Call to Order by Phares (co-chair) at 1:42 pm

1. Approval of Minutes of October 20, 2014
   a. Approved as read.

2. Budget Prioritization (Allen)
   a. VP Allen discussed the process why additional items were not moved forward to cover the two items that were dropped. He also discussed that he is working with Nick Minassian to reformat the recurring request process so items do not get overlooked in future.

3. Continuous Improvement Program Review
   a. The committee discussed possible changes and improvements to the 3 year plan. Allen will bring this back Master to work into the revision of the spreadsheet.

4. Reports
   a. SLO/PLO/ILO Assessments (Flood)
      i. The Learning Outcomes Assessment Committee (LOAC) met October 8 and we reviewed the charter and the SLO Curriculum Addendum and the plan for the assessment of the Information Competency ILO this spring, the Oct. 17 Summit, and the quality control process for assessments.
         The SLO 2nd Annual Summit was Friday, October 17, and was very successful. Ninety plus people attended and the evaluations and comments were very positive. 100% of those who filled out the survey form rated the Summit as either Excellent or Good:
            ▪ Presentation by Guest Speaker: “Evaluating Findings and Closing the Loop”: 3.75/4.00
            ▪ Demonstration on how to record a PLO assessment: 3.42/4.00
            ▪ Program Learning Outcomes Assessment Activity: 3.68/4.00
            ▪ How would you rate the Summit overall?: 3.64/4.00
      ii. Last Wednesday Pat, Sarah Master, Deborah Paulsen, and Par Mohammadian met with Nick Minassian and Rob Austria, the new IT Manager to discuss a schedule for making changes in the SLO online system. Areas that were focused on were developing screens for the ILO assessment reporting similar to the PLO screens, developing a method to easily copy assessments reports for assessments of more than one SLO and the new accreditation requirement to disaggregate data.
      iii. Last Thursday, October 30, the District had a meeting of all the college SLO Coordinators and it was very productive. Both Deborah Paulsen and Pat attended. Campuses shared information about the issues they were each facing and how best to solve them. We were reassured that we have one of the strongest campuses in terms of progress on SLO/PLO/ILO assessment.
iv. The next LOAC meeting will be Wednesday November 12 at 1:30. We will be discussing how to best meet the accreditation standards, particularly Standard IB6. The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identified performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.

b. Essential Skills Committee (Prostak)
- The ESC met on October 15, 2014.
- One funding request was approved for ESL Writing Tutors in the amount of $32,648 for the 2014-2015 academic year.
- The committee co-chairs presented and reviewed the funding allocation report. There is $95,889 that needs to be spent by June, 2015 and $85,000 that needs to be spent by June, 2016.
- The committee discussed goals for 2014-2015. Some areas identified were: providing more professional development training to faculty and, aligning the ESC goals with 3SP and the Student Equity Plan, providing training for the Math 105 & 112 embedded tutors and instructors, and hiring a Student Success Coordinator to hire/train/schedule tutors and provide general support for the BSI and other student success initiatives.
- Dr. Deborah Harrington from the District joined the meeting and spoke about her involvement in Leading From the Middle (part of the RP Group) and encouraged all campus’ Institutional Researchers to participate.
- Announcements for upcoming conferences/workshops:
  - 10/24, Community College Assessment Conference at San Bernardino CCD
  - 10/24, First Year Experience at LACC
  - 11/14, Assessment & Placement at Pierce
  - 2/27, Dev Ed Pathways Redesign at LAMC
  - 3/27, Culturally Responsive Teaching & Learning at ELAC

c. Distance Ed (Jordan)
1. Ecounseling and new 3SP site - DE has been working with IT and Counseling to develop ecounseling, and online orientation, and assessment (aspects) - a student worker from Multimedia is working with counseling and DE to develop new website functionality - a new (draft) page has been set up at http://lamission.edu/ssspp. DE, IT and Counseling will implement a test ecounseling site using google hangouts (similar to STEM), and train counselors, along with adopting escheduling for online counseling appointments.
2. Article 40 - AFT Contract - Distance Learning - has been updated under the newly negotiated contact (awaiting ratification). Article 40 - Changes the composition of the DL committee, requires faculty teaching DL courses to demonstrate DL proficiency and explains those options, allows the Curriculum Committee to address the appropriateness of a course for online delivery, removes the class size limit of 25 for the first time a class is taught, limits DL classes to 40 unless the instructor approves a higher cap in advance, limits classes to no more than 80, allows FT faculty to teach more than one DL course if other obligations are met.
3. Improvement of online website - Myriam Levy's Soc. 4 - Social Research class held a focus group and reviewed the online page at http://lamission.edu/online and came up with substantial review, comments, and suggestions which DE will incorporate and implement in updating the online website for online students.
4. **Anthro 101 Online Class** was reviewed by Curriculum/DE Shell Review subcommittee two different times over the last semester, and the instructor improved the website and recommended approval in the Curriculum Meeting of 11-4-14.

5. **Eagles Nest Training** - DE along with ITV media specialist will work with faculty who are making presentations in Eagles Nest to post their trainings in on-demand online camtasia videos

6. **Etudes Summit - Long Beach - 11/6 and 11/7** - new features will be presented by Etudes Director and on 11/20 these new features will be covered in the Eagles Nest, and posted to a on-demand video.

7. **DE Online student satisfaction survey** - DE working with OIE to draft and complete a DE Online satisfaction survey.

8. **Department Chair Training** - DE will train Dept. Chairs on how to review online courses both for the initial course offering of an online class in their department, and also continuing review and approval of online shells

   d. Curriculum (Pazirandeh)
      i. Tabled

5. **New Items**
   a. Professional Studies has still not completed their comprehensive program review. There are 3 meetings left for EPC so if they do not submit their report, the 12/15/14 EPC meeting may not be necessary.
   b. Agendize for next meeting: Mission Statement. Review the mission statement and think about if it should be amended. Phares will send a reminder to member to look at it.
   c. Phares will recommend that College Council extend the current Ed Master Plan for one year.

6. Meeting adjourned 2:53 pm

Next meeting on November 17, 2014.
Minutes – T. Drueco