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

Items Discussed:

1. Approval of Minutes of Dec. 3, 2012 (10 min)
   a. MSP (Akl/ Atkinson-Alston) to approve as amended.
2. Call for new items (5 min)
   a. None
3. Review of outstanding action items (5 min)
   a. Phares to consult with Shared Governance Task Force to clarify the rules on absences: no action; SGTF has not yet met.
4. Reports:
   a. Faculty Hiring Prioritization (5 min)
      i. No report; EPC will request a report from Mike Fenton in the future
   b. SLO/PLO/ILO Assessments (5 min)
      i. SLO Proficiency reports are due Friday for inclusion in Accreditation report
   c. Essential Skills Committee (5 min)
      i. No report
   d. Accreditation (5 min) - Hernandez reported
      i. The Steering Committee is arranging Focus Group Workshops for the next several Tuesdays from 12-1
   e. Budget and Planning (5 min) – Brinkman reported
   f. Distance Education (5 min) – Jordan reported
      i. During January, we have a very successful training of faculty with the Etudes Pilot Project. 70 faculty members registered for the workshops, 60 attended on the first day of the workshop, and 45 faculty members received certification in the Etudes Course Management System. The training included 2 full day, "hands on" workshops and a two week, intensive online class. Faculty received flex credit for their work. 40 on campus classes are now using Etudes to enhance their classes this semester as a result of this training. DE will be conducting a
survey comparing its current CMS - Moodle with Etudes, along with an in-depth analysis, and then mid-spring semester, will possibly recommend a change from moodle to etudes depending on the results of the survey and course system analysis. Such a change needs to be reviewed and approved by the EPC, Academic Senate, and College Council before adopting it for Fall 2013. The Etudes Pilot Project information can be found at http://lamission.edu/online - under "Etudes Pilot Project"

g. Curriculum (5 min) – Pazirandeh reported; see below

i. Curriculum Approval Deadline & Process: Due to the scheduled site visit in early March, the catalog committee has announced that only changes approved to the curriculum by the end of February will be included in next year’s catalog. Faculty can now view progress of their submitted curriculum through the process through the “Curriculum Activity Log” link available on the Curriculum website. This log documents progress of submitted curriculum through Tech Review, Curriculum committee and Senate approvals. Incomplete submissions will be returned to originators and will need to be resubmitted once the deficiencies are completed. Status of these submissions will also be available through the log. Faculty are responsible for tracking their curriculum and making timely resubmissions once it is returned to them.

ii. DE Approval Process: The new DE approval process adopted by the Curriculum committee in Fall 2012 has been noticed to be approved by the Senate on 2/7/13. The new process includes a 10 day college-wide notification for new DE courses, followed by review by Tech Review subcommittee and approval by the Curriculum committee. The new approval forms and approval timelines will be available at the curriculum website shortly. Until the new forms become available on the website, anyone interested in submitting an application can email Said Pazirandeh or Susan Ghirardelli.

iii. Transfer Degrees (AA-T and AS-T): The State Chancellor’s office issued a directive last year requiring all colleges to adopt AA-T and AS-T degrees in 80 percent of the majors they offer in which there is a TMC by Fall 2013, and in 100 percent by Fall 2014. Mission College has filed plans with the State Chancellor’s office for adoption of the following additional AA-T and AS-T degrees to meet this directive:

• Administration of Justice
• Computer Science
• Elementary Teacher Education
• English
• Political Science

Adoption of these degrees in addition to the ones already approved will allow the college to meet the 100% directive by Fall 2014. Madelline Hernandez and I will meet with the appropriate departments to discuss plans for adoption of these degrees and any new courses that might be required for them.

iv. The District Academic Senate is sponsoring a Discipline Day on February 22, 2013 to assist various disciplines that might need help with adoption of degrees in their area. More information for this day will become available in the next week.

5. Making EPC Dean a voting member of EPC? (5 min)

a. General support was expressed for this
b. **ACTION ITEM:** Phares and Echeverri will develop wording for the proposed change to the membership rules and bring this to EPC in April.

6. Strategic Enrollment Management Committee: should EPC seek to retake control? (15 min)
   a. EPC will not seek to retake control. Allen will report back after meeting with the new SEMC.

7. 6-Year schedule for Ed Master Plan & academic Program Review to sync with accreditation (30 min)
   a. Tabled

8. Another meeting this month? (5 min)
   a. Next meeting will occur **March 4**

**List of any action taken:**

**Adjournment:** 4:00 pm

**Minutes submitted by:** V. Cox
Curriculum Report

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  Elementary Teacher Education  
  English  
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- Madelline Hernandez and I will meet with the appropriate departments to discuss plans for adoption of these degrees and any new courses that might be required for them.
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