Members Present: Carole Akl, Patricia Carter, Veronica Cox, Madelline Hernandez, Alma Johnson-Hawkins, David Jordan, D'Art Phares, Gary Prostak, Mari Rettke, Mike Reynolds, Jan Silver, Nadia Swerdlow, Hanh Tran, Marie Zaiens

Members Absent: Jose Maldonado

Resource Members Present: Pat Flood, Said Pazirandeh

Resource Members Absent: Stephanie Atkinson-Alston

Guests Present: Cathy Brinkman

Call to Order: By Co-Chair Jan Silver at 1:32 p.m.

1) Approval of Minutes Feb. 6th
   a) MSU (Madeline Hernandez/Hanh Tran) to approve as amended

2) Reports
   a) Faculty Hiring Prioritization
      i) The committee has completed the prioritization list; it goes to the Senate for approval next. The committee is also reworking the request forms to make them more objective.
   b) Program Review and Unit Assessments
      i) Response to Chicano Studies Programs Program Review
         (1) The Recommendations and Commendations were discussed and approved.
      ii) ACTION ITEM: EPC agreed that future responses will include the academic year to which they apply in the header as an aid to accreditation review.
      iii) Future unit analyses will be provided to EPC members one week prior to that unit’s report to EPC. Jan presented a list of EPC responsibilities/duties for Program Review; they were discussed and agreed upon.
      iv) ACTION ITEM: David Jordan and Cathy Brinkman will meet to discuss coordinating Program Review with CTE programs’ additional reporting requirements.
      v) ACTION ITEM: EPC will discuss how to systematize modifications to the Program Review screens
      vi) Validation schedules (Spring semester)
         (1) February – Chicano Studies
         (2) March – Foreign Languages
         (3) April – Learning Resource Center
         (4) May – Arts/Humanities/Multimedia
June – ESL/Dev Com/Learning Skills

c) Student Learning Outcomes
   i) Over 130 faculty staff and administrators attended our College-wide Assessment Retreat on Thursday, February 2. Those who attended participated in round table discussions about our Institutional Learning Outcomes (ILOs), Program Learning Outcomes (PLOs) and Course Outcomes (SLOs) and their assessment, the impact of our assessments on budget and planning. Administrative Service Units and Student Service areas also discussed their Service Area Outcomes (SAOs) results and planned assessments for the semester. Participants were given six worksheets in their packets and as they discussed each, their comments were recorded on laptop flash drives and highlights were reported orally to the larger group. These results are being combined and shortly a report will be made to the campus. In addition, results of the Fall Institutional Learning Outcome Student Survey were presented and discussed; 514, or 12% of the students contacted responded to the survey. A brief demonstration of the online SLO system was made and suggestions for improvement were made on index cards which have been compiled and shared with IT. Pat Flood will follow-up on the retreat with more focus group discussions to plan additional assessments as needed this semester for our seven Institutional Outcomes.
   ii) The deadline is October 2012 for completion of SLO assessment.

d) Essential Skills Committee
   i) No report

e) Accreditation
   i) The Self-Evaluation and Committee co-chairs continue to meet regularly. They have received the work done last semester on the various standards, and work on them continues. Progress seems adequate.

f) Program Viability – report from Madelline Hernandez
   i) Madeline Hernandez explained the current Program Viability process. See 2.h.i.2 below.

g) Distance Education
   i) David Jordan reports that on January 25th, the Substantive Change was approved by Institutional Effectiveness Committee, and is going next to the Board for approval on February 14. If approved there, it goes to ACCJC.
   ii) The new contract has made significant changes to the charter and membership of Distance Education (now called Distance Learning, according to the new contract). This will be discussed at the next Distance Education meeting, to which Senate and Guild representatives will be invited.
h) Curriculum – policy for expired courses and programs update
   i) EPC role in review of new programs
      (1) Said Pazirandeh cited a need for a process by which the campus is advised about the adoption of new courses/programs beyond what Curriculum’s evaluation covers. Alma Johnson-Hawkins raised the question of the Senate’s role in this.

      (2) **ACTION ITEM:** Nadia Swerdlow, Alma Johnson-Hawkins, Said Pazirandeh, and Madeline Hernandez will meet (perhaps with Angela also) to discuss this and Program Viability, and report back to EPC.

i) Strategic Enrollment Management
   i) LAMC will face additional cuts for the coming year; this makes the Strategic Enrollment Management Plan vital, and the SEMC must begin to meet and discuss how these cuts will be made.

   ii) **ACTION ITEM:** Jan Silver and Alma Johnson-Hawkins will meet to discuss how to push the plan through approval.

3) Recommendations to College Council for Strategic Enrollment Management and Program Review oversight
   a) Tabled

4) Impact of Strategic Planning increase of class size on program quality
   a) Tabled

5) Chair position election!
   a) EPC asked if any other candidates wished to announce. There were none.
   b) D’Art Phares was elected.

**Adjourned 3:29 pm**

Minutes taken by D’Art Phares