Educational Planning Committee
Minutes
March 2, 2009
Campus Center 4
1:30p.m.-3:30p.m.

Members Present: Georgia Estrada, Alma Johnson-Hawkins, Abdo Malki, Michong Park, Said Pazirandeh, Mark Pursley, Jan Silver, Nadia Swerdlow, Edgardo Zayas

Resource Members Present:

Members Absent: Angela Echeverri, Pat Flood, Maury Pearl, Mike Reynolds

Resource Members Absent: Alfred Romulo, Sandy Thomsen

Guests Present: Leslie Milke, D'Art Phares, Yolanda Ramil

Call to Order: By Co-Chair Jan Silver at 1:40p.m.

1) Approval of Minutes February 23rd, 2009
   a) MSC (Said Pazirandeh/Michong Park) to approve as amended

2) Departmental Program Review Reports by Department Chairs
   a) Art, Health and PE (see below) – Leslie Milke
   b) Chicano and Foreign Languages (written report to follow) - Yolanda Ramil

3) Reflections for Response Letters
   a) Commendations
   b) Recommendations

4) Call for additions to March 16th Business Meeting Agenda
   a) None.

Meeting Adjourned at 3:14 p.m.

Minutes taken by D'Art Phares
1. Since completing the program reviews for the disciplines in the department we have hired a new faculty member in the PE/Athletics area and had a retirement in Cinema. All disciplines have shown significant increases in enrollment, particularly in Multimedia, Health and PE. The average class sizes have also increased as efficiency in scheduling is improving. We are beginning to toggle course offerings in Multimedia which seems to be improving efficiency.

Average class sizes Spring ’09 - Health 45, PE 34, Cinema 37, Music 31, MM 30, Art 34

2. The strengths of the department most certainly lie in the fact that we have excellent faculty who are all committed to providing rigorous and quality instruction to our students. The faculty in the department are also hard working and are serving the college in many capacities in committee work, workshops, etc. One major strength is also the collegial collaboration within the department. We meet regularly and genuinely enjoy working with each other to better serve our students. The adjunct faculty are also tremendously gifted instructors and colleagues.

The challenges in the department are, I would imagine, are the challenges we see throughout all of our departments. We are in need of more full time faculty to help alleviate the workload. There never seems to be enough time to get the tasks completed to run a healthy, robust department. Cinema has no full time faculty member which makes it difficult to follow up on SLO assessments, curriculum updates, scheduling, etc. The Vice Chairs in the department do a wonderful job of attempting to stay on top of things but there are times when deadlines slip by and we are caught in a continuous game of “catch up”.

3. I believe the unit planning supports the mission of the college by providing excellent instruction in courses that meet GE requirements as well as transferrable classes. The PE discipline provides certification in aerobic and strength training that enables many students to gain in employment in the fitness industry. The Multimedia discipline has diverse blocks of concentration and many of our students are transferring to 4 year colleges and/or gaining employment in the “industry” after completing the course work. We also have many students interning in the film/animation area.

4. Currently we are concentrating on revamping some of our blocks in Multimedia. The addition of Photography into the department has prompted us to creating a new block of study incorporating digital photography. These classes are currently full and we foresee the need to expand the area of Photography. We are also offering our first class in Theater beginning in the Fall ’09 in the hope of building up a theater program. We have one course approved by curriculum and we will be bringing more courses out of the archives. The Media Arts building will be coming on line by 2011 so we hope to have Theater be a viable discipline. The Health, Fitness and Athletic Complex will be opening in the Fall of ’09 and we have been bringing back many courses that were archived in order to expand our course offerings. We have brought back 6 courses in the past year with many more to come. The potential for growth in the Health/PE area is great and we are working frantically to have as much in place as possible.

5. In terms of resources, I stated above the need for additional personnel. We have submitted a request for Cinema instructor in the hopes that this new hire will be able to coordinate the growth of
Cinema and Theater. The Op plan that was submitted to AA last week has requested several positions be approved in order to run the HFAC. This facility will require several new positions.

6. The Health discipline is in the 2\textsuperscript{nd} cycle of assessing the course SLO’s. All of the Art and Multimedia classes have SLO’s identified with Art having assessed several courses with the rest to be assessed this Spring. PE and Multimedia courses are also scheduled for their first cycle of assessment this Spring.

Music and Cinema are lagging behind in the identifying and assessing of SLO’s. We have identified SLO’s for the courses and are pushing to have them assessed after the Spring ’09 semester.

7. The course outlines of record in Cinema and Music are also in need of attention. Again, these two disciplines are challenging as the workload is being parceled out to those not verse in the discipline specifics. This is an area that will require attention this year. Art and Multimedia are all up to date and Health 11 and photography need to be updated this year.