Educational Planning Committee
Minutes
May 16, 2011
Campus Center 4
1:30p.m. - 3:30p.m.

Members Present: James Armstrong, Veronica Cox, Angela Echeverri, Alma Johnson-Hawkins, Abdo Malki, D'Art Phares, Gary Prostak, Mark Pursley, Mari Rettke, Jan Silver, Nadia Swerdlow, Hanh Tran

Resource Members Present: Stephanie Atkinson-Alston, Pat Flood

Members Absent: Madelline Hernandez, Jose Maldonado, Said Pazirandeh

Resource Members Absent: Roza Ekimyan, Sandy Thomsen

Guests Present: Cathy Brinkman

Call to Order: By Co-Chair Jan Silver at 1:36 p.m.

1. Approval of Minutes May 2nd (5 min.)
   a. MSU (D’Art Phares/Hanh Tran) to approve as read

2. Reports: (100 min.)
   a. Faculty Hiring Prioritization (5 min.)
      i. Committee is meeting next week to prepare a draft report for the Senate
   b. Program Review (20 min.)
      i. Child Development Commendations and Recommendations
         1. EPC discussed and approved the response to Child Development
         2. EPC agrees that the Program Review screens should add a question concerning the cycle of improvement through SLOs.
         3. **ACTION ITEM:** EPC will gather all such recommended changes and forward them to Hanh Tran at the end of this year’s cycle.
      ii. Library External Review
         1. The review will be emailed to all members
   c. Student Learning Outcomes (5 min.)
      i. District SLO Symposium was well-attended. Pat Flood presented on the online reporting system. One area that needs attention is posting, and Alma Johnson-Hawkins suggested that Deans review posting with Department Chairs in their regular meetings.
   d. Essential Skills Committee (5 min.)
      i. The task force is working to update the Ed 6 course.
      ii. **ACTION ITEM:** Gary Prostak will provide Academic Affairs with a definition of Basic Skills, to be used in the event that Basic Skills courses are to be offered this summer.
e. Accreditation (5 min.)
   i. The new co-chairs have been selected and will serve through 2016. The steering committee meets next week to form committees.

f. Educational Master Plan Finalization and Posting Update (5 min.)
   i. James Armstrong has finished editing has been completed; EPC thanks him for his effort.
   ii. **ACTION ITEM:** D’Art Phares will forward the finalized document to Academic Affairs by the end of this week.

g. Program Viability (5 min.)
   i. No report

h. Budget and Planning (5 min.)
   i. The Committee met last Friday and is analyzing the budget provided by Sacramento. Little has changed, and 10% cuts for the District seem certain. When combined with the reduction in unfunded FTES, the result will be a 15% workload reduction.
   ii. LAMC’s $1M surplus this year will be carried over to partially offset next year’s deficit.
   iii. Pres. Perez has agreed to offer a Summer Bridge program this summer, with the intent of funding it with BSI funds.

i. Distance Education (5 min.) - Program review suggestions
   i. The Committee has completed reviews of all online and hybrid courses scheduled to be offered in Fall 2011. Those that did not meet the Committee’s requirements were reported to Academic Affairs for action.
   ii. The Committee met last week to address a number of concerns over the process. Communication between the Committee and instructors/chairs was sometimes unclear; there were concerns about favoritism in the review process; and concern over adherence to EPC’s load policy. This discussion will continue at the next meeting.

j. Curriculum (5 min.)
   i. Nadia Swerdlow reports that a transfer degree has been approved for Communications; transfer degrees for Math and Kinesiology will be addressed in Curriculum tomorrow. A Sociology degree has been approved which, although it is not a TMC degree, it is intended to serve a similar function.
   ii. 65% of LAMC’s courses are currently updated, a dramatic improvement since last year. But over 100 courses remain out of compliance.
   iii. Alma Johnson-Hawkins recommends that EPC address how to deal with expired courses, particularly in the face of the coming Curicunet submission requirements.

k. Cathy Brinkman reports that she has been working with Madeline Hernandez to clarify questions about articulation and develop a formal process for student petitions.

l. Strategic Enrollment Management (5 min.)
i. Tabled until our next business meeting.

3. SGTF Recommendations to EPC: relationship of EPC to Academic Senate including charter language (30 mins.)
   a. EPC recognizes the Senate 10+1 document and chooses to continue the collaborative process to handle those issues between EPC and the Senate. Discussion of wording in our charter continued.

4. SGTF Self-evaluation 2010 - 11
   a. Jan Silver provided a draft of EPC’s Shared Governance Committee Self-Evaluation. Suggestions for changes were made and agreed upon.

5. EPC memberships 2011-12
   a. Several members are terming out (Angela, Abdo, Jan, Mari, Mark, Said). Angela may remain in a resource capacity, but in order to formalize the importance of the Senate President serving on EPC, this should be codified in the charter.
   b. The Committee needs to begin planning a succession strategy. A strategy for the Faculty Co-chair position should be written into the charter. The charter should also specify EPC’s sub-committees.

6. EMP/EPC party date?
   a. A celebration at Casa Torres was approved for June 8, 2011 at 5:00pm.

Adjourned 3:28 pm

Minutes taken by D’Art Phares