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

1. Approval of Minutes November 7th (5 min.)
   a. MSU (D'Art Phares/Hanh Tran) to approve as read

2. Reports: (90 min.)
   a. Faculty Hiring Prioritization (5 min.)
      i. Committee has sent out its “request for full time hires” form and is awaiting responses.
   b. Program Review and Unit Assessments (20 min.)
      i. Response to Non-Credit Programs Program Review
         1. The responses were discussed and approved
      ii. Validation teams and schedules (Spring semester)
         1. Along with the appropriate dean, the following are assigned:
            a. February – Chicano Studies: David Jordan & Veronica Cox
            b. March – Foreign Languages: Madeline Hernandez & Patricia Carter
            c. April – Learning Resource Center: Mari Rettke & Carole Akl
            d. May – Arts/Humanities/Multimedia: Marie Zaiens & Alma Johnson-Hawkins
            e. June – ESL/Dev Com/Learning Skills: Jose Maldonado & Hanh Tran
   c. Student Learning Outcomes (5 min.)
      i. Pat has condensed the Steps to Use the Online SLO System to one page, and, in addition to the illustrated version, it will be posted on the SLO web page and sent to all faculty. Faculty are now able to print their reports once they are submitted and are able to make some editing changes. A link to the SLOs for all courses has been added to the main menu of the SLO web page.
ii. Pat and Deborah Paulsen are working with IT to develop an online student survey of our Institutional Learning Outcomes (ILOs) to evaluate the students’ perception of how well they think they have met the ILOs. The survey is intended to be distributed before the end of the semester. She circulated for feedback the questions that are planned to be asked. Results from this survey will be used for the SLO Assessment Retreat on February 2 along with other SLO reports.

iii. Four trainings demonstrating how to use the SLO online system to report assessments were conducted for all faculty in November: two through Staff Development, one during the day and one for the evening faculty. A separate training was also conducted for Child Development faculty. In addition, Pat gave an SLO and Assessment presentation to the Faculty Academy on November 18.

iv. With the help of Leonard Baptiste, the LAMC graphic artist, Pat has developed two posters titled “Do You Know Your SLOs?” to attract students’ attention.

Pat reminded faculty to continue to work on their assessment reports. The data gathered from all previous assessments will be discussed at the SLO Retreat on February 2. At this retreat course, program, and institutional assessments will be discussed and their effect on planning and resource allocation. All of these are also an important part of accreditation.

d. Essential Skills Committee – charter review (15 min.)

i. Discussion was held about the changing role of ESC as the Basic Skills Initiative sunsets and Achieving the Dream begins. It was decided, for the moment, to continue the ESC as a committee reporting to EPC, and that ESC will discuss their future role/position and bring their conclusions back to EPC.

e. Accreditation (10 min.)

i. Drafts have been posted and the Steering Committee is in the process of reviewing the drafts. The Committee will be providing feedback to the co-chairs/teams in the next few weeks.

f. Program Viability (5 min.)

i. ACTION ITEM: Madeline Hernandez will report on the rules regarding viability studies to the December meeting.

g. Distance Education (5 min.)

i. MSU (D’Art Phares/Mari Rettke) to approve the Substantive Change Proposal

ii. The new contract has redefined DEC as an advisory group; actual approval of shells will fall to Curriculum, Chairs, and Deans in the future.

h. Curriculum – policy for expired courses and programs update

i. EPC review of new programs (10 min.)

    1. Madeline Hernandez requested a discussion about where decisions are made regarding the creation of new programs.
Currently, departments and Curriculum must approve new programs; should the campus have an oversight role beyond this? And, whether or not oversight is desirable, should a venue for a broader, perhaps campus-wide, discussion on the merits of creating a particular new program be institutionalized? Curriculum will discuss this issue.

i. Strategic Enrollment Management (15 min.)
   i. The Committee continues to work on Goal 1, but there are significant issues to resolve. Meanwhile, the role of SEMC also demands consideration: it includes elements beyond the purview of EPC, and should perhaps be under College Council. SEMC will meet the second week of December to consider these issues.

3. Membership 2011-12 update (5 min.)
   a. EPC’s new membership roll was reviewed.

4. Recommendations to College Council for Strategic Enrollment Management and Program Review oversight (10 min.)
   a. Tabled

5. Impact of Strategic Planning increase of class size on program quality (5 min.)
   a. Tabled

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

Adjourned 3:32 pm

Minutes taken by D’Art Phares