SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 3-04-13  Location: CC4  Time: 1:30-3:30 pm

Voting Members Present: Michael Allen, Carole Akl, Cathy Brinkman, Madelline Hernandez, David Jordan, D’Art Phares, Gary Prostak, Mari Rettke, Marie Zaiens, Doleatha Young

Voting Members Absent: Veronica Cox, Mark Hobbs, Jose Maldonado, Mike Reynolds

Resource Members Present: Pat Flood, Said Pazirandeh, Sandy Thomsen

Guests Present: Angela Echeverri

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Call to Order by: D’Art Phares (co-chair) @ 1:39 pm

Items Discussed:

1. Review of outstanding action items (5 min)
   a. Allen to investigate the Strategic Enrollment Management Committee being established by College Council and report back.
      i. Allen reported –The committee met last week, and discussed their charter. Currently SEM Committee reports to College Council. As currently envisioned, the committee will consist of the three VPs, and its mandate will be to coordinate their enrollment plans. There was discussion about this straying from the original intent of the committee when it was a sub-committee of EPC. Echeverri expressed concern about lack of faculty representation on SEMC.
      ii. MSU (Allen/??) that the membership and charter of the new committee be left to College Council

2. Approval of Minutes of Feb. 11, 2012 (10 min) – Tabled, with a Friday deadline to turn in reports that should appear in the minutes

3. Call for new items (5 min)- None

4. Reports:
   a. Faculty Hiring Prioritization (5 min)—Mike Fenton (chair of that committee) emailed the following:
      i. Recent activity: prepared the faculty prioritization list, which was submitted to the academic senate. The list along with commentary about the process and the committees’ opinions was provided.
Current activity: creating documents to guide departmental chairs through the application process. The committee felt that many applications could have been rated higher if the chair better understood how to complete their application(s). Also, we are starting the process of revising the application (this is done every year) to include potential campus changes (thus campus needs) as well as to improve criteria requested to better assess the applications for prioritization.

b. SLO/PLO/ILO Assessments (5 min) – Flood reported.
   i. Flood passed around examples of SLO/PLO/ILO posters. She mentioned that the ILOs have been posted in all classrooms along with the LAMC Mission Statement. She is almost done with the required ACCJC SLO 2012 Proficiency Report which includes statistics on LAMC’s progress and a narrative report in response to 7 questions. She also included a table of proficiency criteria and evidence with numerical references to 53 folders of evidence and links.
   ii. Flood demonstrated some of the new features that have been added to the SLO website to make accessing SLO assessment reports posted on the SLO online system easier.
   iii. During the spring 2013 semester, the ILO assessment co-chairs will be presenting to EPC the results of their assessments conducted during the fall semester 2012. She added that we will especially be focusing on program assessments this semester and what we have learned from them.

c. Essential Skills Committee (5 min)- no report

d. Accreditation (10 min) - Hernandez reported
   i. Interview workshop set for tomorrow. General session covering logistics during the accreditation interviews, interview etiquette followed by breakouts into the different standards. Steering committee meeting on Wednesday. Videos for classrooms are finished. Powerpoint as well. President made a video on planning.

e. Budget and Planning (5 min) - Brinkman reported:
   i. Committee to meet on Thursday to review the budget and Friday for allocation discussion.

f. Distance Education (5 min)- Jordan reported
   i. DE submitted a DE Update (8 pages) located at [http://lamission.edu/de/update](http://lamission.edu/de/update) which covered several important matters for Accreditation - see below
   1. History of our Course Management Systems and Student Identity Authentication - full report located at [http://lamission.edu/cms](http://lamission.edu/cms)
   2. An updated link for online students to access LAMC student services at [http://lamission.edu/student-services](http://lamission.edu/student-services)
   3. New LACCD policy on Distance Education - E-89
   4. New forms and procedures for Approval of Online Classes at LAMC

g. Curriculum (5 min)- no report

h. Program Viability Ad-hoc Committee (5 min)- no report

i. PACE Viability Committee (5 min)-
i. The chair of the committee, Mike Reynolds, has been forced to step down due to personal responsibilities. Brinkman and Phares will meet next week to plan the committee’s next steps.

5. Prioritizing EPC’s mandated tasks (45 min)
   a. Phares highlighted the tasks of EPC:
      • Ed Master Plan writing, reviewing (1 semester), updating.
      • Program Review- Our charter says we need to look at the yearly updates and the comprehensives. We currently only do the comprehensives (4 meetings)
      • Look at Accreditation Recommendations (accreditation improvement plans AIPs)
      • Oversight of Viability reviews
      • Budget Prioritization (1-2 meetings)
   b. Discussion ensued about making the EMP a 6 year plan, about what to do with the yearly updates, and how to relate budget requests with ILOs.
   c. **ACTION ITEM:** Zaiens, Jordan, Allen and Phares will meet by April to setup a tentative schedule for EPC.

**List of any action taken:**

**Adjournment:** 3:42 pm

**Minutes submitted by:** Carole Akl