Educational Planning Committee
Minutes
January 11, 2010
Campus Center 4
1:30p.m. - 3:30p.m.

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

Resource Members Present:

Members Absent: Maria Fenyes, Pat Flood, Jose Maldonado

Resource Members Absent: Sandy Thomsen

Guests Present: Carole Akl, Roza Ekimyan, D'Art Phares, Gary Prostak

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

1) Approval of Minutes December 14th
   a) MSU (Said Pazirandeh/Mark Pursley) to approve as read

2) Reports:
   a) Faculty Hiring Prioritization
      i) Nothing to report
   b) Program Review – validation process and teams for comprehensives and updates
      i) It was established that one representative each from Shared Government Task Force and EPC will review the Comprehensive Evaluations. Said Pazirandeh will take Math; Alma Johnson-Hawkins will take Co-op Ed; Gary Prostak will take Professional Studies; Jan Silver will take Business and Law; Nadia Swerdlow will take English.
      ii) ACTION ITEM: Jan Silver and Alma Johnson-Hawkins will present a proposal for a rubric for review of the Evaluations at our February meeting
      iii) ACTION ITEM: Jan Silver will contact the five chairs to advise them that formal presentations begin March 1
      iv) ACTION ITEM: At our February meeting we will divide the updates for review and discuss a rubric for them.
      v) For future years, we should have a component of the analysis examine curriculum status.
   c) Student Learning Outcomes
      i) Tabled
   d) Essential Skills Committee
      i) Nothing to report
   e) Accreditation
      i) The committee is working on the midterm report and will report to College Council on January 24.
   f) Educational Master Plan Update
i) There was a Facilitators’ meeting today at which a timeline was developed. Once the rewrite begins (following the February 16 retreat) a progress report will be made to the Senate on May 6. A draft will be completed by mid-June and a final draft complete by August 31 for presentation to the Senate at their September meeting.

g) Program Viability
   i) Nothing to report

h) Budget and Planning
   i) Tabled

i) Distance Education
   i) Tabled

j) Curriculum including program review, update accountability
   i) **ACTION ITEM:** Nadia Swerdlow will present reports on curriculum status for each of the coming full Program Review presentations

k) Strategic Enrollment Management
   i) Tabled

3) Planning/Budget process reflections
   a) Alma Johnson-Hawkins reports that parts of the budget process, particularly in the links between planning and budgeting, remain ill-defined. For example, Academic Affairs has created a procedure to prioritize the funding requests made by the various divisions in their Op Plans. This prioritized list will then be sent on to Budget and Planning. But the link between Unit Plans and Op Plans is fuzzy. Maury Pearl reports that in future Unit Plans templates we will develop a way to directly link the Unit Plans' requests to the Op Plans. But other aspects of the process remain poorly specified.

4) EPC Webpage update
   a) D’Art Phares will pursue a meeting with Nick Minassian

5) February schedule – Feb. 8th, 22nd?
   a) The above dates are accepted for our February meetings

6) Charter Review
   a) The membership changes to EPC’s charter were approved.
   b) **ACTION ITEM:** we will formally recognize the changes at our February 8th meeting.
   c) The relationship between EPC and the Senate remains unclear: are we a shared-governance committee or does the Senate have authority. We will discuss this at our February 8th meeting.

**Adjourned 3:10 pm**

Minutes taken by D’Art Phares