SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 12-03-12  Location: CC4  Time: 1:30-3:30 pm

Voting Members Present: Carole Akl, Stephanie Atkinson-Alston, Veronica Cox, Madelline Hernandez, David Jordan, D'Art Phares, Gary Prostak, Mari Rettke, Doleatha Young, Marie Zaiens

Voting Members Absent: Mark Hobbs, Jose Maldonado, Mike Reynolds, Nadia Swerdlow

Resource Members Present: Said Pazirandeh

Guests Present: Cathy Brinkman

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Call to Order by: D’Art Phares (co-chair) @ 1:36pm

Items Discussed:

1. Approval of Minutes of Nov. 19, 2012
   a. MSP (Prostak /Zaiens) to approve as amended.

2. Call for new items
   a. Next meeting will occur February 11
   b. Monitoring absences of EPC members
      i. ACTION ITEM: Phares will consult with Shared Governance Task Force to clarify the rules on absences.
      ii. A record of the roll will be kept starting in Spring.
      iii. ACTION ITEM: Jordan will prepare an excel sheet for recording absences.
      iv. ACTION ITEM: Zaiens will explore iPad digital sign-in sheet.

3. Review of outstanding action items
   a. David Jordan suggested keeping a separate document listing incomplete action items.
   b. It was agreed that all action items should have a deadline attached.

4. Reports:
   a. Faculty Hiring Prioritization
      i. Since Alma transferred, EPC has no members on committee.
      ii. ACTION ITEM: Phares will discuss this with the new VPAA and report back
   b. SLO/PLO/ILO Assessments
      i. No report
   c. Essential Skills Committee
      i. No report
d. Accreditation
   i. Hernandez reported: Final drafts being posted on sharepoint today; approval in
      senate and College Council this week; then on to the Board. There was
      discussion about who should monitor the various Plans listed in the
      Accreditation Report; Strategic Planning Committee and the Accreditation
      Steering Committee were mentioned. The Steering Com is planning to discuss
      their role after publication.

e. Budget and Planning
   i. Brinkman reported: There is a meeting scheduled tentatively tomorrow. The
      Committee is awaiting the district’s Prop 30 adjustments.

f. Distance Education
   i. Jordan reported: An Etudes pilot program will be conducted by some faculty in
      spring; classes being offered for free in January
   ii. Pazirandeh reported: The new (contract-mandated) DE course Approval Process
      is finalized and awaits approval this week in Curriculum and in Feb. at Senate.

g. Curriculum
   i. Pazirandeh reported: The Committee is working on conforming to new AS-T and
      AA-T requirements, seeking to develop a strategy for meeting requirements.
   ii. Any changes made to CID courses may jeopardize degrees, but details remain
      ambiguous.
      1. ACTION ITEM: After learning more, Hernandez will email further
         information.
   iii. Pazirandeh is working on a status report system to follow course outlines
        through the ECD process.

h. Program Viability Ad-hoc Committee
   i. Pazirandeh reported: Work continues on developing a process for elimination
      and expansion of programs; it will have a proposal for EPC by our March
      meeting.

List of any action taken:

Adjournment: 2:50 pm

Minutes submitted by: V. Cox