Educational Planning Committee
Minutes
February 28, 2011
Campus Center 2
1:30p.m. - 3:30p.m.

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

Resource Members Present: Stephanie Atkinson-Alston, Pat Flood

Members Absent: Angela Echeverri, Madelline Hernandez, Mari Rettke

Resource Members Absent: Roza Ekimyan, Sandy Thomsen

Guests Present: David Jordan

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

1) Approval of Minutes February 7 (5 min.)
   a) MSU (D’Art Phares/Mark Pursley) to approve as read

2) Reports: (65 min.)
   a) Faculty Hiring Prioritization (5 min.)
      i) The committee has completed prioritization and presented its recommendations to the Senate. LAMC may face a penalty if it does not meet its Full-Time Obligation number (FON).
      ii) The committee is considering policy changes based on best practices from East; it will present any proposed changes to Senate in April.

   b) Program Review (20 min.)
      i) There was discussion about the data analysis. EPC will consider refining the form to more specifically request certain types of analysis for the next round.
      ii) Child Development Chair has requested to switch presentation dates with Life Sciences or Library.

   (1) ACTION ITEM: Jan will contact Life Sciences and Library to see if they can switch.

   c) Social Sciences Commendations and Recommendations
      i) These were discussed and agreed upon

   (1) ACTION ITEM: Jan will finalize and deliver them

   d) Physical Sciences External Review
      i) The reviewers have not presented their findings; we will try to address this at the start of the next meeting.

   e) Student Learning Outcomes (5 min.)
      i) The Institutional Effectiveness System (IES) design team met on February 24. They are developing a district online program review system. Part of this is an online SLO system. Maury Pearl, Hahn Tran, and Pat Flood attended. Pat demonstrated our new online SLO system. The
participants were very enthusiastic about the system. We also have been asked to present our system to the District Student Success Committee which should be meeting again in a couple of weeks.

ii) Following this meeting, the District SLO Advisory Committee met. The main focus of this meeting was the preparation for the District SLO Symposium on Friday, May 6, from 10 a.m. – 2:00 p.m. at Trade Tech. At the symposium there will be a panel of experts who will be addressing the question of “How do we meet SLO proficiency by Fall of 2012?” After that there will be poster sessions. The committee would like each department to send a representative to do a poster presentation about an SLO assessment they have done. Presenters will receive double flex credit.

iii) The committee is also working with Student Services and Administrative Services on their Service Area Outcomes and assessments.

f) Essential Skills Committee (5 min.)
   i) The committee has begun to discuss how to cope with the end of the BSI Grant by the end of fall semester.

g) Accreditation (5 min.)
   i) The Administration is hoping to establish a steering committee and a kick-off event prior to the arrival of the new President.
   ii) There is also discussion of a unified website to post accreditation information

h) Educational Master Plan Approval Update (5 min.)
   i) Alma provided the changes to responsible parties that were discussed at our last meeting.

i) Program Viability (5 min.)
   i) The CSIT advisory committee is being revamped and will meet in about a month.

j) Budget and Planning ( )
   i) The committee has completed its first cycle and has prepared a prioritized list of over base budget requests to be submitted to College Council.

k) Distance Education (10 min.) - Sub change proposal
   i) David Jordan reported that the committee has completed a survey pursuant to the substantive change. A report on the survey is available on the DE website. Three findings were emphasized:
      1. Several disciplines were willing to attempt hybrid classes but not willing to do online classes. This is different from what we see at other District campuses.
      2. Disciplines willing to adopt hybrid classes were largely unwilling to give up in-person classes to introduce hybrid classes.
      3. There is both desire and a need for somewhere in the Program Review process specifically targeted to online classes that will allow evaluation of retention, success, and other issues.
   ii) EPC agreed that Program Review screens should encourage deeper analysis and therefore greater understanding of online classes. EPC invited David Jordan to return with more specific suggestions for changes
to Program Review questions/screens. He will seek more information and suggestions from chairs and return.

iii) DE requested that a percentage of Student Services funds proportionate to our percentage of online students be dedicated to services appropriate to online students. These types of commitments are vital to Substantive Change approval. EPC does support providing support for online students, and will continue to consider how this might best be achieved.

I) Curriculum (5 min.)
   i) The committee continues to work, particularly on courses necessary for degree completion. SB1440 degrees are also being considered for approval later this year.

m) Strategic Enrollment Management (5 min.)
   i) Workgroups have been formed to consider the next steps; they are meeting next week to discuss this.

3) Program Review Committee – Hanh Tran (10 min.)
   a) Hanh Tran proposed forming a Program Review Committee to oversee the college’s Program Review system, with an eye particularly to integration of ILOs, SAOs, and non-instructional sections of the college with the instructional Program Review model. EPC expressed general support for the idea. Angela suggested this be taken to College Council. Others suggested it be taken to the Shared Governance Taskforce. Hanh will do so.

4) SGTF Recommendations to EPC: relationship of EPC to Academic Senate (30 mins)
   a) The relationships between EPC and Senate at other schools were presented by Mark Pursley and Jan Silver. At Valley, the relationship is unclear. At City, the EPC is a committee of the Senate, forwarding recommendations to the Senate for approval. EPC will consider Pierce and East next time and continue the discussion.

Adjourned 3:27 pm

Minutes taken by D’Art Phares