Call to Order by Phares (co-chair) at 1:30 pm
1. Approval of Minutes of November 17, 2014
   a. Tabled.
2. Scheduling Professional Studies’ Comprehensive Review (Phares)
   a. External evaluators reported on the ProfStud report. Questions were formulated and will be
      communicated to Zandalasini by Phares.
   b. The Comprehensive Review was scheduled for the first Spring EPC meeting on 2/23/15 and
      Zandalasini was invited to attend at 2pm.
3. Educational Master Plan (Phares)
   a. Council agreed to extend it to June 2016.
   b. ACTION ITEM: Phares will send a link to the current Educational Master Plan to all members
      for review.
   c. Committee should start thinking about what changes or revisions could be made to it and
      who would be best to chair the Ed Master Plan section.
4. Meeting on 12/15/14
   a. Committee will meet on 12/15/14 at 3 pm. Location TBA.
5. Reports
   a. SLO/PLO/ILO Assessments (Flood)
      i. The Learning Outcomes Assessment Committee (LOAC) met November 12 and the
         members are continuing to work on the quality control process for assessments. Members were given assignments to review discipline/department’s SLO and PLO assessments and report back their results to the committee at the next meeting on December 3.
      ii. Pat is working on finalizing the response to Recommendation #2 for the Accreditation Follow-up Report and collecting and posting the evidence.
      iii. A Council of Instruction (COI) taskforce composed of Gary Prostak, John Morales, and Leslie Milke is working on developing a policy for dealing with faculty who do not comply with assessment requirements. They will be reporting on this at the next COI meeting on December 3.
      iv. Nick Minassian has been making some changes in the online SLO system. The multiple SLO assessment feature is now complete. This makes it possible to assess multiple SLOs at once.
      v. Next week, December 8-11, assessment training workshops will be held. Pat will e-mail a schedule along with a sample model assessment to all faculty and a list of questions for self-evaluation.
vi. This semester’s assessments should be submitted by Friday, December 19. Department Chairs’ summary reports will be due by January 9.

b. Essential Skills Committee (Prostak)
   i. The Essential Skills Committee met on Nov 12.
   ii. There were no Requests for BSI Funds to be approved.
   iii. The co-chairs shared an “unofficial” draft version of the Equity Plan, and there was concern that input drafted by C. Luis and L. Barbato had not been included.
   iv. Announcements were made for upcoming conferences and workshops:
       1. Common Assessment Initiative, 11/14 at Pierce
       2. Dev Ed Pathways Redesign, 2/27/15 at LACC.
       3. Culturally Responsive Teaching & Learning, 3/27/15 at ELAC
   v. Learning From the Middle—seeking applications for college teams to participate (year-long)
   vi. Acceleration in Dev Ed Conference, June 24-26, 2015 in Costa Mesa
   vii. CA Acceleration Project—proposals due in January
   viii. AtD Annual Conference, Feb 17-20, 2015 in Baltimore
   ix. Detailed information on these and other sponsored events can be found at the 3csn website: http://3csn.org/201415events/

c. Distance Education (Jordan)
   i. **E Counseling** - the DE Co-Chair (DECO) met with counseling a number of times over the last month, and reviewed a number of portals including google hangouts, and CCC Confer, and other similar communications portals to select one that would have the following features: low cost, easy to navigate and use for both counselors and students, available across mobile, ipad, android, pc and mac platforms, tracking ability, confidentiality, video conferencing, low bandwidth requirements, 24/7 help desk support, easy to schedule software to schedule meetings, follow up functionality, email notifications, all in one - single portal system without no plugins required, customization of features.
   On 11/18, Counseling and DE Chair tested anymeeting.com successfully as a robust portal to use in ecounseling. Counseling decided to use this portal to commence a pilot project in January. A meeting with Anymeeting and Counseling will take place in the 2nd week of December to discuss costs, features, customization, and support for the pilot project.
   ii. **Online Student Services** - The DE Stakeholders met on 11/25 and discussed the District Wide needs to have student services online. Each of the DE Coordinators agreed to review his/her own college's matrix of student services online. The DECO will prepare that matrix in collaboration with Counseling and Student Services at Mission and forward it to the co-chair of the DE Stakeholders group. This matrix will form a baseline for online student services at Mission, and a place to start adding and implementing more online student services for both the college and our online and hybrid students. One online student service is "Ask the Librarian" which costs about $5000, and DE and Library will explore implementing that for both on campus and online students.
iii. **Formal Student Evaluations and DE Student Surveys** - Etudes has developed a simplified, one click process to embed the formal student evaluation surveys in all of our online, hybrid, and web-enhanced etudes classes. The electronic student evaluation forms conform to AFT requirements for student evaluations. Sociology, English, Law, and Biology employed formal student evaluations in their disciplines for Fall 2014, and it is anticipated that many other disciplines that have online, hybrid and web-enhanced etudes classes will employ the student evaluations in Spring 2015. In addition, DE Committee members developed student survey questions, using the recent ACCJC recommendations, to help assess the efficacy of our online classes and program, and the results of the surveys will be reviewed and included in the DE Program review by EPC which is scheduled for February 2015.

iv. **New 3SP online website** - the DECO and Counseling worked on the redesign of the 3SP website - it is located at [http://lamission.edu/sssp](http://lamission.edu/sssp)

v. A Multimedia student was obtained to work on the design features, and a simplified "new student" and "returning student" button was created, and the information and many of the steps of orientation, assessment, and counseling required by 3SP will be placed online for both on campus and online students.

d. **Curriculum (Pazirandeh)**
   i. Tabled.

e. **Accreditation update (Enos)**
   i. **Progress on Follow-up Report Recommendations**
      1. ASC is on schedule for the completion of the Follow-up report. Final drafts have been submitted to the committee and are currently being reviewed for completeness and accuracy.
      2. **Rec 2**: A curriculum workshop was held on November 25, 2014 to assist Non-Credit in updating their courses and student learning outcomes.
      3. **Rec 14**: To complete recommendation 14 of the follow up report for accreditation, the college hosted a focus group on November 18th on governance, decision making, and the performance of our administrative structure. The results of that focus group are in the process of being completed and submitted to ASC.

ii. **Self-Study Report**
   1. The Self-Study is on schedule and Standard Lead Teams have submitted their first draft of their self-study outline. Some teams are still actively seeking volunteers to assist them in collecting and analyzing data and writing to the standard. If anyone is interested they are encouraged to contact Danny or myself.
   2. ACCJC will be sponsoring a training workshop for colleges going through the next round of accreditation. Initially, the workshop was scheduled for April of 2015. However, we will be asking them if we can have it earlier.
   3. A webinar was conducted on November 18th from 2pm to 3:30pm which looked at the Napa Valley College team who shared their experiences writing the new self-evaluation report and answered questions about the new standards. Approximately 14 faculty, staff and administrators attended
the webinar which was broadcasted in the auditorium of the CMS building.

iii. Next ASC meeting is scheduled for December 10, 2014.
iv. ASC will continue to meet to ensure progress with the remaining recommendations.

6. Meeting adjourned 2:40 pm.

Next meeting on December 15, 2014.
Minutes – T. Drueco