

SHARED GOVERNANCE COMMITTEE MINUTES
COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 3/2/15

Location: CMS 214

Time: 1:30pm - 3:30pm

Voting Members Present: Donna Ayers, Carolyn Daly, Mark Hobbs, David Jordan, Sarah Master, D'Art Phares, Said Pazirandeh, Gary Prostack, Mari Rettke, Curt Riesberg, Debby Wong (for Robert Smazenka)

Voting Members Absent: Lorena Aguilar (ASO Senator), Michael Allen, Cathy Brinkman, Roula Dakdouk, Madelline Hernandez

Resource Member Absent: Pat Flood

Guest Present: Darlene Montes

Call to Order by Phares (co-chair) at 1:36 pm

1. Approval of Minutes of February 23, 2015
 - a. Approved as amended.
2. **Mission Statement Review**
 - a. LAMC 2014 Mission Statement: Los Angeles Mission College is committed to the success of our students. The College provides accessible, affordable, high quality learning opportunities in a culturally and intellectually supportive environment by:
 - Ensuring that students successfully transfer to four-year institutions, prepare for successful careers in the workplace, and improve their basic skills;
 - Encouraging students to become critical thinkers and lifelong learners;
 - Providing services and programs that improve the lives of the diverse communities we serve.
 - b. The committee discussed the mission statement and possible changes.
 - c. Jordan emailed members an article on Developing and Assessing Students' Capacity for Lifelong Learning for discussion.
 - d. Master will email the Accreditation Standard that describes what should be covered in the mission statement.
3. Educational Master Plan
 - a. The committee discussed top down planning and integrating the District plan, Mission's strategic plan, and the Ed Master Plan and arranging the schedules to synch everything to the Accreditation schedule.
 - b. All members were asked to look at least one other Ed Master Plan from another college, preferably outside of our District, and come back with a brief overview by the next meeting and email these links to Jordan.
4. Committee Reports
 - a. SLO/PLO/ILO Assessments (Master read the report for Flood)

Since the last EPC meeting in December, Deborah Paulsen and I have been working with the department chairs to complete any unassessed SLOs and PLOs. Our Web Architect Nick Minassian has created a real-time computer-generated report summarizing our progress with course-by-course SLO

backup in an Excel spreadsheet. These statistics are particularly important for the Accreditation Follow-Up Report. Recommendation #2 requested us to accelerate our efforts to assess outcomes in all courses, programs, degrees and certificates. The response to Recommendation #2 of the Follow-Up Report was completed on March 1 utilizing statistics from the real-time report.

Using the statistical report generated by Nick, we can now verify that all active course SLOs, 714/714, 100%, have been assessed at least once and the number of SLOs with more than one completed assessment is 431 as of January 24, 2015.

Comparing fall 2013 to fall 2014, we have seen a significant increase in the number of assessments of our 275 courses. In fall 2013, 183 SLO assessments were completed, 225 in spring 2014, and 312 in fall 2014.

This fall we also worked on streamlining our Program Learning Outcomes (PLOs). We decreased the number of PLOs from 292 to 212 and all 212 now have been assessed—100%. Last year at this time we were only at about 40% of total PLO assessment.

These statistics demonstrate the progress in the acceleration of assessments and follow-up assessment over the last year.

The Learning Outcomes Assessment Committee met last week on February 24 and will be meeting again next Tuesday, March 10. We are looking at what has been learned from previous course SLO assessments and ILO assessments and planning the next round of ILO assessments. LOAC also is working on the Mission Learning Report which will be a compendium of student learning information and will include the SLO/PLO/ILO statistics and a summary of what we have learned from our assessments and how we are using the results to improve student learning, make data-driven decisions, and allocate resources.

b. Essential Skills Committee (Riesberg)

i. Essential Skills Committee 2/11/15 Minutes:
BSI Funding Proposals:

- Bonilla: food for LINKS conference day, discussed
- Zaiens: (alerted committee to a pending proposal) re: L.A. Times for reading classes
- Riesberg: (alerted committee to a pending proposal) re: tuition reimbursement for faculty and for Staff, such as tutors, for professional development
- Wong: discussed development of progression rate tracking tools, statistical, could be used to assist in BSI counseling, advising, staffing, etc.

- Montes: question of computer purchases?

Note: a discussion ensued regarding the possible availability of money from Equity initiative and possible uses such as research, and to perhaps pick up where it leaves off and/or enhance BSI initiatives such as Tutoring

Spring Into Spring: 85-ish attendees. Zaiens noted that the student panel was a particularly strong aspect. Zaiens also noted the need for faculty-driven activities and a Call for Proposals for next time around.

Carlos Gonzalez noted, re. SSSP, the need for an informal change of cultural attitude and action towards a perspective of proactive customer service

Equity: no formal report. Montes will provide more information at a later date. The possibility of an equity researcher was noted, and that new hires should get 10-100 budget approval.

SSSP: there has been an extension to Dec. 31st for spending. Focus will be Orientation, Assessment, and Counseling. Questions: limited counseling? What about transfer center?

Riesberg suggested that an outreach to the high schools might include a "crash course" prior to assessment. ... because

A need for Early Assessment has been identified.

A discussion again ensued regarding the stalled embedded tutor program for Math 105-112.

Might there be a new STEM I.A. position ...? Wong and others noted that we need a stronger I.A. in the Learning Center... one who subscribes to the proactive customer service practices touted earlier in the meeting by Gonzalez.

SSSP calls for a Student Success Center with Instructional Assistants and a Director. Currently at Mission, no Director position is filled. Riesberg pointed out that he was a .6 director of the Success Center at West, which is not perfect but is better than nothing.

Patricia Chow noted that 25% of Mission students are Full Time.

Noted: several upcoming 3CSN professional development opportunities, including the Tutor Expo on the 20th of March.

Also noted upcoming professional development activities: Basic Skills Initiative Leadership Institute (BSILI) June 14-19 at Lake Arrowhead, and the Acceleration in Developmental Education Conference June 24-26 in Costa Mesa.

c. Distance Education (Jordan)

- i. 1. DE submitted Program Review - 2-8-15 - see - [3 Year Department Plan](#)
2. DE updated Unit Assessment - 2-8-15 - see <http://lamc-ddl.pbworks.com/w/file/fetch/92492763/Unit-Assessment-DE-2-8-15.html>
3. DE Comprehensive Review by EPC set for 3/20/15
4. New training program - Anytime/Anywhere training - <http://abogado.pbworks.com/w/page/1247366/Anytime-Anywhere%20Faculty%20Training>
5. Assessment of Online Classes & Teaching - <http://abogado.pbworks.com/w/page/92125431/Assessment%20of%20Online%20Classes%20and%20Teaching>

d. Curriculum (Pazirandeh for Akl)

- i. Updated the COR routing process to eliminate a step which will help accelerate the time for reviewing a COR:
Originator → Department Chair → Area Dean → Curriculum Secretary → ~~Vice Chair~~ → AO/SLO/Artic ^{7 days} → Vice Chair → Tech review ^{7 days} → Curriculum Chair → Originator → Curriculum Committee → Curriculum Dean → Senate → VP of Academic Affairs → President → Curriculum Chair → District.

Updating COR checklist based on committee input to make it more user friendly.

Created a submissions deadlines handout to help folks with having an idea as to when COR might get on Curriculum agenda, based on submission date.

New transfer degrees approved by state are English, Administration of Justice, and Studio Arts.

e. Accreditation (Phares for Enos)

- i. Nothing new to report.
5. Comprehensive Program Review, round 1, March 20

- a. External review of Physical Sciences Report. Phares will forward the notes from the external evaluation team to VP Allen for review.
6. Adjournment 3:16 pm.
 - a. Next meeting Monday, March 16, 2015.

Minutes – T. Drueco