Educational Planning Committee  
Minutes  
September 21, 2009  
Campus Center 4  
1:30p.m. - 3:30p.m.

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

**Resource Members Present:** Alfred Romulo, Sandy Thomsen  

**Members Absent:** Georgia Estrada, Maria Fenyes, Jose Maldonado  

**Resource Members Absent:**  

**Guests Present:** Carol Akl, Rosa Ekimyan, D’Art Phares, Gary Prostak  

**Call to Order:** By Co-Chair Jan Silver at 1:50 p.m.

1. **Approval of Minutes Sept. 14th** (5 min.)  
   a. MSU (Angela Echeverri/Said Pazirandeh) (Said Pazirandeh abstaining) to approve as read  

2. **Membership Update – terms and proposal for expansion** (10 min.)  
   a. The Senate proposes establishing the Basic Skills Coordinator as a resource member and establishing Math, English, and Essential Skills representatives on EPC, and in order to allow this, increasing Senate appointments to 9 (with two at-large) and changing AFT representation from two at-large representatives to one at-large and one Department Chair representative, starting in July 2010.  
   b. **ACTION ITEM:** We notice this recommendation and will discuss it at our next scheduled meeting on 10/5 and vote on it at the following meeting on 10/19.  

3. **Reports:** (75 min.)  
   a. Faculty Hiring Prioritization ( )  
      i. Alma Johnson-Hawkins requests clarification of the process regarding exactly what administrative “input” means. Angela Echeverri reports that currently it means that, once the Senate has approved the prioritized hiring list, the President has final say on which positions are to be filled.  
   b. Program Review (including Library/Learning Center report) (25 min.)  
      i. The letter notifying Math, English, Professional Studies, Business and Law, and Co-operative Ed that they are to be the completing comprehensive reports during the coming academic year was drafted and circulated for discussion.  
      ii. Sandy Thomsen reports that the library and Learning Center are creating a new Program Review template for their use. Discussion ensued on how that template should be formed.  
   c. Student Learning Outcomes (5 min.)
i. Pat Flood and Deborah Paulson will be attending a series of assessment conferences, including a district-wide conference on 10/16. Pat Flood is coordinating Mission’s attendance at that conference.

d. Essential Skills Committee (10 min.)
i. Gary Prostak reports that the Committee met for the first time with the new coordinator last week, and is implementing an assessment component to accompany requests for funds. It is also preparing a website for Mission’s Essential Skills program.

ii. Rosa Ekimyan reports that she is developing the First Year Experience program for Mission.

iii. **ACTION ITEM**: Alma Johnson-Hawkins and Gary Prostak will draft an email announcing Rosa Ekimyan’s arrival to the college.

e. Accreditation (5 min.)
i. Angela Echeverri reports that Planning Agendas and Self Reviews are the keys to the next round. Angela Echeverri will be taking Pat Flood’s place on the district planning committee. Several district committees need Mission representatives, and Angela Echeverri requests anyone interested contact her.

f. Educational Master Plan Update (5 min.)
i. The Plan for the Tujunga site is postponed pending a meeting with community representatives on 10/15 at 5:00 pm. Jan Silver and Pat Flood will be attending.

ii. Maury Pearl proposes developing a common template for the many master plans being developed by different groups and committees around the college in order to standardize and assist in assessing and linking the various plans. It was generally agreed that this was a good idea.

iii. **ACTION ITEM**: Maury Pearl will present an outline and we will discuss this at our next meeting.

g. Program Viability ( )
i. No report

h. Budget and Planning ( )
i. No report

i. Distance Education (5 min.)
i. Jan Silver reports that Shared Governance Task Force has requested a review of the course management systems, with the goal of recommending which system(s) will be supported at Mission.

ii. **ACTION ITEM**: Alma Johnson-Hawkins will represent EPC on this committee.

j. Curriculum – including Annual Curriculum Review (15 min.)
i. Said Pazirandeh reports that the committee has created a new procedure to coordinate the curriculum process with the district’s new system. Training will begin for the committee members next month.
ii. Nadia Swerdlow reports the Annual Curriculum Review form is nearly complete and will be circulated soon.

k. Strategic Enrollment Management (5 min.)
   i. Alma Johnson-Hawkins reports that her review of the Strategic Enrollment Management process, requested by the President last year, may be handed over to Student Services.

4. Web based discussion tool – Maury Pearl (10 min.)
   a. Maury Pearl demonstrated Microsoft’s Sharepoint conferencing/discussion software.

5. EPC Role in Program Review for Student Services and Admin. Services (5 min.)
   a. The Shared Governance Task Force will take responsibility for validation of these reviews; EPC will not be involved.

**Adjourned 3:45 pm**

Minutes taken by D'Art Phares