Educational Planning Committee
Minutes
March 16, 2009
Campus Center 4
1:30p.m.-3:30p.m.

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

Resource Members Present:

Members Absent: Mike Reynolds

Resource Members Absent: Alfred Romulo, Sandy Thomsen

Guests Present: Paul McKenna, D’Art Phares, Gary Prostak, David Jordan

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

1) Approval of Minutes of March 2, 2009
   a) MSC (Said Pazirandeh/Michong Park) to approve as amended

2) Task Force Reports: (50 min.)
   a) Faculty Hiring Prioritization (5 min.)
      i) The list has been prioritized and presented to the Senate; it awaits Senate approval. No
decision has been made on how many positions will be funded.
   b) Program Review (10 min.)
      i) Commendations/Recommendations for Art/Health/PE and Chicano Studies/Foreign
Languages reviewed, amended, and approved.
      ii) ACTION ITEM: EPC will invite Chicano Studies faculty and the chair to the June meeting
for further clarification on the Chicano Studies program.
   c) Student Learning Outcomes (5 min.)
      i) Pat Flood distributed two charts illustrating the Student Learning Outcome and Assessment
progress over the past two years for the academic units. Over the last year (May of 2008
to January 2009), defined SLOs have increased from 61% to 74%; however, this includes
all courses. If only active courses were counted, the number would be closer to 95%;
courses with defined SLO assessments have increased from 59% to 69%; evaluation of
assessments has increased from 20% to 40% and changes planned and implemented as a
result of the assessments have increased from 14% to 33%. Though 40% of the academic
units have reported assessments, not all have made changes as a result of the evaluation
of their assessments; in some cases the evaluations resulted in affirmation that the SLOs
are being met.
      ii) ACTION ITEM: Alma Johnson-Hawkins volunteered to assist Pat Flood in creating an
Assessment Validation process.
   d) Essential Skills Committee – Vote on Charter (10 min.)
      i) EPC believes a charter is not necessary at this time.
      ii) A hiring committee for the Essential Skills Coordinator will be forming soon.
      iii) Gary Prostak reports that there is a lack of broad participation and requests help in
emphasizing its importance to people outside Math/English/ESL. Several ideas were
floated; a presentation to Council of Instruction will be arranged.
   e) Accreditation (5 min.)
i) The document has been finalized and has been submitted to the Commission; we are awaiting their reply.

f) Educational Master Plan Update – (review in progress – report in June)
   i) In progress.

g) Program Viability – Departmental Reorganization (10 min.)
   i) The Task Force has subdivided its responsibilities into two. The first is the continuation of last year’s request to bring together the Senate E-board and representatives of EPC to review and revise the interim policy for faculty requests to modify an existing department. The second is to review and discuss departmental reorganization as proposed by the Academic Vice President. This is in discussion phase only. Alma Johnson-Hawkins will clarify all this in an email to all faculty soon.

h) Budget and Planning (5 min.)
   i) No report.
   i) Distance Education (see # 3)
   i) See below.

3) Distance Education proposal for faculty load policy (15 min.)
   a) To avoid various problems associated with full-time faculty teaching exclusively online classes, the administration has requested, Distance Ed. Committee has researched and now proposes requiring faculty to teach at least 40% of their load in the classroom, mirroring the requirements already established by Trade-Tech. With minor changes to the language, EPC endorses this proposal to Academic Affairs.

4) Essential Skills Committee – prioritized list of funding requests
   a) Gary Prostak provided the proposals as ranked by the Committee.
   b) MSC (Angela Echeverri/Pat Flood) to approve the Committee’s rankings

5) Strategic Enrollment Management Report (10 min.)
   a) Tabled as the committee did not meet. Meeting is rescheduled for Monday, March 23rd.

Meeting Adjourned at 3:40 p.m.

Next month’s meetings: April 13th and 27th

Minutes taken by D’Art Phares