Members Present: Angela Echeverri, Georgia Estrada, Pat Flood, Abdo Malki, Michong Park, Said Pazirandeh, Maury Pearl, Mark Pursley, Mike Reynolds, Janice Silver, Ed Zayas

Resource Members Present: Sandy Thompson

Call to Order: Co-Chair Janice Silver, 1:37 P.M

Order of Business

1. Approval of Minutes: A motion to approve June 3, 2008 minutes by Pat Flood was seconded by Said Pazirandeh. One minor correction was noted and minutes were unanimously approved by members present.

2. Review of handouts:
   - EPC Fall 2008 Membership Roster – Welcome to returning members and newest EPC member, Mike Reynolds
   - Minute Taking Rotation 08-09 - Janice Silver pointed out the need for a tape recorder present at each meeting to assist with minute taking

3. Unit Assessment Validation Review:
   - Shared Governance Committee Self-Evaluation: Janice Silver asked members to review and assess the need for changes or refreshing of item #3 in progress/incomplete tasks and #4 the prioritization of goals. Janice Silver will address these as agenda items. Sandy Thompson questioned the status of the Basic Skills Committee and Vice President Alma Johnson-Hawkins clarified the development of the Basic Skills Matrices that describe the different regulations and guidelines.

   - Clarification of review process: Janice Silver discussed the need to understand how budget requests are prioritized in funds other than the clearly articulated Block Grants. Alma Johnson-Hawkins explained that completed unit assessments requesting funding are sent to her and are approved based on the recommendation of EPC. How to proceed with the recommendation for funding and prioritization of these requests along with how they fit with the goals of the college was discussed. EPC should look at the long and short term goals, deal with funding and program development and find a way to coordinate budget and planning. The discussion included the establishment of unit assessment cycle for updates, teams, and the development of a rubric governing approval.
Review of validation reports: A handout from Alma Johnson-Hawkins, “Unit Assessment Validation Action Summary”, was distributed. This listed by department, the status of unit assessments as return, review, or ok. A discussion on the best course of action regarding the review of these unit assessments included:
  o Timeframes for review
  o Categorizing, ranking and scoring requests for funds by committee
  o The influence of other factors on the budget

The readiness of the Unit Plan reviews was discussed and ideas of inviting all department chairs, especially those not done with unit plan involved giving deadlines, deciding how much time to give each department, and asking questions to gather additional information. Department accountability was also discussed. It is decided that Alma Johnson-Hawkins will send an email with a notice that gives them the opportunity to complete unit plan. In addition, questions will be given and the date of the scheduled review. The schedule of review for two departments per month begins October 2008 through May 2009. The purpose of the EPC committee was discussed and Janice Silver reminded members of the need for a collaborative review discussion with department chairs. The goal is for a move towards a smoother development of future unit assessments.

Further discussion of Unit Assessment included the idea of each department’s need to not lose sight of the strategic plan, a positive outlook and need to focus on vision and growth & Proposition J, along with future growth and needs. The committee will assist departments to identify areas of need and help for vision and trends that integrate with what we have. This is done through developing questions from generic to specific to identify goals. Questions for departments for planning of programs will involve:
  o Enrollment trends
  o Development of new programs
  o Resources needed to develop these new programs
  o Two part questions include now and future growth

More specific questions will include FTEF, facilities, technology, along with staffing process, and challenges departments face. Janice Silver will send action items via e-mail to each member of EPC committee regarding codes from Maury Pearl. Departments will be looked at individually to develop specific questions for each. Alma Johnson-Hawkins will work with Jan Silver to draft an email as well as possible questions to ask the chairs.

#4 Agenda Priorities: First Monday – Department Chairs will be invited for assessment review in front of the committee at 1:45 and 2:15 p.m.

  Third Monday - Business meeting agenda priorities:
  • Annual review of Educational Master Plan
  • Non directive look at information, market, our student trends etc.
  • Look at our unit assessment cycle. Dates, updates of unit plans
  • What action items will be sent to College Council
There was discussion of the process for committee makeup and allocation of CTE Innovation Funds. This was followed by a discussion of the process to access Basic Skills funds for urgent issues such as tutors, as well as the prioritized positions from the Basic Skills Matrices. Alfred Romulo will be invited to the next meeting to discuss the reconstituted Basic Skills task force. An explanation of the process of EPC support of requests should be developed as well as our roles and responsibility. A suggestion of a task force to decide the validity of proposals for college and students was discussed.

Agenda item for next meeting: presentation of CTE.

Final thoughts: 2008-09 EPC meetings will remain scheduled at 1:30 P.M. to 3:00 P.M.

Next meeting is scheduled for September 15, 2008.

The meeting was adjourned at 3:30 P.M. (Mi Chong Park)

Minutes submitted by Georgia Estrada