Educational Planning Committee
Minutes
March 15, 2010
Campus Center 4
1:30 p.m. - 3:30 p.m.

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

Resource Members Present: Stephanie Atkinson-Alston

Members Absent: Maria Fenyes, Alex Morales

Resource Members Absent: Sandy Thomsen

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

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

1) Approval of Minutes March 1st (5 min.)
   a) Tabled
2) Reports: (80 min.)
   a) Faculty Hiring Prioritization (5 min.
      i) Alma Johnson-Hawkins reports that the district is requiring Mission to hire to move closer to the state-mandated full-time/part-time ratio. The administration has received the prioritized hiring list from the Senate and will consult with the Senate on which positions to fill.
   b) Program Review (10 min.)
      i) Commendations and Recommendations for English were discussed and approved.
      ii) It was discussed and agreed that the reports from and to the Chairs will be posted online; the validators’ comments will remain confidential.
      iii) David Jordan suggested changes to the validation process to bring more “qualitative” information into the Review. There was discussion about this, but no changes to the process were adopted.
      iv) Maury Pearl will provide samples of the Math Department’s student survey questionnaire so that we can consider including something like this in the future reviews.
   c) Student Learning Outcomes (5 min.)
      i) Pat and Debora will be meeting with Chairs to discuss Program SLOs.
   d) Essential Skills Committee (5 min.)
      i) The Committee has again requested proposals for Essential Skills projects and will soon begin evaluating those proposals.
   e) Accreditation (5 min.)
      i) The Accreditation Midterm Report was mailed out last week. We await their evaluation. Angela Echeverri reports that some committees may
require further guidance or restructuring. The next self-study is due from us in 2013.

f) Educational Master Plan Update (20 min.)
   i) The three subcommittees are at work, and the group as a whole will be meeting again Friday, March 19.

g) Program Viability (5 min.)
   i) No report

h) Budget and Planning ( )
   i) The Administration presented a report to the Committee, ranking budgeting priorities. The Committee is considering these proposals. Alma Johnson-Hawkins reports that the district has instructed all campuses to submit balanced budgets which do not impact instruction, which will severely restrict spending in other areas.
   ii) There will be one summer session, 50% smaller than last year’s. It will run July 6 through August 10.

i) Distance Education – including substantive change report (20 min.)
   i) Mission’s online/hybrid growth requires a Substantive Change. The Committee requests formation of a special task force to oversee this Change. The Committee, with approval from Academic Affairs, also recommends that, pending this Change, all new online development be suspended. EPC supports the formation of a task force.
   ii) **ACTION ITEM:** Angela Echeverri will take this to the Senate and Jan Silver will notice this for College Council this week and agendize it next month.

j) Curriculum (5 min.)
   i) No report

k) Strategic Enrollment Management (5 min.)
   i) Alma Johnson-Hawkins is forming a group to meet every fourth Monday.

3) LAMC Mission Statement Review (10 min)
   i) The Mission Statement created at last summer’s retreat was presented. We discussed how to gather input on the proposed changes.
   ii) **ACTION ITEM:** Maury Pearl will report on the process to College Council.

4) Program Review Handbook draft
   a) Tabled until next meeting

5) EPC Self-Evaluations:
   a) We are to consider EPC’s assigned goals in the Strategic Master Plan, our Self-Evaluation, and the Educational Master Plan
   b) Strategic Master Plan - April?
      i) Alma Johnson-Hawkins and Maury Pearl will head this
   c) EPC Self-Evaluation (as part of Shared Governance oversight) – May?
      i) Jan Silver will head this
   d) Educational Master Plan - June?
      i) D’Art Phares and Gary Prostak will head this
6) EPC Webpage update (5 min)
   i) The website is being redesigned and should be completed within the next couple weeks.

Next month’s meetings scheduled for 4/12 and 4/19

**Adjourned 3:10 pm**

Minutes taken by D’Art Phares