Educational Planning Committee
Minutes
March 19, 2012
Campus Center 4
1:30p.m. - 3:30p.m.

Members Present: Carole Akl, Patricia Carter, Veronica Cox, Madelline Hernandez, Alma Johnson-Hawkins, David Jordan, Jose Maldonado, D'Art Phares, Mari Rettke, Mike Reynolds, Jan Silver, Nadia Swerdlow, Marie Zaiens

Members Absent: Gary Prostak, Hanh Tran

Resource Members Present: Pat Flood, Said Pazirandeh

Resource Members Absent: Stephanie Atkinson-Alston

Guests Present: Cathy Brinkman

Call to Order: By Co-Chair Jan Silver at 1:38 p.m.

1) Approval of Minutes Mar. 5th
   a) MSU (D’Art Phares/Patricia Carter) to approve as read

2) Recommendations to College Council for Strategic Enrollment Management and Program Review oversight
   a) Enrollment Management is, per our charter, a subcommittee of Educational Planning. But Strategic Enrollment Management includes many considerations outside the purely academic—facilities and budgeting issues, for example.
   b) MSU (D’Art Phares/Mari Rettke) recommend that College Council and Shared Governance Task Force consider establishing a separate committee—with EPC representation—to oversee enrollment management.
   c) The charter mandates we handle Program Review for academic areas. Student Services’ and Plant Facilities’ Program Reviews are necessary for accreditation, but fall outside our responsibility. EPC generally agreed to recommend the establishment of a sub-committee of College Council to systematize those Reviews.

3) Reports
   a) Faculty Hiring Prioritization
      i) The committee is working to refine the process and tools used in generating new-hire requests.
   b) Program Review
      i) Foreign Languages Commendations and Recommendations
         (1)
      ii) Learning Resource Center External Review (written report only)
         (1) Tabled
      iii) Suggestion for “evaluation screen” – Phares
(1) Madeline Hernandez provided a rubric/form for the internal evaluation teams to record their findings.

(2) **ACTION ITEM:** Jan Silver will ask D'Art Phares to post this on the EPC website.

(3) **ACTION ITEM:** Jan Silver will ask Hanh Tran to add a "suggestion box" to the screens, to allow chairs to suggest changes to the forms.

c) Student Learning Outcomes

i) **We are in the process of completing the ACCJC Annual Report.** For the Student Learning Outcome section, I am updating the department spreadsheets using the results submitted to me by the department chairs at the end of last semester. I am also contacting the department chairs to verify the information for course, program, and certificate assessments in addition to contacting Student Service directors to obtain their latest information.

ii) The date of our required SLO Proficiency Report has been extended to spring 2013; however, the work still must be completed by fall 2012.

iii) Pat Flood returned from serving on an accreditation evaluation team for City College of San Francisco which has close to 100,000 students and 9 campuses within the city of San Francisco ranging in size from 200 to 10,000 students. These campuses mostly offer noncredit instruction but they are moving more to credit instruction for financial reasons. Though their Evaluation Report was well written, it did not quite match with reality, which underscored for me the need for solid evidence for everything we report, especially in the areas of integration of assessment, planning and budgeting, and the importance of documented robust dialog about our Mission, Strategic Plan, Educational Master Plan, Program Review, SLO assessments, and Budget and Planning. We all need to be on the same page in regard to our answers to standard questions about these areas and where we are on the ACCJC rubrics. If you have an opportunity to participate on an evaluation team in the future, I strongly encourage you to do so; it is a great learning experience.

d) Essential Skills Committee

i) Tabled.

e) Accreditation

i) The committee will meet next week. They continue to work through the standards, and expect a first draft soon.

f) Program Viability – report from ad hoc group

i) EPC reviewed the first draft of the proposed procedure. Discussion will continue in our April business meeting.

g) Budget and Planning
i)  Tabled.

h)  Distance Education
    i)  Tabled.

i)  Curriculum
    i)  Tabled.

j)  Strategic Enrollment Management
    i)  Tabled.

4)  SGTF Recommendations to EPC – from 2011 report
    a)  Jan Silver passed out the Self-Evaluation form, to be discussed at our next business meeting.

5)  Building name recommendation: Arts Media Performance
    a)  Tabled.

6)  April meeting dates
    a)  April 16th for Program Review; we will start at 1:00 that day.
    b)  April 23rd for our business meeting.

Adjourned 3:35 pm

Minutes taken by D’Art Phares