Educational Planning Committee
Minutes
September 14, 2009
Campus Center 4
1:30p.m. - 3:30p.m.

Members Present: Maria Fenyes, Paul Grubb, Alma Johnson-Hawkins, Jose Maldonado, Maury Pearl, Mark Pursley, Jan Silver

Resource Members Present: Alfred Romulo

Members Absent: Angela Echeverri, Georgia Estrada, Pat Flood, Said Pazirandeh, Nadia Swerdlow

Resource Members Absent: Sandy Thomsen

Guests Present: D’Art Phares, Gary Prostak

Call to Order: By Co-Chair Jan Silver at 1:40 p.m. (quorum reached at 1:49 p.m.)

1. Approval of Minutes (5 min.)
   a. From August 31st
      i. MSU (Jose Maldonado / Maria Fenyes) to approve as amended

2. Program Review Work Groups:
   i. Maria Fenyes raised the question of when the annual updates would be completed; discussion of the parameters for the updates and the parameters for the full reviews ensued. We will continue with the plan of requiring full program reviews every three years and briefer updates that reflect progress in the review’s plan each of the other two years of the cycle.
   ii. Paul Grubb suggested adding a form that would solicit information from students on what services they would like from the school (Writing Lab, DSPS, etc) and feedback on those services already in place. It was agreed that this was a desirable goal.
   iii. ACTION ITEM: Paul Grubb will, working with ASO, develop proposals for the survey form(s) to be used, and bring them to EPC at a future meeting for discussion.

   b. Revision of current tool based on previous recommendations
      i. It was agreed that soliciting student assessment of departments and their programs was desirable. Some suggested adding a section requiring the gathering and assessing of student feedback on a discipline level to the Program Review.
      ii. There was general agreement that the “Prompt for Data Review and Analysis Sections” proposed by Maury Pearl (section I of the update he provided) were appropriate. Suggestions for specific changes were made and noted.
iii. Paul Grubb suggested, and it was generally agreed to be desirable, to include demographic data in the Data Review and Analysis Section.

iv. District-wide statistics, specific grades, student-retention data, and career/technical program-completion data will be added.

v. A summary of SLO assessment info and an explanation of its use in program improvement, and a curriculum update will be added.

vi. We will add a prompt asking if the department is tracking alumni in any way, and if it is being done, what information has been gained.

vii. There is no model for cost-per-student or cost-per-FTES, and it would be very complex to mine this data for anything other than purely instructional costs.

viii. Maury Pearl will update us on these changes next week.

c. Development of template for annual update
   i. Mark Pursley suggested integrating Validation Teams with the annual updates, perhaps providing guidance to the Teams on the use of the updates.
   ii. EPC’s recommendations will be incorporated into the Update, and space provided for responses.
   iii. A section asking for a progress report on the Review’s objectives and if statistical updates necessitate any changes in those objectives will be included.
   iv. A section prompting for revisions of objectives will be a part of the template.

d. Approval of letter to departments doing comprehensive reviews 09-10

3. Additions to Sept. 21st Agenda
   a. Membership for EPC
   b. **ACTION ITEM:** Maury Pearl will demo a web-based discussion tool (Sharepoint software).

**Next meeting: September 21st**

**Adjourned 3:46 pm**

Minutes taken by D'Art Phares