Call to Order by:
D’Art Phares (co-chair) @ 1:48 pm
1) Approval of Minutes from December 2, 2013.
   a) MSC (Prostak/Ayers) to approve as amended.
2) Call for new items
   a) Smazenka suggested that the task list for overall goals/objectives of the departments on the comprehensive review should be reworded or improved.
      i) Action Item: Phares will put on next meeting agenda for discussion.
3) Review of outstanding action items
   a) Shared governance approved the two modifications to the EPC membership terms.
      i) Action Item: Phares will present it at the next College Council meeting to formalize the changes.
5) Committee Reports:
   a) Faculty Hiring Prioritization: Phares will consult the Mike Fenton
   b) SLO/PLS/ILO Assessments: Flood reported that the charter is finalized. Intersession surveys resulted in positive results and high percentages. (Handout to follow.) Another survey will be done in the Spring semester. Summary of annual SLO summit. Next SLO summit Friday, May 2, 2014. Assessments and rollup assessments. Summary of department chairs’ assessment reports (handout). The Life Sciences website has an example of SLOs Assessment results and a PowerPoint on how to post SLOs. T
      i) Course Outline of Record is updated every 6 years. Will be adding an addendum but it has to go thru Curriculum. Updated SLOs, difference between syllabi and course outline. Should be done separately. PLOs mapped to set up ILOs.
      ii) Dr. Lee recommended an annual Mission Learning Report to improve student learning, assessment of the institution, resources allocated to administrative and service areas. Flood and Master are working on an outline which should be done by the end of the Spring semester.
   c) Essential Skills: Tabled.
   d) Accreditation: Flood reported that the report will be presented to the Senate on Thursday. On Wednesday, Leslie Milke, Madelline Hernandez, Michael Allen will present
a two page summary to the Institutional Effectiveness Committee. The report will be presented to the Board on March 3 and final submission on March 15.

e) Budget and Planning: Brinkman reported that they are evaluating the overbase requests. They are currently ranking 14 requests.

f) Distance Education: Jordan briefly discussed the follow up report on Recommendation 4 for the Distance Ed program. The 2014-2017 3 year Distance Education Plan is posted on the Distance Ed website. It is being presented for review and approval by EPC, Academic Senate, and College Council. EPC will review handouts and vote for approval at next meeting.

g) Curriculum: Said reported that they are currently working on the revision of E66 graduation requirements. There will be a graduation plan and a non-transferrable graduation plan, also known as the District graduation plan. There will be a revised prerequisite validation plan which is more rigorous than the current campus plan. The purpose of the handout Request for Program/Major Discontinuance is to clean the catalog. It is modified from the LA Valley College site. After it is addressed at Curriculum, it is brought to EPC, then to Academic Senate. This a part of the viability process.

h) Program Viability Ad-hoc Committee: Said reported no progress.

6) New round of annual updates in Spring
   a) The next program review for 2015-2016 Academic Year begins next month and the screens will be open next week for two and a half months. These need to be completed by June so Academic Affairs can prioritize the budget requests. The new screens have come from faculty requests. The Annual program review is separate from the Comprehensive program review.

7) Comprehensive Program Reviews in Spring
   a) Action Item: Phares to check with Ed Raskin to reschedule Coop Ed to 4/21 and English to 3/24 since both departments are ready.
   b) 3/24/14 - English/Journalism/Speech - Jordan and Pazirandeh
      4/14/14 – Math - Prostak, Ayers, Antonio
      4/21/14 – Coop Ed – Phares and Smazenka
      5/5/14 – Business & Law – Hobbs and Hernandez
      5/19/14 – Professional Studies – Rettke and Flood


Minutes – T. Drueco