Educational Planning Committee
Minutes
February 7, 2011
Campus Center 2
1:00 p.m. - 3:30 p.m.

Members Present: James Armstrong, Veronica Cox, Madelline Hernandez, Alma Johnson-Hawkins, Jose Maldonado, Abdo Malki, Said Pazirandeh, D'Art Phares, Gary Prostak, Mark Pursley, Jan Silver, Nadia Swerdlow

Resource Members Present: Stephanie Atkinson-Alston, Roza Ekimyan

Members Absent: Angela Echeverri, Alex Morales, Mari Rettke

Resource Members Absent: Pat Flood, Sandy Thomsen

Guests Present: Cathy Brinkman, Myriam Levy, Hanh Tran

Call to Order: By Co-Chair Jan Silver at 1:07 p.m.

1) Approval of Minutes January 24th (5 min.)
   a) MSU (D’Art Phares/Angela Echeverri) to approve as amended
2) Educational Master Plan Approval (25 min.) – please review in advance
   a) MSU (D’Art Phares/Gary Prostak) to approve the EMP pending clarification of responsible parties
   b) Academic Affairs will provide guidance on responsible parties.
3) PACE Commendations and Recommendations (10 min.)
   a) Commendations and Recommendations were discussed and approved
   b) ACTION ITEM: Jan will revise and submit them
4) Social Sciences – External Review report (10 min.) – please read in advance
5) Social Sciences Comprehensive Program Review scheduled for 1:45 p.m.
   a) Myriam Levy presented the review for the Social Sciences (see below)
6) Follow-up Discussion to Program Review report
   a) EPC recognizes a need to consider additional IT training and support for faculty and will bring continue discussions with Academic Affairs, Distance Ed, and the IT Department
7) Additions to February 28th agenda
   a) None

Adjourned 3:27 pm

Minutes taken by D’Art Phares
1. Please highlight any changes since you submitted your unit assessment (e.g. enrollment trends of the units as of Fall 08).

There have been numerous changes to our unit assessment since the last review in 2008. One of those changes was the transfer of the Humanities discipline to the Art Department. Another was the hiring of two more full-time probationary faculty members in Sociology and Political Science. This brings us to at least one full-timer in 4 of the 6 disciplines which is a tremendous improvement since 2008. The Social Sciences department now has 6 high-enrollment disciplines with two tenured faculty, 4 probationary full-timers, and 46 adjuncts to service 3812 students in 82 sections. Those include 5 online classes, 6 off campus, 4 PACE and 1 SPF. (Spring 2011) All 6 disciplines average 85% retention and over 65% success rates. In regards to growth, we are now serving more students with less sections and have doubled class size in several of our disciplines. (see last page for data)

Instructor evaluations were a main focus in 2008 and all instructors have now been completed and a normal 3 year cycle has been established. Current review of curriculum is in progress to assess the need for pre-requisites in several of the disciplines to ensure student success. As of summer 2010, ten social sciences instructors had completed Pedagogy classes to update their skills in teaching Distance Education. And many completed training in Ecollege to transition out of Course Compass into this new Course Management System.

Department meetings continue to be scheduled every semester to improve communication, as well as expectations of professionalism from our faculty. A recent meeting included basic guidelines on security concerns, how to handle problematic behaviors in the classroom, and a new training manual on department policies on plagiarism, cheating and also some technology training. Overall, our biggest challenges in each of our disciplines are to keep class size below 60 to ensure student success, but still meet student demand.

2. What do you see as the strengths/challenges of each of your units?

1. African American Studies: This discipline has grown tremendously in the last 2 years through administrative support and we now offer more than one section. Personnel issues were resolved and a strong faculty member has made it possible to not only update two of our current courses, but also create a new course this January. Challenges: mainly financial as campus will need to be permanently established support for a program in the future. We are still in the planning phase to ensure that we can offer classes that will lead into four year degrees.

2. History: This discipline is now in the hands of our full time faculty and Vice-Chair, as well as qualified adjuncts who continuously participate in SLO assessment and curriculum updates. A new degree was submitted for approval this January 2011 and all
courses are up to date in curriculum. Maps were acquired as was a permanent SMART classroom for most courses.

**Challenges** remain the lack of sections to fill the demand for these GE requirement courses. Average class size is 48.

3. **Philosophy** - Strengths in this discipline is still mainly in the hands of adjuncts and the PACE director since 2006 as demand continues to increase but sections decrease. **Challenges** - SLO assessment and curriculum updates are still pending in this discipline even though deadlines have been communicated. Courses are in danger of not being able to be offered in the future. A request to fill a full time position has yet to be approved but remains a priority in our department.

4. **Political Science** - by far this discipline has seen the most changes with the hire of a new full time instructor who has updated 4 courses for the first time in 20 years. Plus she has archived another 4, and updated the AA degree to reflect those changes. Further, department policy was agreed by all instructors in this discipline to address political visitors in the classroom to reduce interruption of instruction. **Challenges** - remain in the lack of available maps to use in the classroom. Requests have been made as an URGENT priority for this discipline. Another challenge is also class size which has reached over 65 at times. More sections need to be offered for this discipline to address student demand, including online and growth for a future Global Studies program.

5. **Psychology** - this discipline now has two full time faculty members who have updated all curriculum and archived 8 courses. The AA degree was updated in Spring 2010 and plans now include a new course/program in counseling for Fall 2011. **Challenges** - more sections needed to keep class size under 55 per section to increase student success. There has been an increase need for more Psych 41 classes for Nursing students. An extra section was added this last Fall but it is still not enough.

6. **Sociology** - this discipline has the highest enrollment in the department with 1,082 students in 20 sections, handled by two full timers and 8 adjuncts, including 3 online and 3 off campus. **Challenges** - due to budget constraints, four elective courses that were created in the last 3 years have stopped being offered or were reduced drastically. This has dramatically affected the growth in variety of courses that can be offered for sociology majors. Class size also remains an ongoing issue with many sections reaching 60.

3. **How does your unit planning support the mission of the college?**
   Our unit planning continues to support the mission of the college by offering a variety of courses available to students in non-traditional formats such as Friday classes, off campus and online courses. Further, all of our courses satisfy GE requirements to transfer as well as earn degrees at LAMC therefore ensuring that students succeed in a timely manner.

4. **What are your visions for changes, revisions and growth?**
The visions for this department mainly rely in having adequate offerings of classes for student demand since tremendous growth has occurred in each discipline. Additional visions include a full time instructor in Philosophy to ensure updated curriculum, additional sections in all disciplines to lower class size, proper supplies such as maps, complete assessment of all SLO’s as well as revisions, annual meeting in all disciplines, ongoing dialogue and training of all faculty to improve instruction, training in technology
to support all classes and finally growth in distance education offerings to meet student needs.

5. What resources are needed to support as well as to build the programs in your Department?
   - **FTEF**: in order for us to return to adequate number of sections in each disciplines, an increase in allocation is needed to provide for growth.
   - **Facilities**: office space is needed for new faculty and additional adjuncts too.
   - **Staff**: one large discipline remains without a full time faculty member (Philosophy) Training to improve instruction would also benefit our current staff.
   - **Technology**: Textbook Publisher has been providing free training to faculty who are interested in teaching online, however permanent institutional support is needed for ongoing training. On campus or online training for faculty to use the Faculty portal, LACCD DEC and outlook for emails would also be beneficial.
   - **Supplies**: maps are needed for Political Science discipline as well as a campus DVD library would be beneficial to support instruction in these disciplines.

6. What is the status of SLO assessments in your department?
SLO’s assessment remains one of the highest priorities to complete in the department in order to step into the next phase of planning and implementation of changes. Training of faculty remains an issue. A breakdown for each discipline is below:
   - **African American studies**: 100% assessed, planning and revision showed the need for a new course, as well as the need to focus on student preparation in writing skills.
   - **History**: 1 more course needs to be assessed this Spring 2011 out of 5 regularly offered. Then a meeting will be scheduled for this discipline to address planning and revisions.
   - **Philosophy**: Only 2 courses has been assessed thus far, and 3 more are overdue.
   - **Political science**: 1 more course needs to be assessed and planning will take place in Fall 2011.
   - **Psychology**: 100% of active classes have been assessed, planning and revision will take place this Spring 2011 with discipline meeting.
   - **Sociology**: only 1 course is due for assessment this Spring 2011 out of 9 offered (10%). Planning and revisions have already taken place since Fall 2009.

7. What is the status of the course outlines of record and course updates in your department?
We are happy to report that with the help of our new faculty, there have been 37 courses updated and 21 archived in just three years. Of all active classes (regularly offered), only 4 courses need to be submitted for the next curriculum committee out of 27 (15%). There are 49 courses in our inventory for Social Sciences. This includes directed studies courses that are rarely used. AA degrees were also updated in Sociology, Psychology and Political Science and a new degree was submitted in History.
8) **Recommendations made by EPC in last review included:**
Updating course curriculum in Political Science- DONE
Updating SLO’s- ongoing review process but all SLO’s defined
Assessment- 80% complete of our 31 active courses

**Data comparison Fall 2008 to Spring 2011**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Fall 2008</th>
<th>Spring 2011</th>
<th>Class size 2008-2011</th>
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<tbody>
<tr>
<td>Afr. Amer. Stu.</td>
<td>21 students/1 section</td>
<td>95 students/2 sections</td>
<td>21 vs. 47 (doubled)</td>
</tr>
<tr>
<td>History</td>
<td>485 students/21 sections</td>
<td>530 students/11 sections</td>
<td>23 vs. 48 (doubled)</td>
</tr>
<tr>
<td>Philosophy</td>
<td>450 students/12 sections</td>
<td>413 students/9 sections</td>
<td>37 vs. 45</td>
</tr>
<tr>
<td>Political Sci.</td>
<td>603 students/18 sections</td>
<td>642 students/15 sections</td>
<td>33 vs. 42</td>
</tr>
<tr>
<td>Psychology</td>
<td>712 students/23 sections</td>
<td>1050 students/22 sections</td>
<td>30 vs. 47</td>
</tr>
<tr>
<td>Sociology</td>
<td>666 students/21 sections</td>
<td>1082 students/23 sections</td>
<td>27 vs. 47 (doubled)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2937 students/99 sections</td>
<td>3811 students/82 sections</td>
<td>29 vs. 46</td>
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