Educational Planning Committee
Minutes
June 7, 2010
Campus Center 4
1:30 p.m. - 3:30 p.m.

Members Present: Angela Echeverri, Madeline Hernandez, Alma Johnson-Hawkins, Jose Maldonado, Said Pazirandeh, Mark Pursley, Jan Silver, Nadia Swerdlow

Resource Members Present: Stephanie Atkinson-Alston

Members Absent: Cathy Brinkman, Maria Fenyes, Pat Flood, Alex Morales, Maury Pearl

Resource Members Absent: Roza Ekimyan, Sandy Thomsen

Guests Present: Eloise Cantrell, D’Art Phares

Call to Order: By Co-Chair Jan Silver at 3:08 p.m.

1) Approval of Minutes (5 min.)
   i) Tabled
2) Program Validation Review with Department Chair
   a) Professional Studies (2:00 p.m.)
3) Reflections for Response Letter
   a) Commendations
   b) Recommendations
4) Additions to July 19th Business Meeting Agenda
   a) Attendance commitments of EPC members
   b) Departments who will be presenting comprehensive Unit Assessments next academic year

Adjourned 3:30 pm

Minutes taken by D’Art Phares
1. Please highlight any changes since you submitted your unit assessment (e.g. enrollment trends of the units as of Fall 08).

We have seen an adverse affect on the Family Consumer Studies and Interior Design disciplines as the hours of instruction have been constantly reduced and we are in DANGER of not being able to complete our programs. The cuts have devastated the disciplines.

We had given hours from FCS and ID to FSM to help Food Service Management bring up its numbers and we now need to be able to recapture those hours for the other disciplines in the Professional Studies Department. In 2003 Interior Design offered 7 courses, in fall 2010 only 4 courses are offered. If we look at Spring 2007 enrolments and class offerings we would see that FCS had 21 sections of which 3 are co-op edu and 1 independent study (385) so really it is only 17 courses with 228 enrollments in spring 2010 we have only 9 actual courses and 3 co-op-ed and 1 independent study with enrollment of 315. So we have increased the enrollment and have nearly half as many courses. The problem is with only 9 classes the FCS discipline cannot continue to offer the gerontology program or other options as we do not have enough hours to do our program. WE have also increased our numbers in Interior Design but again have reduced sections to the point that we cannot guarantee students a timely completion of courses as we must rotate them and we do not have enough hours to offer what we should each semester.

We have worked diligently to combine classes and reduce sections in Food Service Management and as a result have increased enrollment. We had a disaster in the Spring 2010 FSM 101 class as we did not have enough hours to offer an evening section and so the demand for the day time section was out of control and very disturbing to the students and faculty. This is what happens when you go beyond the bare-bones limitation.

Our department has taken too many hourly reductions and it has paralyzed Family and Consumer Studies and has not allowed the Food Service Management to grow as it needs to grow and the same holds for Interior Design. Majors are discouraged that they must wait so long to get their certificates completed. We have continuously tried to rotate courses so that in a 2 year cycle everyone’s needs can be met for certificates and AA degrees.
This approach is not working since if the sequence is missed it takes a third year to complete the programs. There is great potential for all of these programs but we need classes to be offered consistently instead of cutting each semester. We are below the "bare bones" effect.

What do you see as the strengths of each of your units?

The strength of each discipline is that each provides training that reflects the ability to get jobs and transfer to universities. Interior Design, Family and Consumer Studies, and Food Service Management all have career pathways that encourage students to enter the respective field of study for future careers. Our main strength is that our disciplines serve the needs of the communities we serve.

What do you see as the challenges?

- The lack of fulltime tenured faculty in Family Consumer Studies (FCS), Interior Design (ID) is a tremendous set-back and challenge. Food Service Management (FSM) will hire an additional tenured faculty member this summer. FSM will still need to hire an additional tenure track position in Spring 2011 to meet the needs of the expanding program. In addition, FSM will need 5 more instructional assistants to be hires as reflected in our 2010=2011 unit assessment plan.

- Budget to immediately hire full time faculty and for FSM 5 more instructional assistants.

Marketing plans developed for the entire Professional Studies Department. This will take resources. We have a commitment from several students and student clubs such as the Interior Design Club, and the IFSEA, and Food Service Management students to go to high schools and make presentations. They have wonderful ideas like putting us on the Face book track and other internet suggestions. Our main challenge has been getting our web-site up and running with all the info that is needed.

- Big Challenge is that culinary arts catering is not found easily on the LAMC web-site and should be placed with a link on the main web-site page. We have asked for this year after year. Who can help us make this happen? This is vital.

2. How does your unit planning support the mission of the college?
• We provide certificate, AA degree and transfer options in all of our programs. Our Professional Studies Department encourages all students to become critical thinkers and life long learners.
• We ensure students successful transfer to four year institutions and have articulation agreements in place with CSUN, Cal Poly, Pomona, and UNLV.
• We provide training programs that prepare students for meaningful employment in jobs that reflect growing industries and above average wages. The employment opportunities are not just jobs, but career oriented with potential for advancement.
• Our internship programs introduce students to hands-on job skills and provide for networking in the industry they have selected.

3. What are your visions for changes, revisions and growth?
• We are working on revision of all of our courses.
• We will be revising our certificates and AA degree requirements in all of our disciplines in Professional Studies.
• FSM will evolve into a 32 week block intensive program that is an academy or institute style which also allows for the GE requirements for the AA degree in FSM.
• When the new facility is ready, we know we will have increased FSM enrollment from the 320 majors we have currently to approximately 600 then 1000 students in our program over the next 3-5 years.
• Gerontology needs to be given support so it can flourish and marketing strategies should be developed.

4. What resources are needed to support as well as to build the programs in your Department?
• Facilities? We are getting the facility.
• FTEF? Hire one each for FCS and ID and two for FSM
• FCS and ID positions were not filled when we had the two retirements.
• Staff? 5 instructional asst FSM, full-time catering director FSM, student assistants for FCS, ID and FSM to be shared (2) Bi=lingual tutors for nutrition classes
• Technology? WE are okay with our new building-maybe needing software programs for ID-drafting.
• Other?

5. What is the status of SLO assessments in your department? we are on target/

6. What is the status of the course outlines of record and course updates in your department? In progress doing all of them

7. What progress has been made towards the recommendations made by EPC following your 08-09 program review presentation? WE have tried to implement them.