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

Members Present: Veronica Cox, Angela Echeverri, Madeline Hernandez, Alma Johnson-Hawkins, Abdo Malki, Jose Maldonado, Said Pazirandeh, D'Art Phares, Gary Prostak, Mark Pursley, Mari Rettke, Jan Silver, Nadia Swerdlow

Resource Members Present: Stephanie Atkinson-Alston, Pat Flood

Members Absent: Alex Morales

Resource Members Absent: Roza Ekimyan, Sandy Thomsen

Guests Present: Cathy Brinkman, Hanh Tran

Call to Order: By Co-Chair Jan Silver at 1:32 p.m.

1) Approval of Minutes Nov. 1st (5 min.)
   a) MSU (Mark Pursley/D’Art Phares) to approve as read

2) Reports: (90 min.)
   a) Faculty Hiring Prioritization (5 min.)
      i) The Senate is reconstituting an informal committee chaired by Gary Prostak to organize the process. Requests for hires are due in late November, and the committee will then begin processing those requests.
   ii) The district is working on a district-wide faculty policy that would supersede any arrangements LAMC makes.

   b) Program Review - (10 min.)
      i) EPC requests that Program Reviews be automatically made read-only documents as of the deadline.
      ii) Non-credit data is not showing
      iii) EPC thanks Hanh and Nick for their rapid responses to problems with the reviews

   c) Student Learning Outcomes (5 min.)
      i) Assessments are being recorded in the new online system campus-wide.
      ii) Policy for clicker use was discussed; there are still questions about who may use them and how their use is implemented.

   d) Essential Skills Committee (10 min.)
      i) Nothing to report

   e) Accreditation (5 min.)
      i) LAMC must begin thinking about selecting the new Accreditation Committee.

   f) Educational Master Plan Update (20 min.)
      i) The EMP was presented to the Senate and feedback was requested; the deadline for Senate feedback is Nov. 24
ii) D’Art and Gary will present the revisions proposed for the various pieces to EPC on Dec. 6

g) Program Viability (5 min.)
   i) Nothing to report

h) Budget and Planning ( )
   i) They are working on a plan that will provide request categories with rubrics in each category to standardize the prioritization process.

i) Distance Education (5 min.)
   i) David Jordan compiled the survey information on the future of online education; it will be incorporated in the Substantive Change.
   ii) Although no new courses will be authorized, work on individual courses continues.

j) Curriculum (5 min.)
   i) Course work continues. The committee is also working to correct problems connected to the transition from paper to online forms.
   ii) Dec. 7 is the deadline for inclusion in the 2011-12 catalog.
   iii) Alma proposes making the updating of expired courses necessary for low-unit certificates the first priority.

k) Strategic Enrollment Management (10 min.)
   i) The committee has not met recently.

3) Program Review external evaluation teams;
   a) Teams were assigned for each review. PACE (Jan 24) - Jan & Jose; Social Sciences (Feb 7) – Madeline & Stephanie; Physical Sciences (Mar 7) – Mari & Cathy; Child Development (Apr 4) – Said & Nadia; Life Sciences (May 2) – Mark & Gary; Library (June 6) – Abdo & D’Art
   b) Teams will provide their assessments at the meeting before the Program Review presentation.
   c) ACTION ITEM: Jan will send rubrics and questions for chairs to the teams

4) December 6th work meeting focus?
   a) Educational Master Plan Review (60 min.)
   b) EPC External Eval (60 min.)

5) The following EPC meeting will be held Jan. 24, 2011

Adjourned 2:55 pm

Minutes taken by D’Art Phares