Educational Planning Committee
Minutes
September 19, 2011
Campus Center 4
1:30p.m. - 3:30p.m.

Members Present: Carole Akl, Veronica Cox, Madelline Hernandez, Alma Johnson-Hawkins, Jose Maldonado, Said Pazirandeh, D’Art Phares, Gary Prostak, Mari Rettke, Jan Silver, Nadia Swerdlow, Hanh Tran

Resource Members Present: Stephanie Atkinson-Alston, Pat Flood

Members Absent:

Resource Members Absent:

Guests Present: Diana Bonilla, Cathy Brinkman, Roula Dakdouk, David Jordan

Call to Order: By Co-Chair Jan Silver at 1:37 p.m.

1. Approval of Minutes June 6 (5 min.)
   a. MSU (D’Art Phares/Madelline Hernandez; Jose Maldonado and Carole Akl abstaining) to approve as read

2. Reports: (90 min.)
   a. Faculty Hiring Prioritization (5 min.)
      i. Nothing new; the committee is meeting next week
      ii. Several new hires have been completed; counseling hiring is underway
   b. Program Review and Unit Assessments (20 min.)
      i. At the start of our third and final year of the 3-year Program Review cycle, Jan Silver reminded the committee about the 7 reviews that are to be completed this year. Schedule includes Non-Credit & other academic programs in November, Health and PE in December, Chicano Studies in February, Foreign Languages in March, LRC in April, Arts/Humanities/Multimedia in May, ESL/DevCom/Learning Skills in June.
      ii. Distance Ed will be added to the cycle, starting year one of the next cycle (2012-2013)
      iii. By Oct. 31, all academic units must complete their updates; update screens will open on Oct. 3. Workshops will be held on Oct. 4 to explain the online Program Review system to Chairs and other data-enterers.
      iv. It’s vital that departments be aware that funding desires must be made clear in the Program Review process in order to be considered in the allocation process.
      v. ACTION ITEM: The Program Review Task Force will present a proposal to include “core indicators” in the Program Review process. They will also consider a way to coordinate CTE
programs’ 2-year reporting cycle (with the district) and Program Review’s 4-year cycle.

vi. There was discussion about how we might provide Chairs with clearer instructions on completing the Program Review screens to avoid, for example, unclear references to the data. This will be taken to Council of Instruction

c. Student Learning Outcomes (5 min.)
i. Alma Johnson, Rolf Schleicher, Hahn Tran, Pat Flood, Angela Echeverri, Madelline Hernandez, and Monica Moreno attended an accreditation training workshop at College of the Canyons on September 9. Several program review models were presented and discussed along with information about SLOs and reaching proficiency by 2012.

ii. In July Pat and Deborah Paulsen attended an SLO Institute in San Diego which was excellent and included many valuable resources.

iii. On Flex Day faculty worked on Program Learning Outcomes (PLOs) with other members of their disciplines and their department chairs and discussed the results of last year’s assessments. At the end of the hour-and-a-half session, each department gave Pat a schedule of planned meetings for the semester along with a list of the key points of their discussion.

iv. This year we are especially emphasizing program and certificate and institutional outcome assessments. Pat stressed the importance of utilizing assessment results in making planning and resource allocation decisions.

v. Over the summer Monica Moreno posted on the Student Support Services Web page their Service Area Outcomes and assessments. In addition, most administrative units reviewed and refined their service outcomes and developed an assessment plan. The Student Survey planned for this fall will assist them in completing their assessments.

vi. Faculty have been working on posting their assessments on the online SLO system. Some revisions of the system are continuing to be made such as exporting files to Word documents for easier review and developing a means of indicating the courses that have been assessed to date rather than by semester.

d. Essential Skills Committee (10 min.)
i. The program lost its Basic Skills Initiative Coordinator (Roza Ekimyan). The Committee meets this week.

e. Accreditation (10 min.)
i. Teams continue to form; meetings and work continues. Sharepoint training is going on today to acquaint co-chairs with that system.

f. Educational Master Plan Approved!
i. EPC will table this topic until the update is required.

g. Program Viability (5 min.)
i. Nothing new.
h. Budget and Planning Timeline (5 min.)
   i. See attachment.

i. Distance Education (15 min.)
   i. David Jordan reported; see attachment below
   ii. This year, DE has begun to review all online classes; all current classes were reviewed and either were approved or are in the process of making changes required for approval.
   iii. Ed Code provides that Curriculum Committee (not Distance Ed Committee) do the reviews of online classes; there is discussion going on between the two committees to that end.
   iv. **ACTION ITEM:** D’Art Phares will post DE’s 2009 Program Review.
   v. Alma Johnson-Hawkins noted that, because there are extra costs associated with online courses, some systematic way of deciding which courses may be taught online must be developed by the college in the interests of budgeting and fairness. EPC seems the appropriate place to have these discussions. This will be revisited at a future meeting.

j. Substantive Change Documents
   i. Work on the Substantive Change proposal (and the associated hiatus on offering new online classes) is ongoing. Completion is planned by late October, and the DE Committee will submit it to EPC, Academic Senate, and College Council in November, and, pending College Council approval, will submit to the Board in January.
   ii. **ACTION ITEM:** EPC will review DE’s formal report and will discuss this in our October meeting.

k. Curriculum (5 min.)
   i. The Committee is concentrating on reconciling our outlines/requirements with the new state requirements.
   ii. Alma Johnson-Hawkins requests that EPC reconsider the policy on expired courses and programs. Specifically, should out-of-compliance courses/programs continue to be offered? This was agendized for Oct. 3

l. Strategic Enrollment Management (10 min.)
   i. The Committee is finalizing the draft of their master plan and will be bringing it to EPC Oct. 3 for discussion and approval.
   ii. **ACTION ITEM:** The draft of the master plan will be sent to all EPC members prior to that meeting. Facilities & Planning will be invited to that meeting as well.

3. Review of SGTF Recommendations
   a. Tabled until Oct. 3

4. EPC Charter, membership update and absence policy (10 min.)
   a. Membership has changed as some members have termed out.

5. Impact of Strategic Planning increase of class size on program quality
   a. Tabled until Oct. 3

6. Chair position transition (5 min.)
a. Tabled until Oct. 3

7. Ongoing meeting dates (5 min.)
   a. Tabled until Oct. 3

Adjourned 3:24 pm

Minutes taken by D'Art Phares
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<tr>
<th>Process</th>
<th>Completion Date</th>
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<tr>
<td><strong>Step 1</strong> All units complete Program Review or annual update</td>
<td>October 31</td>
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<td><strong>Step 2</strong> Any funds requested in program review process reported out to each unit</td>
<td>October 31</td>
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<td><strong>Step 3</strong> Unit manager prioritizes requests to be sent to appropriate division manager</td>
<td>November 7</td>
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<td><strong>Step 4</strong> Division managers prioritize all division requests to send forward to Budget and Planning Committee</td>
<td>December 12</td>
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<td><strong>Step 5</strong> B&amp;P prioritizes requests from all three (3) divisions and makes allocation proposals to be forwarded to College Council</td>
<td>January 5</td>
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<td><strong>Step 6</strong> College Council makes final allocation request to College President</td>
<td>January 19</td>
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<td><strong>Step 7</strong> College President makes final recommendation for allocating funds to units</td>
<td>February 2</td>
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<td><strong>Step 8</strong> Units receiving additional funding notified by division managers.</td>
<td>February 9</td>
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<td>Submit tentative Budget to District Office</td>
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