Educational Planning Committee
Minutes
October 18, 2010
Campus Center 4
1:30p.m. - 3:30p.m.

Members Present: Veronica Cox, Angela Echeverri, Madeline Hernandez, Jose Maldonado, Abdo Malki, Said Pazirandeh, Maury Pearl, D'Art Phares, Gary Prostak, Mark Pursley, Mari Rettke, Jan Silver, Nadia Swerdlow

Resource Members Present: Stephanie Atkinson-Alston, Roza Ekimyan, Pat Flood

Members Absent: Alma Johnson-Hawkins, Alex Morales

Resource Members Absent: Sandy Thomsen

Guests Present:

Call to Order: By Co-Chair Jan Silver at 1:34 p.m.

1) Approval of Minutes
   a) Minutes of Sept. 20th, 2010
      i) Tabled pending clarification of the CSIT review
      ii) Action Item: Nadia Swerdlow & Alma Johnson-Hawkins will rewrite item 4a from those minutes, more clearly defining the process.
   b) Minutes of Oct 4th, 2010
      i) MSU (Gary Prostak/Said Pazirandeh) to approve as amended

2) Reports: (90 min.)
   a) Faculty Hiring Prioritization (5 min.)
      i) Nothing to report.
   b) Program Review (and update template) (10 min.)
      i) Maury Pearl, Jan Silver and Nick Minassian met last week to discuss changes; Maury presented the changes so far. Among other changes, the first page visible will now be a “Recommendations” page that will list EPC’s recommendations and allow chairs’ responses to those recommendations. Presentations are being and will be held to present the changes to the campus community.
      ii) The Program Review screens will be open for this year’s reports on October 25th; Unit Plans are due in mid-November. There was concern about the limited time available for chairs to complete the process, but Budget and Planning needs the info by that time.
      iii) Nadia Swerdlow was concerned that there be adequate time to allow the administration to work with the Departments to edit the Updates following the due date.
   c) Student Learning Outcomes (5 min.)
      i) SLOs are being entered into the online system; the next step is to begin entering the assessment information. Pat Flood continues to work to obtain training sessions on clicker use.
d) Essential Skills Committee (10 min.)
   i) They are working to update the website.
   ii) **Action Item:** Gary Prostak will send out a letter clarifying the essential skills funding program.

e) Accreditation (5 min.)
   i) The leadership is changing, and—pending the new appointments—there is nothing specific in progress at this time.

f) Educational Master Plan Update (20 min.)
   i) There was a meeting arranged by Alma last week; another is planned for next Monday, October 25th.

h) Distance Education (15 min.)
   i) Technology Master Plan approval
      (1) Abdo Malki had several questions about the Plan.
      (2) MSU (D’Art Phares/Said Pazirandeh; amended Abdo Malki) to approve the Plan with “upgrading the computers in the Math Center” to be added to section 4.
   ii) Distance Ed requests the following questions be addressed in a faculty survey: 1) What are the implications of online/hybrid instruction for your discipline? advantages, disadvantages, limitations 2)If the college offered online or hybrid degrees could your discipline offer a class or component of that degree? Why or why not?
      (1) EPC recommends that Distance Ed send an explanatory email to chairs and vice-chairs and this be considered at Council of Instruction.

j) Curriculum (5 min.)
   i) Deadline for courses to be included in the next catalog this year is December 7.

k) Strategic Enrollment Management (10 min.)
   i) Nothing to report

3) EPC self-evaluation external review
   a) Several recommendations were made by the Shared Governance Taskforce. The most challenging include the issues of EPC’s role and areas of responsibility; these require consideration and discussion. This is tentatively scheduled for the December 6th work meeting.

4) November 1st work meeting focus - Educational Master Plan Review (5 min.)
   a) Gary and D’Art will be presenting the rough draft.

**Adjourned 3:20 pm**

Minutes taken by D’Art Phares