Educational Planning Committee
Minutes
September 20, 2010
Campus Center 4
1:30p.m. - 3:30p.m.

Members Present: Veronica Cox, Alma Johnson-Hawkins, Madeline Hernandez, Jose Maldonado, Abdo Malki, Said Pazirandeh, Maury Pearl, Gary Prostak, Mark Pursley, Mari Rettke, Jan Silver, Nadia Swerdlow

Resource Members Present: Roza Ekimyan, Pat Flood

Members Absent: Angela Echeverri, Alex Morales

Resource Members Absent: Stephanie Atkinson-Alston, Sandy Thomsen

Guests Present: Cathy Brinkman, D’Art Phares

Call to Order: By Co-Chair Jan Silver at 1:35 p.m.

1) Approval of Minutes – August 2, 2010
   a) MSU (Gary Prostak/Madeline Hernandez) to approve as read

2) Jan Silver noted that Shared Governance Committee has approved a standardized template for minutes; no changes are needed for EPC as we already comply.

3) Reports: (75 min.)
   a) Faculty Hiring Prioritization (5 min.)
      i) Administration has recommended a change in which an Administrative co-chair will be added to this committee to facilitate closer cooperation between Administration and Senate, and this is in discussion.
   b) Program Review (and update template) - (10 min.)
      i) EPC is beginning the second year of Comprehensive Program Reviews. The following schedule was set for 2011: January 24—PACE; February 7—Social Sciences; March 7—Physical Sciences; April 4—Child Development; May 2—Life Sciences; June 6—Library
      ii) Action Item: Jan Silver and Alma Johnson-Hawkins will notify the participating departments about the schedule.
      iii) Action Item: Maury Pearl will develop a prototype of the annual update screens for program review and bring it to the Oct. 4th meeting.
   c) Student Learning Outcomes (5 min.)
      i) The online SLO system is in place; Pat Flood and Nick Minassian are working on the website, and all course-level SLOs should be posted next month.
      ii) Pat Flood is working to obtain training and software from the supplier to support the use of clickers.
   d) Essential Skills Committee (10 min.)
      i) Essential Skills Committee requests a system that will allow them to track and assess the use of funding from those funding requests that have been approved by EPC. There was general interest in considering changes to the funding process (and to funding the Math Center in particular).
Alma Johnson-Hawkins reports there is also an Administration push to more closely integrate non-credit with other campus education units.

Accreditation (5 min.)
  i) Pat Flood is stepping down, and replacement co-chairs must be appointed.

Educational Master Plan Update (20 min.)
  i) The History and Future Assumptions sections are largely complete pending final editing; the Goals section is in progress, with a meeting last week and another scheduled next Monday.

Program Viability (5 min.)
  i) No report

Budget and Planning ( )
  i) The committee would like to better integrate the budget process with other college processes; one example is that they are considering adding a budgeting component to the Program Review process.

Distance Education (15 min.)
  i) Technology Master Plan
     (1) **Action Item:** Veronica Cox, Abdo Malki, and Roza Ekimyan will review the technology master plan and EPC will add it to the October 18th meeting for approval.

  ii) Electronic gradebook for use through the faculty portal
     (1) David Jordan is seeking funding for this; Said Pazirandeh reported details about this request to EPC. There were many questions about this, and it seems most appropriate to start the discussion in the Senate; EPC recommended he carry his request there.

Curriculum (5 min.)
  i) Meetings for the semester have begun.

Strategic Enrollment Management (10 min.)
  i) There is ongoing discussion about how the school should grow, from the educational impact of larger classes to the integration of new buildings to whom our target “audience” should be.

  ii) Maury Pearl is developing a framework for planning document creation.

4) CSIT – Academic Affairs review vs. program viability

  a) The Vice President of Academic Affairs is requesting that the Office of Academic Affairs continue working in collaboration with the Department Chair and CSIT discipline faculty to address program deficiencies and EPC recommendations from the recent program review in lieu of a viability study. Since the CSIT department chair, faculty and area Dean have invested significant work and research to lay out a plan of change and improvement. This work has accomplished what a viability study would have accomplished, and allows work to begin this year rather than being delayed by planning and conducting a viability study that would take place in the future.

  b) It was noted that an advisory committee is in existence, and that its membership is being revised. Membership will include faculty representation from both LACCD campuses and four-year campuses including CSUN, in addition to representatives of local area business. The advisory will meet once per semester.
5) EPC Charter, membership update and absence policy (10 min.)
   a) Jan Silver reviewed our charter and policies. Members are allowed only 3 unexcused absences per semester.
6) Ongoing meeting dates (5 min.)
   i) Action Item: Maury Pearl will develop a prototype of the annual update screens for program review and bring it to the Oct. 4th meeting.

Adjourned 3:26 pm

Minutes taken by D'Art Phares