
Guests Present: Madelline Hernandez

Call to Order: Meeting was called to order at 1:43 pm by co-chair Jan Silver.

1. Approval of Minutes: Minutes were approved (Malki/Park M/S/P) with one correction on page 3, paragraph 1 to replace “Louise Barbato” with Basic Skills Task Force.

2. A.A. Revision: Madelline Hernandez explained that every college in the state is revising their A.A. degrees because they are not compliant with Title 5 regulations, which require a minimum number of units in an area of concentration. There is a limited window of opportunity to change these degrees to make them compliant with state regulations without having to file extensive paperwork. She distributed a handout that detailed proposed changes to the following associate degrees: Liberal Studies (Teacher preparation), Liberal Arts (Transfer), and General Studies degrees. She explained that the General Studies degree is for students who do not necessarily want to transfer to a four year institution. The Liberal Arts (Transfer) degree requires taking CSU Breadth or IGETC requirements. If the changes are not approved, we can no longer offer the current Liberal Arts or Interdisciplinary Studies degrees. Said Pazirandeh inquired what was the LAMC policy for obtaining a second A.A. degree. Madelline Hernandez stated that currently there is no policy at LAMC and that theoretically a student could take one additional class to get a second or third A.A. degree. She added that East and West Los Angeles Colleges had a written policy which required 30 new units and a minimum GPA of 2.0 to obtain a second A.A. Furthermore, East only allows students to obtain two (2) associate degrees. After a discussion on the different degrees proposed, the changes were approved (Malki/Barbato M/S/U). Madelline Hernandez explained that the changes would go to the Curriculum Committee for approval the following day. The new degrees will become effective in Fall 2008 and will be in the 2008-09 college catalog.

3. Educational Master Plan Update (Jan Silver): A task force of the EPC met with Gary Colombo on 2/4/08 to discuss the timeline of the EMP update. The timeline is more flexible than we had originally anticipated and can probably be done by the end of the spring. Maury Pearl indicated he would start to gather statistics from the CC Benefits program for the update. Echeverri mentioned that the update should identify new programs that might be developed at the college and that department chairs and other faculty should be surveyed. Jan Silver volunteered to address CTEA faculty to find out what new programs they would be interested in developing. The following action plan was proposed:
   a. Develop Survey for New Programs:
4. **Unit Assessment Status (Maury Pearl):** The unit assessment website was closed last Friday. Almost all departments submitted all of their unit assessments. One department, Business and Law, only submitted unit assessments for the CAOT and Administration of Justice disciplines. A discussion on how to validate the unit assessment followed and the consensus was that three (3) member teams with one person from EPC, one from Budget and Planning, and one person at large would be put together to validate the assessments. FLEX credit could be available to those who participate in the validation process. EPC must develop criteria for the validation teams. It was suggested that the department chair make a short presentation before the EPC to discuss the unit assessments. Alma Johnson-Hawkins suggested commending faculty who do exceptional work on their assessments. Block grant requests can be pulled out and evaluated separately.

5. **Departmental Reorganization:** There are several academic reorganization proposals that are pending, including:
   a. The split of the Natural Sciences Department into Life and Physical Sciences Departments
   b. The proposal to move the Speech discipline being considered by the Academic Senate.
   c. The permanent location of the Computer Science, Engineering, and Photography disciplines.

The Academic Senate developed and approved several policies which look at academic reorganizations. These policies need to be revised. A task force was formed with the following members: Alma Johnson-Hawkins, Gary Prostak, Angela Echeverri, Said Pazirandeh and Louise Barbato. The task force will meet on February 13th to review the existing policies.

6. **Student Learning Outcomes:** Report tabled.

7. **Enrollment Management:** Alma Johnson-Hawkins stated that a work group met and made some recommendations which were briefly discussed at the last Council of Instruction meeting.

8. **Counseling Issues:** Louise Barbato asked for an update on the staffing situation in the Counseling Department. She stated that there were long lines and many student complaints about the lack of services in counseling. She suggested inviting the department chair and or vice president of Student Services to give an update. Alma Johnson-Hawkins stated that she would bring up the issue at the Executive Staff meeting and report back.

9. **Adjourn:** Meeting was adjourned at 4:10 pm.

Minutes submitted respectfully by Angela Echeverri