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

Resource Members Present:

Members Absent: Jose Maldonado

Resource Members Absent: Sandy Thomsen

Guests Present: Carole Akl, D’Art Phares, Gary Prostak

Call to Order: By Co-Chair Jan Silver at 1:45 p.m.

1) Approval of Minutes December 7 (5 min.)
   a) MSU (Pat Flood/Said Pazirandeh) to approve as amended

2) Reports: (95 min.)
   a) Faculty Hiring Prioritization (5 min.)
      i) The committee met last Wednesday and reviewed the requests. The administration was not invited. Maria Fenyes reports that the each college may be apportioned a certain number of hires, but this is not finalized.

   b) Program Review – validation process for comprehensives and updates (20 min.)
      i) Shared Governance Task Force (SGTF) recommends that validation be performed by an SGTF rep and an EPC rep.
      ii) It was decided to create a summary of the updates to be provided by the chairs for EPC review. It would include brief summaries of the original (2007) objectives and action(s) taken, prior-year EPC recommendations and action(s) taken, new objectives, and perhaps requests for EPC assistance. For this year, we will provide a separate form for this info; for future years, it will be built into the online forms.
         (1) ACTION ITEM: Maury Pearl and Nadia Swerdlow will collaborate on creating the appropriate summary format over the next week. We will get this to the chairs so that they can complete the summaries by perhaps the end of January.
      iii) Angela Echeverri expressed concern about the non-instructional areas’ progress on Program Review and the possible impact on accreditation.

   c) Student Learning Outcomes (5 min.)
      i) Pat Flood and Debra Paulson are working with faculty on assessments. Pat Flood is preparing the semi-annual report for January.

   d) Essential Skills Committee (5 min.)
i) Nothing new to report.

e) Accreditation (5 min.)
   i) Angela Echeverri provided a summary of the LACCD College Effectiveness Report with comparison of Mission’s statistics on a broad range of performance-items with district averages. There are a few figures that invite investigation.
   ii) Maury Pearl and Alma Johnson-Hawkins will take this to the Executive Staff for action.
   iii) Angela Echeverri also provided a District Governance Committee Self-Evaluation Form and suggested Mission might want to adopt this to supplement or replace the external reviews we have performed in the past.

f) Educational Master Plan Update (20 min.)
   i) The original retreat date, Feb. 12, is a holiday. We are looking for an alternative date for the retreat.
   ii) **ACTION ITEM:** Gary Prostak and D’Art Phares will prepare an email inviting people to the retreat on Tuesday, Feb. 16 from 9:00 to 12:00

g) Program Viability (5)
   i) Nothing new to report.

h) Budget and Planning ( )
   i) There was a discussion about how the Program Review data will be used by Budget and Planning, and what, if any, role EPC should play in that. The issue remains unresolved.
   ii) **ACTION ITEM:** We will add this issue to our January agenda.

i) Distance Education (5 min.)
   i) Nothing new to report.

j) Curriculum including program review, update accountability (20 min.)
   i) Tabled.

k) Strategic Enrollment Management (5 min.)
   i) Nothing new to report.

l) January schedule
   i) We will meet January 11 at 1:30pm

3) Georgia Estrada will no longer participate in EPC; a new representative will be appointed.

**Adjourned 3:35 pm**

Minutes taken by D’Art Phares