Educational Planning Committee  
Minutes  
October 17, 2011  
Campus Center 4  
1:30p.m. - 3:30p.m.

Members Present: Carole Akl, Alma Johnson-Hawkins, Jose Maldonado, Said Pazirandeh, D’Art Phares, Gary Prostak, Jan Silver, Nadia Swerdlow, Hanh Tran, Marie Zaiens  

Resource Members Present: Pat Flood  

Members Absent: Veronica Cox, Madelline Hernandez, Mari Rettke  

Resource Members Absent: Stephanie Atkinson-Alston  

Guests Present: David Jordan  

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

1. Approval of Minutes October 3rd, 2011 (5 min.)  
   a. MSU (D’Art Phares/Hanh Tran) to approve as read  
2. Reports: (90 min.)  
   a. Faculty Hiring Prioritization (5 min.)  
      i. The committee has a partial draft proposal; they are working to complete it  
   b. Program Review and Unit Assessments (10 min.)  
      i. Unit Assessments are due by Oct. 31; Comprehensive Reports begin in November.  
   c. Validation teams and schedules  
      i. EPC agreed that, in the future, the Deans sit on the informal validation committees for departments they oversee.  
      ii. In addition to the appropriate Deans:  
         1. Non-credit and other academic programs: Nadia Swerdlow, Gary Prostak & Jan Silver  
         2. Health & PE: Nadia Swerdlow, Said Pazirandeh, D’Art Phares  
      iii. ACTION ITEM: The other teams will be formed in November.  
   d. Student Learning Outcomes (5 min.)  
   e. To help us reach proficiency by 2012 a taskforce has been formed consisting of VP of Academic Affairs Alma Johnson, Institutional Planning Dean Hanh Tran, Academic Affairs Deans Nadia Swerdlow and Stephanie Atkinson-Alston, Senate President Angela Echeverri, Curriculum Chair Said Pazirandeh, SLO Coordinators Pat Flood and Deborah Paulsen and SAO Coordinator Monica Moreno. We are planning an Institutional Assessment Retreat, similar to our fall Flex Day, to be held on Thursday, February 2, just before the start of the spring semester. Some additions have been made to the SLO online system: A print button
has been added so that the SLO reports can be easily printed along with the rubrics. Two columns have been added to the department course listing: the status of the course (active, nonactive, archived) along with an area to add notes such as "course has not been offered in the last two years due to budgetary constraints," and a column listing the total number of assessments for each course. Nick Minassian is working on adding a link to a Program Outcome page so that department chairs can enter their PLOs and assessment data. A number of other minor modifications have also been made such as indicating the full Catalog year, e.g. 2010-2011, rather than just the starting date of the Catalog.
The online program review SLO data reporting section is now linked to the SLO online system so that as SLO and assessment data are added, the numbers in this section will also be updated. This will be part of the annual and comprehensive reviews for each department which are reported and discussed at the EPC.
Pat has also worked with David Jordan on the SLO portion of the Substantive Change Request.
f. Essential Skills Committee (5 min.)
   i. The committee is looking at the Chancellor’s recommendations to prepare for coming changes. They are also considering how to integrate with Achieving the Dream.
   ii. **ACTION ITEM:** add the ESC charter and membership to next month’s agenda.
g. Accreditation (10 min.)
   i. The standard chairs and co-chairs meet today to discuss progress.
h. Program Viability (5 min.)
   i. Tabled

i. Budget and Planning Timeline (5 min.)
   i. No report
j. Distance Education (20 min.)
   i. David Jordan explained and presented the draft of the Substantive Change Proposal in anticipation of final presentations here and to the District in the next 60 days.
k. Substantive Change Documents
   i. **ACTION ITEM:** EPC will put approval of this on our December agenda

l. Curriculum (10 min.)
   i. The committee is reviewing DE’s proposed approval process.
   ii. The committee is considering a more robust approval process for program proposals that could involve presentation to/recommendation of EPC.
   iii. **ACTION ITEM:** we will discuss this more fully at our next meeting.
   iv. In the interest of a clear campus-wide policy for expired courses and programs, EPC will consider a policy and encourage Senate and Council of Instruction consideration.
m. Strategic Enrollment Management (15 min.)
i. The committee continues to work on revising the SEMP

3. Review of SGTF Recommendations (5 min.)
   a. Re clarification of the roles of EPC and the Senate, the discussion is ongoing
   b. Re revision of the Program Review tool: Jan Silver proposes a survey of department chairs regarding desired changes to the online process.
      i. **ACTION ITEM:** Hanh Tran will create a survey and send out to the chairs in early November
   c. Re a mentoring process for potential faculty chairs,

4. Impact of Strategic Planning increase of class size on program quality (5 min.)
   a. Council of Instruction has already broached the subject.
   b. **ACTION ITEM:** Jan Silver will bring this question to the Senate

5. Student Survey (Hanh) (5 min)
   a. Hanh Tran reported on three surveys that have been or will be administered to students, including one that she sent to all graduating students immediately following Commencement 2011. She requested that an “exit” survey to those students graduating from LAMC be administered annually just prior to Commencement, and that an action item to that effect be brought forward to College Council. She provided the following wording in a follow-up email: "The college should implement a post-graduation survey (or exit survey) before the commencement date. The survey will help us to learn the effectiveness of academic programs, services and students’ plans after graduation".

6. Chair position role (5 min.)
   a. Tabled

**Adjourned 3:38 pm**

Minutes taken by D'Art Phares