SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 9-16-13  Location: CC4  Time: 1:30- 3:30 pm

Voting Members Present: Cathy Brinkman, David Jordan, Sarah Master, D’Art Phares, Michael Allen, Madelline Hernandez, Donna Ayers, Robert Smazenka, Mari Rettke, Gary Prostak

Voting Members Absent: Doleatha Young, Mark Hobbs

Resource Members Present: Said Pazirandeh, Pat Flood

Call to Order by:
D’Art Phares (co-chair) @ 1:33pm

1) Approval of Minutes of 7-11-13, 2013
   a) MSC (Robert Smazenka/David Jordan) to approve as amended.
   b) Gary Prostak abstained.

2) Call for new items
   a) No new items

3) Review of outstanding action items
   a) The Program Review Task Force (Sarah Master, Said Pazirandeh, Bob Smazenka, Pat Flood, Hanh Tran, D’Art Phares, Deborah Paulsen) will meet Monday next week.
   b) Michael Allen, Madelline Hernandez, Cathy Brinkman will schedule to meet to coordinate CTE’s needs

4) Mission Statement Review
   a) Discussion on the principle of lifelong learners.
   b) Majority of members voted to keep mission statement as is. (Michael Allen/Donna Ayers)
   c) Plan to revisit next year.
   d) Committee approved LAMC process to review Mission Statement.

5) PACE Viability Committee’s Report
   a) Discussion on EPC’s role.
      i) EPC’s role is to oversee the Viability Committee, not approve the report. (Robert Smazenka/Madelline Hernandez)

6) Viability Process Task Force’s Proposal
   a) Discussion on Program Approval Process.
      i) Review steps of the approval process for new and substantial changes.
ii) Example of substantial changes: Swapping courses = non substantial change, changing options = new approval required.

iii) Step 2 of the Program Approval Process: The proposal must be vetted and approved by a majority of faculty within a department/discipline or other defined interdisciplinary faculty, and forwarded with Dept. Chair’s signature.
(1) This is an important step in the process involving the discipline’s shared approval.

b) Viability review to be taken off the list of EPC responsibilities and will be the Academic Senate’s responsibility.

c) Task Force proposed to create a standing viability committee to review new programs, changes to existing programs, discontinued programs, and departmental reorganization. Committee is an avenue for vetting through campus.
   i) Departments need to follow protocol/process.

d) Discussion of concern on how the viability committee could delay programs and certificates.
   i) Need articulation officer to provide a checklist, rather than a process.
      (1) Leslie Milke, Madelline Hernandez, Said Pazirandeh, and Michael Allen to meet to bring back to EPC.
      (2) Placed on agenda for next COI, then back to EPC.

e) Need more input from other departments.

7) Objectives for revised Strategic Goals
a) Align objectives and measure with the District’s.
   i) Review District’s goals vs Mission’s goals and see what matches.

b) 1st goal: Mission recognizes a vast majority of students come in with remedial skills that delay them.
   i) Suggestions: Accelerated programs, educational momentum, increase offerings for distance ed and classes at alternative locations, internet and hybrid classes, outreach program, orientation.

c) Not enough time to discuss the four remaining goals and objectives (1, 2, 3, & 6)
   i) Sarah Master to organize remaining goals and objectives to streamline the process.
   ii) Look at previous year’s goals and objections and incorporate them into this year’s strategic plan.
      iii) Provide feedback to Sarah Master by September 30.

8) Next meeting Monday, October 7, 2013.

Adjournment: 3:24 pm
Minutes – T. Drueco