Members Present: Maria Fenyes, Pat Flood, Alma Johnson-Hawkins, Said Pazirandeh, Maury Pearl, Mark Pursley, Jan Silver, Nadia Swerdlow

Resource Members Present: Stephanie Atkinson-Alston, Roza Ekimyan

Members Absent: Cathy Brinkman, Angela Echeverri, Madeline Hernandez, Jose Maldonado, Alex Morales

Resource Members Absent: Sandy Thomsen

Guests Present: Carole Akl, Trevina Jefferson, D’Art Phares, Gary Prostak

Call to Order: By Co-Chair Jan Silver at 1:39 p.m.

1) Approval of Minutes (5 min.)
   a) From April 19
      i) MSU (Said Pazirandeh/Mark Pursley) to approve as amended
   b) From May 3
      i) MSC (Said Pazirandeh/Mark Pursley; Jan Silver abstaining) to approve as read

2) Reports: (70 min.)
   a) Faculty Hiring Prioritization (5 min.)
      i) Nothing new
   b) Program Review -- two departments (20 min.)
      i) Commendations and Recommendations for Cooperative Ed and Business and Law were discussed and agreed upon. (See below)
   c) Student Learning Outcomes (5 min.)
      i) Pat Flood and Deborah Paulsen are continuing to work with our Web developer, Nick Minassian, on the online SLO and Assessment program. It is getting close to being completed. Faculty will be able to access it through the faculty portal. Nick was able to integrate the i-rubric format into our program.
      ii) Pat Flood is continuing to review SLOs and assessments as they are submitted through the ECD. About 10 to 15 CORs per week are being submitted. Deborah and Pat are also working with faculty to complete assessments.
   d) Essential Skills Committee – Math request for funding (10 min.)
      i) The committee approved a request to fund student workshops prior to the common final in Math for the next 3 years. This was unanimously supported by EPC.
   e) Accreditation (5 min.)
i) Pat Flood expressed some concern over the evaluations of some Shared Governance Committees. There is also concern about finding a replacement for Karen Hoefel in a timely manner.

f) Educational Master Plan Update (20 min.)
   i) Expansion met last week to review the Future Assumptions; Gary and D’Art will be taking their suggestions back to the Future Assumptions group today. They are also meeting with President Valles today, and meeting with the group as a whole next week. With the cancellation of the June Senate meeting, we plan on presenting the final draft at the September Senate meeting.

g) Program Viability (5 min.)
   i) Alma Johnson-Hawkins reports that Viability studies are initiated by the Vice President’s office, and that one is planned for CSIT

h) Budget and Planning ( )
   i) The committee’s focus is currently on turning the three priority lists (Student Services, Academic Affairs, and Admin Services) into one unified list; work continues.

i) Distance Education (5 min.)
   i) Nothing new.

j) Curriculum (5 min.)
   i) The committee is wrapping up its work for this semester, but expects submissions to continue over the summer as submission is now online.

k) Strategic Enrollment Management (15 min.)
   i) Alma Johnson-Hawkins reports that the committee is working to connect this to the other campus planning documents.

3) EPC Self-Evaluations:
   a) Shared Governance - May
      i) Jan Silver provided a draft of the self-evaluation from EPC. It was amended and approved. (see below)

4) EPC Webpage update - (5 min)
   a) The minutes and agendas are up to date. Unit Assessment information is in progress.

5) The June 21st meeting is cancelled; we will meet June 7 and July 19

Adjourned 3:32 pm

Minutes taken by D’Art Phares
Educational Planning Committee

Program Review Meetings with Department Chairs
EPC Response:

Department: Business and Law

Commendations:
- Thorough and comprehensive report
- Acquisition of grant funds to develop new courses to meet student needs, such as Green Technology and Sustainability
- Increased enrollment in the Business and CAOT disciplines through effective enrollment management strategies
- All courses updated
- Use of new and innovative technology in the Law discipline
- Creation of a joint Advisory Committee for Business and CAOT
- Enhanced employment opportunities for students through the creation of partnerships with outside agencies
- Improved climate of teamwork within a multidisciplinary department

Recommendations:
- Continue to pursue the development of new courses and certificate programs to meet student needs
- Continue efforts to attain full time faculty to replace retirees
- Align the Business AA degrees with transfer requirements at four year universities

Signatures of Co-Chairs:
Alma Johnson-Hawkins
Janice Silver

Date: May 18, 2010

Internet Home Page: http://www.lamission.edu
Los Angeles Mission College
One of the nine Los Angeles Community Colleges:

Educational Planning Committee

Program Review Meetings with Department Chairs
EPC Response:

Department: Cooperative Education

Commendations:
- Director displays a strong commitment to the success of students in the program
- Managing a large program with limited staff and resources

Recommendations:
- Follow up on updates of course outlines for all Cooperative Education courses so that they can be submitted for the tech review process and Fall 2010 approval.
- Integrate Cooperative Education courses more closely with the academic disciplines they are aligned with.
- Reduce the number of incomplete grades by pursuing more effective enrollment management strategies such as employment verification before a contract is signed.
- Clarify criteria for all prospective students to qualify for enrollment as an enrollment management strategy.
- Adhere consistently to District and Title 5 guidelines and policy of goal development between employer and student, to be reviewed and approved by the Coop Ed Director.
- Establish a clearly defined process or rubric for employees on which grades will be based.
- Consider implementing project or activity based compensations for inclusion in the grading process or rubric.
- Implement plans to make Cooperative Education forms and information available on a Cooperative Education website.
- Develop an online format for submission of course agreements and other required documents.
- Return to EPC in one year (Spring 2011) to report on progress on recommendations. Assistance can be received from the VP of Academic Affairs.

Signatures of Co-Chairs:
Alma Johnson-Hawkins
Janice Silver

Date: May 18, 2010

Internet Home Page: http://www.lamission.edu
1. Please indicate the dates of each of your meetings in the past year. Are the minutes of these meetings all posted on your web site?
   - EPC met the first and third Mondays of each month. Agendas and minutes are posted on our newly updated website.

2. What would you consider to be the main accomplishments/tasks that your committee achieved this academic year?
   - Formalization of comprehensive program review schedule
   - Comprehensive program reviews of five units: English/Journalism/Speech Department, Math/CSIT/Engineering Department, Cooperative Education, Business and Law Department, and Professional Studies Department
   - Revision of the program review unit assessment tool and update tool
   - Development of unit assessment evaluation rubric
   - Development of Program Review Handbook component of Shared Governance Handbook
   - Expansion of chartered membership to include 3 new positions: Essential Skills representative, English representative, Math representative
   - Development of sub-committee to write the 2010-2015 Educational Master Plan
   - Reactivation of the Strategic Enrollment Management sub-committee
   - Review and approval of Distance Education absence policy and development of substantive change sub-committee
   - Review of non-credit program
   - Review and approval of requests for Basic Skills Initiative funding
   - Updated our webpage
   - Review of proposed mission statement and development of survey

3. What prioritized goals for this year were you unable to complete or are still in progress?
   - Viability reviews
   - Completion of the unit self-assessment update tool

4. Please list your prioritized goals for the next academic year.
• Completion of the unit self-assessment update tool
• Comprehensive program reviews of five units – to be selected
• Continuation of strategic enrollment management practices document
• Approval of Educational Master Plan 2010-2015 document

5. Does your charter accurately reflect the committee’s focus? If not, please explain.
   • EPC’s charter does reflect its mandate. The additional membership will positively impact our mandate.

6. Is membership tenure reflected accurately on the web site?
   • It will be updated at the end of June when the new membership takes effect.

7. Is your membership adequate to meet the work challenges of the committee?
   • We anticipate the expanded membership (see #2) will positively impact our mandate. We will evaluate the effectiveness of the expanded membership next year.

8. Please list the dates that one or both of the co chairs of your committee attended the SGTF monthly meetings.
   • One or both of the co-chairs have attended all monthly SGTF meetings.

9. Do you have any suggestions for the SGTF that could improve our Shared Governance process or make it more efficient?
   • The SGTF task force needs to be strengthened to promote communication and collaboration among committees. We recommend adding meeting attendance, participation and involvement in the SGTF to the responsibilities of committee co-chairs.

SIGNATURES: __________Alma Johnson-Hawkins___________Co-Chair

____________Janice Silver __________________________Co-Chair

___May 17, 2010___________Date