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

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

Resource Members Present:  Alfred Romulo, Sandy Thomsen

Members Absent:  Georgia Estrada, Michong Park

Resource Members Absent:

Guests Present:  D’Art Phares, Gary Prostak

Call to Order:  By Co-Chair Jan Silver at 1:34 p.m.

1) Approval of Minutes June 22nd (5 min.)
   a) MSU (Pat Flood/Alfred Romulo) to approve as amended

2) Program Review – Maury Pearl’s agenda
   a) Maury Pearl presented our Program Review website (which integrates both Program Review and Unit Effectiveness information) and compared it to the site used by West LA College.
   b) EPC recommend adding off-campus and perhaps high-school analysis lines to the detailed breakdown of Successful Course Completion Breakdown on the Student Success/Successful Course Completion page.
   c) EPC also concluded that there should be a way to add supplementary documents; that some parts of the reports should be designated as “required,” so that they must be addressed by the chairs; and that there should be a report that pulls data together (on curriculum, student success, & etc) into one place for easier access.
   d) Action Item:  Maury Pearl will explore some options and present them to EPC
   e) There was discussion about whether we should leave the questions to the chairs broad and general as they are now or should seek to have the appropriate committees help design more detailed and specific questions.  General consensus seemed to be that more detailed questions (along with general questions that allow them to address their specific issues) would be helpful.
   f) Action Item:  EPC members will provide proposals for changes to the model to more directly address the library and the LRC, and proposals for more specific questions for the chairs, clarifying what information we expect to be included.  To facilitate this, Maury will send out a copy of our website as a word doc for amendment.
   g) There was general agreement that we should review the written reports long enough before the presentations and provide the chairs with
feedback on areas in which more information would be helpful; they would then be able to address those issues in the presentation.

h) There was a discussion about password protection for these reports. Maury Pearl suggested that the passwords be retained for in-progress reviews, but that completed reviews be opened up to access by all staff and faculty; this was generally agreed to.

i) Nadia Swerdlow requested adding information on course update completion, SLOs, and other info to allow a more complete and detailed evaluation of the reports. There was also discussion about how this data might be used to sharpen the focus of and aid in the evaluation of the reviews.

3) Election of EPC Chair
   a) Mark Pursley/Pat Flood nominated Jan Silver as co-chair. She was elected unanimously.

4) Meeting scheduled September 10
   a) Action Item: We will also meet July 27 at the usual place and time

Adjourned 3:44 pm

Minutes taken by D'Art Phares