SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 4-8-13  Location: CC1  Time: 1:30-3:30 pm

Voting Members Present: Carole Akl, Veronica Cox, Mark Hobbs  David Jordan, D’Art Phares, Gary Prostak, Mari Rettke, Marie Zaiens, Doleatha Young, Stephanie Atkinson-Alston

Voting Members Absent: Madelline Hernandez, Jose Maldonado, Said Pazirandeh, Mike Reynolds, Michael Allen

Resource Members Present: Pat Flood

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Call to Order by:
D’Art Phares (co-chair) @ 1:44 pm

1. Approval of Minutes of March 18, 2013
   a. MSU (Prostak and Atkinson-Alston) to approve as amended

2. Call for new items
   i. None

3. Review of outstanding action items
   a. None

4. Reports
   Faculty Hiring Prioritization—no report
   a. SLO/PLO/ILO (Pat Flood)
      i. See below
         ii. Action Item: D’art will invite all ILO chairs to report to EPC (except Global Awareness)
   b. Essential Skills Committee (Stephanie Atkinson-Alston)
      i. Revising Basic Skills Initiative proposals to include outcomes of assessments from instruction
      ii. Examining next round of funding for Summer/Fall
   c. Accreditation
      i. Steering Committee meets again on May 24th to discuss five actionable improvement plans that must be done by June
      ii. Will hear back in Mid-July about report
      iii. Doletha asked how students may be more involved
         1. ASO is pushing to change constitution to require senators to sit on a shared governance committee
         2. The idea of student leadership course is being considered
   d. Budget and Planning—No report
e. Distance Education (David Jordan)
   i. See below
f. Curriculum—No report
   i. Program Viability—No report
g. PACE Viability Committee (D’art Phares)
   i. The committee is gathering data. There have been challenges (Members aren’t showing up for the meetings; it’s hard to determine who and who are not PACE students for a student survey) but the committee is moving forward.

5. Revising Program Review screens (D’Art Phares)
   a. Each member is requested to review screens by next month
   b. Review of individual screens
      i. Description of System
      ii. Response to Recommendations
         1. Lists all commendations—remove/archive them at some point
         2. Same for Recommendations?
      iii. Objectives and Resources
         1. Resource requests
         2. Has archives
      iv. Enrollment
         1. Should Distance Education be disaggregated? By course? Other categories?
   v. Successful Course Completion
      1. Disaggregate by course? Is there too much information
   vi. SLO/Assessment update
      1. Is discipline doing SLOs?
      2. What recommendations have been made? What is the progress so far on addressing these recommendations?
   vii. Enrollment per section
      1. Disaggregate by day/evening/distance education
   viii. Effective use of Technology
      1. Screen is not asking the right questions? Needs to be updated.
   ix. Curriculum Status
      1. Does there need to be a text box?
      2. If courses are expired, why?

6. Adjournment

Adjournment: 3:30
Minutes – M. Hobbs
1) On April 22 the ILO assessment team for written communication will be meeting to discuss what they learned from assessing over 100 papers.

2) As soon as the Institutional Effectiveness Dean is hired, we are planning to reconvene the SLO Task Force to work on some of the campus wide SLO issues. The Task Force includes the following individuals:

- VP of Academic Affairs
- Academic Affairs deans
- Institutional researcher
- Curriculum chair
- Student Services representative
- Academic Senate president
- two SLO Coordinators
- Administrative Services representative (new)

The ACCJC is continuing to set the bar for assessments higher and higher. They want evidence regarding:
- How we are using assessments to improve
- Documentation of what differences the improvements have made
- Assessment of the overall processes

Larger group discussion is needed to dialog about how we will get this accomplished and to get buy in from the college community. This also will be important for our accreditation follow-up report.

3) ACCJC Annual Report - deadline was extended to April 15.
- 18 SLOA questions (10 more than last year)
- Two new questions have to do with where prospective students can find SLO assessment results for programs:
  1) Percent of all college programs with SLO assessment results available to students
  2) The URL(s) from the college website where prospective students can find SLO assessment results for programs.

38 out of 94 (40%), programs certificates, skill certificates have at least one assessment posted; more need to be posted.

Exceptions:
- Art/Humanities/Multimedia/Music/Theater department (almost all courses and programs have been assessed)
• Math department (they have done not only multiple assessments for each course they offer but also program assessments);
• Child Development has done an assessment for 18 of its certificates and degree program;
• English has recorded three rounds of SLO assessments

4) Before spring break, Pat e-mailed department chairs to encourage them to talk over with the members of their disciplines a plan for completing assessment of their Program SLOs (PLOs) and getting at least one assessment for each program, certificate, and skill certificate posted by the end of the semester.

Course assessments can be used to assess PLOs, but disciplines/departments need to have a separate discussion about these, and they need to be sure to document the discussion in minutes.

EPC DE Report
April 8, 2013

1. To ensure constant improvement of the online, hybrid and web-enhanced use of a course management system, the DE Committee approved participation in the Etudes Pilot Project for Spring 2013 semester. To date, a total of 53 faculty have completed Etudes certification (FN-1). A report comparing moodle to etudes is in progress (FN-2) which includes a technical review from our IT staff (FN-3). The final DE recommendation and review of the course management system will include both faculty and student "satisfaction surveys" of etudes and moodle. Etudes programming staff have completed a conversion tool (FN-4) which includes both text and video instructions on a "one click" conversion from moodle content over to etudes. This conversion will expedite the "transition process" from moodle to etudes (if approved) so faculty can convert to and start using etudes online and in the classroom for the Fall 2013 Semester. The report also includes a history, cost comparison, and transition issues to assist in the final review and approval of transition from moodle to etudes (if approved).

2. In response to EPC’s request that the committee conduct an annual review of online student services, DE proposes to form an ad hoc subcommittee, composed of DE, LRC, Library, Counseling, IT and Institutional Research and others, and assess student services every semester, and work towards an integrated approach to include both on-campus and online students and improving and extending online services to both groups. EPC approved the proposal to form the ad hoc subcommittee.