Members Present: Janice Silver, Maury Pearl, Abdo Malki, Alma Johnson-Hawkins, Pat Flood, Angela Echeverri, Louise Barbato, Michong Park, Mark Pursley, Said Pazirandeh

Resource Members Present: Sandy Thomsen.

Missing: Classified replacement for Robert Crossley.

Absent: Edgardo Zayas, Phoebe Rivera.

Guest: Alfred Romulo.

The meeting was called to order by Co-Chair Janice Silver at 1:35 p.m.

Pre-meeting discussion:
Due to a concurrent meeting commitment, Robert Crossley has withdrawn as the Classified representative for EPC. Janice Silver will contact Dorothy Mundt to appoint a replacement for Robert.

Hiring Task Force: Alma Johnson-Hawkins reported that the report from the Hiring Committee had been submitted to President Moreno. Due to budget restrictions, he had not yet authorized any hiring.

Student Learning Outcomes: Pat Flood distributed and reviewed the Student Learning Outcomes Report. The suggestion was made to distinguish active courses from inactive courses and to archive those courses which have been inactive for some time.

Basic Skills Taskforce: Louise Barbato handed out the list of all changes which had been made to the Basic Skills Matrices. Copies of the matrices for signature were turned in to Janice Silver. The question was raised as to how signed policies/documents will be archived. It was agreed that signed copies will be posted on the EPC webpage, and hard copies would be archived in Academic Affairs until a decision is made by the Shared Governance Chairs for a permanent location of archived documents.

Louise Barbato informed the EPC that the Basic Skills Taskforce will be identifying and prioritizing Basic Skills actions to be implemented. These actions will then be referred back to the EPC for referral to the Budget Committee. The taskforce will also be working on its piece for the Educational Master Plan Update and on staff development activities.

2:00 Approval of Minutes: Minutes from the February 11th EPC meeting were moved to approve and seconded (Said Pazirandeh/ Michong Park).

Minor typos were corrected.

It was agreed that the subject of multiple degrees and additional requirements would be on the agenda of the March 17th meeting.

Unit Assessments Report: Maury Pearl reported that the unit assessment system was closed at the end of January with the exception of two departments that needed
additional time to finish. The report summarizing requests had been sent out. The next step is the validation process. The Budget Committee has agreed to participate in validation. Maury Pearl will prepare a guide of criteria for evaluating unit assessments. A discussion prevailed regarding the linking of budget to planning. Janice Silver clarified that EPC is in the position by charter to make recommendations to the Budget Committee. Also, discussed were possible ways to get all disciplines to participate.

The following actions were agreed upon:

- Alma Johnson-Hawkins will contact the departments (chair and full time faculty) that did not respond to the Unit Assessment Review with a one week extension for completion. At that point the site will be closed.
- Janice Silver and Alma Johnson-Hawkins will send an email to all faculty celebrating the high return of Unit Assessments at the end of this final extension.
- Maury Pearl will prepare a guide of criteria for evaluating unit assessments. The March 3rd meeting will be devoted to this process.

**Accreditation:** Pat Flood showed the EPC Committee the Accreditation Progress report which was to go to the Board of Trustees on the following Wednesday. A team of three people will visit Mission at the beginning of April. Angela Echeverri commented that the weakest area is linking budget to planning. Pat Flood said that it is important to get Student Learning Outcome assessment validation up and running, as well as validation of the Unit Assessments. The need to do unit assessments in non-academic area was discussed. Maury Pearl plans to roll out non-academic unit assessments in April.

**Educational Master Plan Update:** Janice Silver will be attending a CTEA meeting to solicit suggestions for areas of new growth. Janice Silver also presented a draft of a letter which will be sent to all faculty and which invites faculty to identify areas of new growth for the college. The committee approved the draft.

**EMSI:** Maury Pearl informed EPC committee that the EMSI is a web based research tool which gives snapshots and projections of demographic data.

**Program Viability – Departmental Reorganization:**

On behalf of the EPC Departmental Reorganization Taskforce, Said Pazirandeh handed out a draft of a revised request form for departmental modifications. In the revised draft, the requestor would request a move, but would not be asking to move to a specific department. There could be a place for suggestions. A discussion followed regarding the role of the EPC and the Senate in situations of departmental modification which presently need to be addressed. Alma Johnson – Hawkins stated that it had been agreed that the placement of Speech would continue to be processed by the Senate, but that the other three situations (Natural Sciences, Physical Sciences and Computer Science) would be determined by the EPC. Angela Echeverri reported that the Senate's understanding and preference is that departmental modification remain in the Senate until the EPC develops a policy.

It was agreed that this issue would be further discussed by the EPC Departmental Reorganization Taskforce, which was scheduled to meet Wednesday, Feb. 27th. The Senate E-board will also be discussing it at their meeting Tuesday, Feb. 26th.

**Next Meeting** - Monday, March 3, 2008 at 1:30 p.m.
Meeting adjourned 3:40 p.m.
Minutes submitted by Louise Barbato