Educational Planning Committee
Minutes
August 31, 2009
Campus Center 4
1:30 p.m. - 3:30 p.m.

Members Present: Angela Echeverri, Maria Fenyes, Pat Flood, Alma Johnson-Hawkins, Jose Maldonado, Said Pazirandeh, Maury Pearl, Mark Pursley, Jan Silver, Nadia Swerdlow

Resource Members Present: Sandy Thomsen

Members Absent: Georgia Estrada

Resource Members Absent: Alfred Romulo

Guests Present: D’Art Phares, Gary Prostak

Call to Order: By Co-Chair Jan Silver at 1:36 p.m.

1. Approval of Minutes (5 min.)
   a. From July 1st
      i. MSU (Said Pazirandeh/Pat Flood) (Maria Fenyes abstaining) to approve as amended
   b. From July 22nd
      i. MSU (Pat Flood/Mark Pursley) to approve as read

2. Membership and Charter Review
   a. Jan Silver provided copies of EPC's current roster
   b. MSU (Said Pazirandeh/Maria Fenyes) to propose an amendment of our charter (in consideration of the fact that EPC meets twice a month) to establish an absence policy saying that voting members of EPC may be absent no more than 3 meetings per semester.
   c. ACTION ITEM: Jan Silver will carry this proposal to the Shared Governance Taskforce

3. Reports: (75 min.)
   a. Faculty Hiring Prioritization (5 min.)
      i. No report
   b. Program Review (25 min.)
      i. Progress report of revision of LAMC tool: We have been unable to revise the website thus far; we'll know within a week how soon the revised website can be ready.
      ii. Review of 09-10 cycle: As the website may not be done in time to meet our planned schedule for the coming year, we will consider changing the scheduled reviews after we know when the system will be up and running.
      iii. Next step: We will meet September 14th (rather than the 7th which is Labor Day) to work on program review. The meeting will have three agenda items:
         • Revision of the tool
Development of a template for the annual updates
Approval of a draft of the memo to departments alerting them of their 09-10 comprehensive review cycle.

iv. **ACTION ITEM:** Alma Johnson-Hawkins & Jan Silver will draft a letter alerting the five departments who will be completing their reviews this year and defining what will be expected of them.

c. **Student Learning Outcomes (5 min.)**
   i. The SLO Program Assessment session on Flex Day was very successful. Deborah Paulsen and Pat Flood are working with the chairs to develop a plan for getting all SLOs assessed by 2012.

d. **Essential Skills Committee (10 min.)**
   i. The Basic Skills Coordinator has been hired and is in the process of being cleared by the district.

e. **Accreditation Planning Agenda (10 min.)**
   i. There was a follow-up visit, and the college received a favorable report. Attention is now focusing heavily on linkages between program reviews/SLOs and improvement, program reviews and budget, and planning documents and the Strategic Master Plan.
   ii. Angela will distribute via email the 25 item planning agenda to members of the EPC for review

f. **Educational Master Plan Update**
   i. **ACTION ITEM:** We will invite Karen Hoefel to our meeting on the 21st to discuss the creation of a Master Plan for the proposed Tujunga center.

g. **Program Viability (5 min.)**
   i. No report

h. **Budget and Planning (5 min.)**
   i. No report

i. **Distance Education (5 min.)**
   i. No report

j. **Curriculum**
   i. **ACTION ITEM:** we will change "Task Force Reports" to "Reports" in this and future agendas, and add "Curriculum" to the reports.
   ii. There are many outdated degrees, programs, and courses. The campus now has support from the district, and is planning to stop offering courses that are not updated. Said Pazirandeh requested support from EPC in enforcing the new rules.

4. **Strategic Enrollment Management Report (5 min.)**
   a. Alma is planning to schedule SEM meetings for the Mondays alternating with EPC.

5. **EPC Role in Program Review for Student Services and Admin. Services (10 min.)**
   a. Tabled. Jan Silver will put this item on the next agenda of the Shared Governance Task Force
6. Report from College Council Retreat (15)
   a. Discussions revolved around accreditation and the Strategic Master Plan.

   EPC meetings are scheduled for the 14th and 21st of this month.

   Adjourned 3:46 pm

   Minutes taken by D'Art Phares