Educational Planning Committee
Minutes
April 23, 2012
Campus Center 4
1:30 p.m. - 3:30 p.m.

Members Present: Carole Akl, Patricia Carter, Veronica Cox, David Jordan, D’Art Phares, Mike Reynolds, Jan Silver, Nadia Swerdlow, Marie Zaiens

Members Absent: Madelline Hernandez, Alma Johnson-Hawkins, Jose Maldonado, Gary Prostak, Mari Rettke, Hanh Tran

Resource Members Present: Pat Flood, Said Pazirandeh

Resource Members Absent: Stephanie Atkinson-Alston

Guests Present:

Call to Order: By Co-Chair Jan Silver at 1:34 p.m.

1) Approval of Minutes Mar. 19th and April 16th (5 min.)
   a) MSU (D’Art Phares/Said Pazirandeh) to approve the minutes of March 19 as amended.
   b) MSU (D’Art Phares/David Jordan) to approve the minutes of April 16 as read.

2) Reports: (95 min.)
   a) Faculty Hiring Prioritization (10 min.)
      i) The committee met on April 20 and finalized changes to the 2013-2014 application request form for classroom positions.
      ii) Hahn Tran will work with a Task Force to identify the unique data needs for requests for non-classroom positions (Counseling, Library, Child Development Center).
      iii) The committee meets again on May 18 to review the work of the task force and to begin work on developing training workshops for faculty requestors and their deans.

   b) Program Review (20 min.)
      i) Learning Resource Center Commendations and Recommendations (1) The recommendations and commendations were discussed and agreed upon.
      ii) Arts, Humanities, Multimedia External Review (1) The external review was presented and discussed.

   c) Student Learning Outcomes (5 min.)
      i) Pat Flood reported that she has updated the department SLO spreadsheets in March based on the data in the reports the chairs gave her on December 2; according to the chairs, 79% of course level SLOs and about one third of the programs have been assessed. She reminded everyone that we need to have at least one course and one program SLO assessed by the end
of the semester and that she and Deborah Paulsen are working with faculty and the Student Service Areas to accomplish this. They will also be conducting workshops in May to help faculty post their assessments on the online system.

d) Essential Skills Committee (5 min.)
   i) The committee met on April 18. We had planned to have an in-depth discussion of how to best integrate the work of this committee with the college’s Achieving the Dream Initiative. Unfortunately, neither of the VPs (Academic Affairs/Student Services) were able to attend the meeting. The committee is going to review its charter with an eye towards revisions that will focus its efforts in student access/success/completion. An election will be held at the May 16 meeting to elect a faculty co-chair for the 2012-2014 term. Nominations from committee members will be accepted thru email to the committee chair (G. Prostak) until Friday, May 4, at 5:00 pm. The final meeting for this semester will be May 16.

e) Accreditation (5 min.)
   i) The Accreditation chairs and co-chairs met last week to go over the initial drafts of the report; work continues on the drafts, with the hope of finalizing the second drafts by June 15.

f) Program Viability (20 min.)
   i) The ad-hoc committee charged with reviewing and clarifying the process has not met.
   ii) EPC expressed growing concern over this issue.
   iii) **ACTION ITEM:** Said Pazirandeh will contact the others on the committee to arrange a meeting, and the ad-hoc committee will report at our May 21 meeting.

g) Budget and Planning (5 min.)
   i) Tabled

h) Distance Education (10 min.)
   i) The Substantive Change Proposal, after suggested revisions including updating of accreditation eligibility requirements and financial sustainability, was submitted to the ACCJC on 4-20-12. The proposal is on the ACCJC agenda for May 10th, and notice of approval is anticipated for early June.
   ii) The DL committee has reviewed, approved and recommended for EPC and Academic Senate approval the following changes to the membership rules:

   **Membership:**
   Vice-President of Academic Affairs, or designee
   Dean (appointed by the VPAA)
   Two (2) faculty appointed by the Academic Senate (a Distance Learning (DL) Faculty member)
   Two (2) faculty appointed by AFT (a Distance Learning (DL)
Faculty Member
DSPS representative
IT Manager or designee
Distance Learning Coordinator (a DL faculty member. the DE Coordinator shall be a voting member as long as the position remains a faculty position)

Note: A DL faculty member is any full time or adjunct faculty who has been determined to be proficient in teaching DL by the DE Committee and who has taught online within the last five years at any California Community College.

Term of Membership:
The term of office of committee members shall be two years. The terms of the committee membership will be staggered so that one half of the committee is selected at the beginning of each academic year. The initial appointments will include two and three year terms to ensure staggered terms of membership.

iii) Upon approval of the Substantive Change Proposal (anticipated June 2012), the DL Committee, with its new membership, in conjunction with the Curriculum Committee, will review, and develop the steps to take for the initiation and approval of new online classes by faculty. The process and steps will be posted at the Curriculum site in the Fall 2012 semester, and interested faculty may then submit online courses for review and approval.

iv) The district DL Coordinators will meet with the District Academic Senate on 4-26-12 to discuss issues in online education in the LACCD District.

i) Curriculum (10 min.)
   i) The committee is discussing a way to speed the approval process. It is also working with DE to revise the online course approval process starting fall 2012.

j) Strategic Enrollment Management (10 min.)
   i) The plan to make SEM a standing committee under College Council (as agreed to by EPC) was discussed at SEPC and College Council.

   ii) ACTION ITEM: Jan Silver will provide a formal proposal at our May 21 meeting.

3) SGTF report
   a) SGTF is reviewing the shared-government committees’ self-evaluations.
   b) The committee has agreed to add questions regarding adherence to the various planning documents to each shared-governance committee’s self-evaluation in the future.

4) SGTF self evaluation process (10 min.)
   a) Our self-evaluation was submitted to SGTF and is under review.

5) Educational Master Plan self-evaluation
a) **ACTION ITEM:** D'Art Phares and Jan Silver will send all committee members a report on EPC’s progress on the EMP and Strategic Master Plan goals for which we are responsible.

b) EPC will discuss this at our May 21 meeting.

6) Building name recommendation: Arts Media Performance

   a) Discussed. No alternative recommendations were made.

**Adjourned 3:30 pm**

Minutes taken by D'Art Phares