Educational Planning Committee
Minutes
October 19, 2009
Campus Center 4
1:30p.m. - 3:30p.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:

Members Absent: Georgia Estrada, Paul Grubb

Resource Members Absent: Alfred Romulo, Sandy Thomsen


Call to Order: By Co-Chair Jan Silver at 2:02 p.m.

1. Approval of Minutes October 5th (5 min.)
   a. MSU (Maria Fenyes/Pat Flood) to approve as amended

2. Reports: (45 min.)
   a. Faculty Hiring Prioritization ( )
      i. No report
   b. Program Review (progress on forms including Library/Learning Center report) (10 min.)
      i. Maury Pearl reported he has received proposed prompts for the Library form from Sandy Thomsen. He believes that the current non-academic form will be broad and flexible enough to support both Library and LRC reviews without substantial revision.
      ii. ACTION ITEM: Maury will go over the current form with Sandy and Alfred Romulo to ask for their feedback. Angela Echeverri and Stephanie Atkinson-Alston also are invited to attend.
      iii. Maury expects the Word doc format for this semester’s reviews will be ready next week; the update form is not yet ready.
      iv. The District-wide program review collaboration has created what they hope will become a form used throughout the district. Maury provided copies.
      v. Jan Silver reported that the Shared Governance Task Force, tasked with the validation of program reviews, is working out the details of their validation process.
   c. Student Learning Outcomes (5 min.)
      i. Pat Flood and Deborah Paulsen attended a retreat on Student Learning and Assessment in Long Beach September 24 and 25 and Pat attended the Research and Planning Group Strengthening Student Success and Learning from Assessment conference October 7-9 in San Francisco along with several
others from our campus. On Friday, October 16, Pat and Deborah and 10 others from Mission College attended a District Program Assessment Workshop at Pierce College. Pat and Deborah are meeting this month with all the department chairs to discuss their SLO and assessment progress and their timelines for meeting the 2012 goal.

d. Essential Skills Committee (5 min.)
   i. No new report

e. Accreditation (5 min.)
   i. Angela Echeverri reported that non-academic and cooperative education program reviews (including validation and linking them to budget) and surveys in Student Services are the current areas of concern.
   ii. **ACTION ITEM:** Alma Johnson-Hawkins will meet with Angela and Pat Flood to establish a process to ensure completion of these items.

f. Educational Master Plan Update (5 min.)
   i. A meeting is scheduled next week for those working on this.

g. Program Viability ( )
   i. Nadia Swerdlow alerted EPC to a coming request to authorize a viability study for Engineering. A discussion of the viability-study process followed.

h. Budget and Planning ( )
   i. No report

i. Distance Education (5 min.) Absence Policy
   i. David Jordan updated the Distance Ed program review and provided a draft of the proposed absence policy.
   ii. Maria Fenyes raised the issue of the assignment of online classes to faculty, and noted that the Guild will be seeking to clarify this process in conjunction with the Distance Education Committee.
   iii. David noted that several programs or disciplines are nearing having 50% of their courses online, and as a result a substantive change report will soon be needed. David and Paul McKenna will report on this at our December meeting.
   iv. David also reported that a task force has formed to recommend how to proceed regarding our course-management platform(s), and that the report should be ready by the end of the semester.

j. Curriculum (5 min.)
   i. Madelline Hernandez provided a revision of the Additional Associate Degree Requirements designed to close loopholes, provide limits on the use of cooperative education and PE units, and clarify the program details. EPC supports the proposed revisions.
   ii. Madelline also provided e-reg outlining CLEP and International Baccalaureate credit, and requested EPC feedback.
iii. **ACTION ITEM:** EPC will agendize this topic for our next meeting.

k. Strategic Enrollment Management (5 min.)

3. Membership Expansion Proposal Vote (10 min.)
   a. MSU (Mark Pursley/Jose Maldonado, amended Mark Pursley) to adopt the proposal with the change that the AFT would appoint one at-large and one Vocational representative, and the Senate would appoint two at-large, one Department Chair, and one representative each from Math, English, Essential Skills, Instructional, Non-Instructional, and Distance Education.

4. Report on non-credit program (10 min.)
   a. No report

5. Counseling update on Additional Degree Policy (10 min.)
   a. See Curriculum, 2.j.1 above

6. Report on Tujunga/Sunland community meeting (10 min.)
   a. No report

**Adjourned 3:45 pm**

Minutes taken by D'Art Phares