Educational Planning Committee  
Minutes of the March 17, 2008 meeting  
Campus Center 1:30-3:45

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

Resource Members Present: Sandy Thomsen

Resource Members Absent: Phoebe Rivera

Guests Present: Karen Hoefel, Leslie Milke, Madelline Hernandez

Call to Order: Meeting was called to order by co-chair Jan Silver at 1:40PM.

1) Approval of Minutes: Minutes were approved with no corrections.

2) New Member: Jan Silver introduced Georgia Estrada as a new committee member representing Classified.

3) Basic Skills: Louise Barbato handed out a list of action items including positions from the Basic Skills Matrices to be considered for immediate funding. The request for immediate funding was for the position of Non-credit Director and Basic Skills Coordinator. Ed Zayas pointed out the there is also a need to fund reading materials for MTA classes. A discussion ensued with focus on availability of funds and the process of budgeting. Leslie Milke explained Budget and Planning Committee is responsible for emergency funding; Jan Silver stated that there is no process through EPC for such emergency funding; Barbato stated that the funds are there but need to be disbursed; Hoefel explained that a requisition for funds needs to be completed.

Barbato stated that there will a Basic Skills Task Force to review Unit Assessments for relatedness to Basic Skills Initiative. Angela Echeverri inquired about the names on the Task Force.

Conclusion: the action items including two positions will be placed on the agenda for next meeting.
4) **Hiring Prioritization:** Johnson-Hawkins informed the committee that the president has approved five full-time faculty positions in: Life sciences, psychology, P.E./athletics, history and mathematics.

5) **Accreditation:** Pat Flood stated that the accreditation report has been sent to the ACCJC. Johnson-Hawkins praised the quality of the report.

6) **Educational Master Plan:** Karen Hoefel presented a detailed report on the status of bond initiatives and acquisition of new buildings:

- An Arts building will be financed by bond initiative AA and partial funding from the state.
- The FCS building will be completed by next summer, and the fitness building is under construction.
- Proposition J (J for jobs) is a new proposition that is supported by the District and the chancellor with the aim of building facilities that will help create jobs, enhance the economy, serve as a career ladder, support new careers in nursing, tourism and emerging technologies, align the Master Plan with the goals of the College, District and state.
  
  Funding for the new projects will be shared by the bond measure and the state. The bond is slated for the November ballot. The District will campaign to place the bond on the November ballot, but needs to know of local support within 30 days.

- Upon questioning whether the proposed projects are amenable to change, Hoefel explained that they are not set in stone and that there is some flexibility inherent in the projects, and urged the committee to seize the moment. Jan Silver recommended that faculty be invited to provide suggestions and ideas for projects, and Maury Pearl recommended a review of the data concerning the demographics and economy of the community.
- Jan Silver recommended the establishment of a task force to study the intricacies of the issues involved.
- Hoefel indicated that the Master Plan be updated to reflect the new projects.
7) **AA degree update:** Madelline Hernandez presented an update on the requirements for a second AA degree. A discussion focused on the number of students who seek 2 or more degrees. Two degrees are common, but it is rare that three or more are sought by students. Madelline Hernandez explained that currently there is no AA degree with a double major, only two separate degrees are available. The new requirement for a second AA will be 18 units for Plan A, and 36 units for Plan B. The committee also agreed that the wording be changed to indicate that the units must be approved by Counseling.
Ed Zayas expressed the need for more information; and a discussion concentrated on the role of the Curriculum Committee. It was agreed, with two abstentions (Pat Flood and Angela Echeverri), that the issue will go the Curriculum Committee, with the new wording, and then forwarded to the Senate.

8) **Departmental Reorganization:** Angela Echeverri stated that three requests for reorganization have been submitted, with more expected to come. Jan expressed the need to have a timeline for submission. Johnson-Hawkins confirmed that there is no formal deadline for faculty to submit reorganization requests.
Johnson-Hawkins acknowledged the need for immediate EPC action because the deadline for Academic Senate to make a decision on the request was near. She suggested that if the Senate was insistent on making a decision at its upcoming meeting that the process be returned to the Senate because there is insufficient time for EPC to make an informed decision.
A spirited discussion ensued with Louise Barbato stating that she was not consulted nor was she aware of the reorganization request involving her department until one-half hour before it was presented to the senate. She strongly objected to the process by which the request was made and questioned the need for a speedy decision.
Jan Silver explained that the approaching deadline is due to the fact that a decision on the requests must be made prior to the elections of department chairs, which is scheduled at the end of April.
Members agreed to form a task force to study and report and the issues. Task force members are: Johnson-Hawkins, Echeverri, Pazirandeh, Silver. Barbato excused herself from membership in the task force. First meeting of the task force will be on Monday 14 April, 2008.
9) **Unit Assessment:** Maury Pearl stated that Unit Assessment validation will not require much work as everything is organized and all data is available. Echeverri suggested that an e-mail be sent to all faculty requesting participation in the validation process. Johnson-Hawkins said she will send such a request. It was agreed that Jan Silver and Leslie Milke will meet to form validation teams. Each team will have a member of the EPC, one from Budget and Planning and perhaps a third “at large” member.

10) **Next Meetings:** Meeting adjourned at 3:45PM. Next meeting 4/7/2008

By Abdo Malki