

SHARED GOVERNANCE COMMITTEE MINUTES
COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 10/6/14

Location: CAI 227

Time: 1:30pm - 3:30pm

Voting Members Present: Michael Allen, Donna Ayers, Cathy Brinkman, Roula Dakdouk, Carolyn Daly, Madelline Hernandez, Mark Hobbs, David Jordan, Sarah Master, D'Art Phares, Gary Prostack, Curt Riesberg, Robert Smazenka

Voting Members Absent: Mari Rettke

Resource Members Present: Pat Flood, Said Pazirandeh

Guest Present: Kelly Enos

Call to Order by Phares (co-chair) at 1:40 pm

1. Approval of Minutes
 - a. Approval of Minutes of September 8, 2014 – approved, no changes.
 - b. Approval of Minutes of September 22, 2014 – approved as amended.
2. Comprehensive Program Review Spring 2014 (Phares)
 - a. All department chairs who's departments are up for review have been invited.
3. Business/Law Recommendations/Commendations revisited (Phares)
 - a. Committee discussed changing the future process to invite chairs to discuss their response to the recommendations with the co-chairs of EPC before it is made final. The co-chairs can bring it back to the committee and then finalize the recommendations by email.
 - b. Updates were made to the commendations and recommendations for Bus/Law.
4. Revised Excel sheet for 3-year Plan reporting (Smazenka)
 - a. Committee discussed rewriting the instructions on how to do it by creating a sample then sending it out to the chairs. This will set the expectation of what they should include in their spreadsheet. Smazenka will revise this and bring it to the next meeting.
5. Budget Prioritization (Allen)
 - a. Allen and the Deans met to prioritize these into the top 5. Allen reviewed and discussed the top 5. Committee discussed what to review and look for when doing their review of the requests and to bring back to EPC for discussion if necessary.
6. Reports
 - a. Faculty Hiring Prioritization (Phares for Fenton)
 - i. No report. They are meeting next Friday to discuss how they scored.
 - b. SLO/PLO/ILO Assessments (Flood)
 - i. LOAC Report
 1. The Learning Outcomes Assessment Committee met on September 24 and discussed goals for the year, the Mission College Learning Report, and the Information Competency ILO Report, which was completed over the summer. An Informational Competency task force also met this past week to further discuss the findings and to plan the next assessment which will be conducted in spring 2015. Though findings from the work that was done indicated that our students are competent in Information Competency, a broader sample will give us more in depth results.
 2. In preparation for the 2nd Annual SLO Summit Friday, October 17, Sarah Master, Patricia Chow, and Pat met with Nick Minassian this past week to further improve the online SLO reporting system.
 3. Attendance at the 2nd Annual SLO Summit is very important. This is an opportunity for participants to dialog with others on our campus about

assessment results and what we have learned from them that will help student success in our courses, programs, and at our institution.

4. On September 26 Pat attended a regional SLO meeting at Citrus College along with Michael Allen, Sarah Master, Madelline Hernandez, Darlene Montes, and Kelly Enos, which was both stimulating and reassuring that we are on the right track with what we are doing.
 5. The next LOAC meeting will be Wednesday October 8 at 1:30.
- c. Essential Skills Committee (Prostak)
 - i. Tabled
 - d. Accreditation (Enos)
 - i. They are working on the 5 recommendations (2, 5, 7, 9, 14). Phase 2 will be addressing the recommendations. A timeline for the final drafts of the recommendations will be submitted to the steering committee by 10/31/14. A timeline for the self-evaluation report has been approved by ASC and will be presented to College Council on October 16. Standard teams have been assembled to recruit members. There was a training this past Friday where standard team leads assembled and learned how to write to the standards and the tools necessary to do the job.
 - e. Budget and Planning (Phares for Sparfeld)
 - i. No report
 - f. Distance Education (Jordan)
 - i. DE Report to EPC - 10-6-14
 1. DE has been working with Counseling and Student Services. A 3SP page has been created for online resources. It is located temporarily at <http://lamission.edu/de/3SP> and will be further reviewed and approved by Student Services. DE is also working with Counseling in discussing a 3 tier set of counseling advising, similar to STEM.
 2. DE is working with OIE office to develop a DE Survey for DE, online students and faculty to be taken later this semester.
 3. DE has scheduled 2 workshops through the Eagles Nest, one is on 10/20, and will cover Use of Media in the Classroom, and the second, will be New Features of Etudes on 11/20. DE is working with the ITV Media Specialist in developing this and other Best Practices. DE has set up a web page for Best Practices of Online Pedagogy and Education at <http://missionbestpractices.pbworks.com>
 4. DE has completed a 2nd review of the Anthro 101 online class scheduled to be taught in Spring 2015.
 5. DE is working with the coordinator of the Eagles Nest and IT to re-design the online portal for online students and faculty at <http://lamission.edu/online>
 6. DE has two new members in its committee, and also appointed the DE Coordinator as the DE representative to attend and participate with the Accreditation Steering Committee (ASC).
 - g. Curriculum (Pazirandeh)
 - i. No report
7. Meeting adjourned 3:05 pm

Next meeting on October 20, 2014.

Minutes – T. Drucco