following report.

Sincerely,

Michael Allen, Co-Chair
D’Art Phares, Co-Chair

September 23, 2014
Los Angeles Mission College  
One of the nine Los Angeles Community Colleges

Educational Planning Committee

Comprehensive Program Review  
EPC Response:

Department: Mathematics/Computer Science/Engineering

Commendations:
- Effective use of data in measuring improvements in student learning and in long-term planning in Mathematics.
- Development and delivery of accelerated and decelerated courses in Mathematics.
- Adoption of two new courses in CSIT.

Recommendations:
- Develop an effective and diverse CSIT advisory committee that meets at least twice a year by Spring 2015 which includes steps to increase the number of degrees and certificates awarded.
- In consultation with deans, advisory committee, and department chair, develop a clear 3-year plan for CSIT by December 2014.
- Develop an articulation agreement with CSUN for a Network Security and Computer Forensics transfer degree by Spring 2015.
- Engage in recruitment efforts to ensure adequate numbers of students to support the CSIT discipline.

Signatures of Co-Chairs:

Michael Allen               D’Art Phares

September 23, 2014