SHARED GOVERNANCE COMMITTEE MINUTES

COMMITEE: EDUCATIONAL PLANNING

**Date of Meeting:** 11-05-12  **Location:** CC4  **Time:** 1:30-3:30 pm

**Voting Members Present:** Carole Akl, Stephanie Atkinson-Alston, Veronica Cox, David Jordan, D’Art Phares, Gary Prostak, Mari Rettke, Mike Reynolds, Doleatha Young, Marie Zaiens

**Voting Members Absent:** Madelline Hernandez, Mark Hobbs, Jose Maldonado, Nadia Swerdlow

**Resource Members Present:** Angela Echeverri, Pat Flood, Sandy Thomsen

**Guests Present:**

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**Call to Order by:** D’Art Phares (co-chair) @ 1:42pm

**Items Discussed:**

1. Approval of Minutes of Oct. 1, 2012
2. Review of outstanding action items
   a. Program Viability Ad-hoc Committee: In progress
   b. Council of Instruction’s input on Program Review screens deadline: screens close 11/18
3. PACE Viability Committee: whom shall we appoint
4. Minutes-taking schedule for the rest of this year
5. EPC’s duties as defined by our charter, particularly re budget prioritization
   a. Regarding budget prioritization issues, EPC should review the Strategic Enrollment Master Plan
6. Reports:
   a. Faculty Hiring Prioritization: Prostak reported
   b. SLO/PLO/ILO Assessments: Flood reported (SEE BELOW)
   c. Essential Skills Committee: Tabled
   d. Accreditation: Flood reported
   e. Budget and Planning: Tabled
   f. Distance Education: Jordan reported
   g. Curriculum: Tabled

**SEE BELOW:**

- SLO/PLO/ILO Assessments: Flood reported
List of any action taken:

- MSP (Rettke/Zaiens; Prostak abstaining) to accept the minutes of 10/1/12
- D’Art Phares and Marie Zaiens were selected to represent EPC on the PACE Viability Committee
- **Action Item:** Phares will email Zaiens, Flood, and Echiverri the Viability emails
- **Action Item:** Phares will make a list assigning members to take minutes for EPC prior to the next meeting
- **Action Item:** Phares will report to IT that not all Chairs are receiving mass/bulk email
- **Action Item:** Jordan and Zaiens will review the Strategic Enrollment Master Plan and report back to EPC on their findings

**Adjournment:** 3:42 pm

**Minutes submitted by:** V. Cox
SLOA Report to EPC  
November 5, 2012

A number of new additions have been made to the SLO Online System:

- Last semester (Spring 2012) a textbox was added for Resource Requests which is now linked to Program Review
- Word documents can now be uploaded in the Department Notes section and this area is now visible to all faculty
- Screens for entering ILO assessment data have been added
- When a PLO assessment is selected, the courses that support the PLOs for each certificate or degree are listed below it.

In addition to actively assessing our course (SLOs) and Program Learning Outcomes (PLOs), this semester we are doing additional Institutional Learning Outcomes (ILOs) assessments for each of our seven ILOs. Each ILO has two co-chairs and a subcommittee that have been meeting since Flex Day and assessments have been designed and are being distributed. The results will be analyzed in December and reported to the College Council in January.

To further emphasize our ILOs, the following has been done:

- An ILO poster has been created which will be posted in each classroom along with the newly revised Mission Statement.
- Bookmarks have been created which will be distributed in the bookstore free of charge to students at the beginning of the spring 2013 semester.
- The LRC has added a page to its home page which further explains the ILOs and lists supporting links, additional information, and workshops