Educational Planning Committee
Minutes
March 21, 2011
Campus Center 4
1:30p.m. - 3:30p.m.

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

Resource Members Present: Pat Flood

Members Absent:

Resource Members Absent: Stephanie Atkinson-Alston, Roza Ekimyan, Sandy Thomsen

Guests Present: Cathy Brinkman

Call to Order: By Co-Chair Jan Silver at 1:38 p.m.

1. Approval of Minutes Mar. 7th (5 min.)
a. MSU (D’Art Phares/Said Pazirandeh) to approve as read

2. Reports: (70 min.)
a. Faculty Hiring Prioritization (5 min.)
i. The committee continues to work on refining the prioritization process.

b. Program Review (20 min.)
i. Physical Sciences Commendations and Recommendations
   1. EPC’s response was reviewed and approved.
ii. Life Sciences External Review
   1. The report was reviewed.

c. Student Learning Outcomes (5 min.)
i. Pat is preparing lists of all active (and separately, inactive) courses to allow us to see which have and have not been assessed. There is a need for chairs to post the assessments online.

d. Essential Skills Committee (5 min.)
i. The committee renewed the discussion about purchasing ReadingPlus software in light of strong desire at LAMC. There was also discussion about formalizing the Learning Center’s tutoring with an Education 6 class. District Student Success Initiative work continues. Jan Silver requested an update on the funds available for Basic Skills proposals and the process involved.

   ii. ACTION ITEM: Gary Prostak will check and report back.

e. Accreditation (5 min.)
i. Focus is currently on appointing the new co-chairs and other team members. The deadline for applications for the new co-chairs is Thursday, 3/24.

f. Educational Master Plan Approval Update!! (5 min.)
i. The Educational Master Plan received final approval last Thursday.
   Action Item: D’Art Phares will compile the report and provide a final copy to Academic Affairs.
   Action Item: Hanh Tran will set up a page on the website to host the Plan.

g. Program Viability (5 min.)
i. Nothing new.

h. Budget and Planning (5 min.)
i. The committee is assessing its first cycle and working to improve and formalize the Op Planning process.

i. Distance Education (10 min.) - Program review suggestions
   i. The committee is considering changes to the Program Review prompts to ensure that each department’s distance education components are explicitly addressed. Once complete, DE will bring the proposed changes to EPC.

j. Curriculum (5 min.)
i. The committee is working to get the most urgently-needed reviews finished. It was suggested that general deadlines for, e.g., new course approval be established. Said Pazirandeh reports that local approval is only the first step, and the district process for approving a new course takes a long time. The committee is also working on obtaining training in programs with which it is not familiar, and on formalizing the process for approval of new programs.
   ii. Alma Johnson-Hawkins requested that EPC and/or Senate reach a formal decision about whether expired courses may continue to be offered.
   iii. It was agreed that a faculty handbook on the curriculum process be created.

k. Strategic Enrollment Management (5 min.)
i. A report on the Strategic Enrollment Management Plan will be presented to the Senate on April 7 and to EPC on April 11.

3. Summer School 2011 (10 min.)
a. Budget and Planning proposed elimination of summer school this year to meet the District’s budget requirements and avoid making Spring/Fall cuts to course offerings. Angela Echeverri proposes instead that a small summer program focused on basic skills classes be scheduled.
   Action Item: MSU (Angela Echeverri/Said Pazirandeh; Alma Johnson-Hawkins abstaining) to take to Council of Instruction a suggestion that we schedule 61 hours of instruction.

4. SGTF Recommendations to EPC: relationship of EPC to Academic Senate (30 mins.)
a. Tabled.
5. April meeting dates
   a. EPC will meet April 4 and April 11 due to Spring Break

Adjourned 3:30 pm

Minutes taken by D’Art Phares