Educational Planning Committee
Minutes
October 5, 2009
Campus Center 4
1:30p.m. - 3:30p.m.

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

Resource Members Present:

Members Absent: Georgia Estrada, Paul Grubb, Said Pazirandeh

Resource Members Absent: Alfred Romulo, Sandy Thomsen

Guests Present: Carol Akl, Rosa Ekimyan, D’Art Phares, Gary Prostak, Stephanie Atkinson-Alston

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

1. Approval of Minutes Sept. 21st (5 min.)
   a. MSU (Jose Maldonado/Pat Flood; Maria Fenyes abstaining) to approve as amended

2. EPC Membership Proposal (see below)
   a. The proposal would add the Basic Skills Coordinator to EPC, increase the Senate appointments to EPC to three, and prescribe some of the AFT and Senate appointments to ensure that all constituencies are represented. It was discussed and will be voted on at our next meeting.

3. Development of template for planning documents – Educational Master Plan
   a. Because many “plans” are being rewritten or revised over the next year, it might be useful to establish a framework connecting the various plans to the Educational Master Plan (David Jordan will be making a proposal to the Shared Government Task Force along those lines), to consider the connections between the Educational Master Plan and the Strategic Master Plan, and to establish a template for the various plans to ensure congruence. Alma Johnson-Hawkins suggested we use the Accreditation standards to guide our rewriting the Educational Master Plan.

   b. A subgroup formed to consider the current Educational Master Plan and make recommendations regarding how to allocate our efforts for the coming rewrite. Maury Pearl will head the subgroup, consisting of Alma Johnson-Hawkins, Jan Silver, Mike Reynolds, Gary Prostak, Pat Flood, and Angela Echeverri. It will meet for the first time at 1:30 pm on October 26.

4. Review of program review tools (if available)
   a. It appears that our web-based update will not be completed in time for the first set of reviews.
b. **ACTION ITEM**: The Committee recommends that, unless the situation is resolved within the next few days, Maury Pearl create packets containing the updated Program Review data and provide them to the appropriate chairs along with a Word-doc template into which they will enter their responses.

c. **ACTION ITEM**: Alma Johnson-Hawkins and Stephanie will work with Alfred Romulo and Sandy Thomsen to develop similar forms for the Library and LRC.

5. Additions to October 19th Agenda
   a. Update on the Additional Degree Policy by Madelline Hernandez

**Adjourned 2:45 pm**

Minutes taken by D’Art Phares
Educational Planning Committee
Proposed Membership Changes September 2009

Rationale for changes: The current committee composition lacks voting representatives from English, Math, and Essential Skills. Since all students entering beginning in the Fall of 2009 are subject to higher English and Math graduation requirements, this lack of representation hinders our ability to plan for and implement this important transition. Additionally, the update of the Instructional Program Review process, Educational Master Plan (EMP) and the development of an EMP for the Sunland Tujunga Center will require broader faculty participation. The current charter calls for six Senate and two AFT representatives, to ensure representation of several specific areas: instructional, vocational, department chair, non-instructional, distance education, and at-large. However, it does not specify how these appointments are to be made by the AFT and Senate to ensure representation from each area.

Proposal: We are proposing three new Senate representatives to address these issues. The number of AFT representatives would stay the same, but instead of having two at large representatives, one will become a department chair position after the expiration of the current term of one of the representatives in July of 2010. We are also proposing adding the Basic Skills Coordinator as a resource member to EPC.

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<th>Senate Representatives (9)</th>
<th>AFT Representatives (2)</th>
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<tr>
<td>Math*</td>
<td>At large</td>
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<td>English*</td>
<td>Department Chair (Effective July, 2010)</td>
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Resources:
- Library Representative
- Curriculum Chair
- Basic Skills Coordinator*
- Learning Center Representative
- Student Learning Outcomes Coordinator

*These are new representatives