

**Educational Plan Subcommittee
East Los Angeles College
Minutes**

Tuesday, February 21, 2006

Present: Karen Daar, Suzette Morales-Guerra, David Beaulieu, Kerrin McMahan, Dan Frise, Ran Gust, Aria Razfar, Leonor Perez, Dean Athans, Anthony Samad, Renee Martinez, Al Rios, Dennis Villacorte

- I. **Call To Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of January 24, 2006 Minutes:** Postponed to the next EPSC meeting.
- III. **D/DL Committee:** K. McMahan reported to the EPSC that currently no procedures are set for training Distance Learning faculty on the new platform used for Distance Education courses. Also, no mechanism is in place for compensating faculty for this training. She reiterated her request for the EPSC to form an ad hoc Distance Learning (DL) sub-Committee. Part of the DL Committee's responsibilities would include requiring all DL faculty to complete a competency class and ensure that all DL courses meet WASC's ADA guidelines. As Distance Education Coordinator, she will chair the DL Committee, which will include faculty who are currently teaching online courses (who will act as trainers for new instructors), I.T. staff, the appropriate administrator, and the curriculum chair. The committee will report directly to the EPSC. K. Daar informed the EPSC that the Academic Senate plans to distribute an informational letter regarding the creation of the DL Committee to Academic Senators. If there are no significant concerns expressed, the committee can get started immediately. K. Daar also informed the EPSC that many of the District's sister colleges have a DL addendum to determine the suitability of an existing course to act as a DL course. This addendum is attached to each Distance Education request submitted to the Curriculum Committee. She recommended that part of the new DL Committee's responsibilities should include creating a similar type of addendum and reviewing Distance Education course requests before they are submitted to the Curriculum Committee.
 - a. L. Perez suggested that the DL committee itself does not need to be a full shared-governance committee.
 - b. S. Morales-Guerra recommended that a representative from counseling services also be included on the committee.
 - c. K. McMahan agreed that a representative from counseling should be included as the college will soon be required to offer Personal Development courses online specifically for Distance Education students.
- IV. **Increase in Counselor Hires:** In response to the EPSC's request, A. Razfar presented his survey on counselor/student ratios. ELAC's rates were compared to other colleges in southern California. The nature of the request was to assist the EPSC's decision whether to recommend an increase in

counselor hires to EBPAC, and raise the college's counselor/student ratio in accordance with Title V and Academic Senate recommendations. The results of the survey were based on regular (full-time, general) academic counselors, adjunct counselor hours, and reassigned time for permanent counselors. The student total credit headcount excluded the Sheriff's Academy. R.C. Williams, through an email to K. Daar, disputed the findings for East as they excluded the hours of the EOPS counselor. A. Razfar responded that this is an issue that may need to be further addressed, but that even if those hours were taken into consideration, the ratio would be affected by only 10%. S. Morales-Guerra also responded that many EOPS students concurrently use regular academic counselors. The EPSC questioned whether or not all colleges surveyed accurately reported the amount of counselor adjunct hours. It was soon determined, however, that even if the survey did not reflect all adjunct hours used by other campuses, this would further indicate that the other colleges are offering more counseling services. K. Daar reminded the EPSC that the Matriculation and Student Success Committees, in the past, strongly suggested that the college review its counselor/student ratio. Finally, the Transfer Committee, in an unanimous vote, formally requested the EPSC to review this data due to a shared, perceived notion that that the college is in need of more counselors. She further reminded the EPSC that it is the committee's responsibility to investigate any concern expressed for an educational unit, particularly one that affects other college units. *M/S/P (R. Martinez/A. Samad)* to request the Vice-President of Student Services and the Chair of Counseling to propose a number of counselors to hire, with justification, to the next EPSC.

- a. R. Martinez informed the EPSC that Santa Monica College has a counselor assigned to every feeder high school, and suggested that an asterisk be added to those positions listed that do not counsel at all. She also explained that all colleges are mandated to have counselors for all the services listed in the survey. She suggested that the EPSC should consult with R.C. Williams to get a clearer picture of any new hires planned to replace retirees.
- b. L. Perez clarified that the state does not mandate how many counselors an institution should have, but does mandate that all students are effectively able to obtain services. How those services are given may vary from college to college. For example, some colleges use student workers for the midterm academic review.
- c. A. Samad stated that last year, the faculty agreed in principle that more counselors needed to be hired, as there was a perceived immediate need. Currently, students are not able to obtain Educational Plans. He also informed the EPSC that Santa Monica transfers more students to UCs than the whole District combined. Thus, it is imperative for the college to discuss any limitations and aid in the Counseling Department's ability to make the argument to hire more counselors.

- d. S. Morales-Guerra emphasized the need to hire replacements for the two counselors that have already retired, as that currently only a small group is doing general counseling.
- e. S. Goldstein suggested that the recommendation to increase counselor hires should actually come from the department itself. The department should analyze the workload of each counselor and make a projection of what is needed.
- f. D. Beaulieu stated that there is a great discrepancy among the ratios (as much as 4 to 1 difference between Santa Monica and East, for example-- and Santa Monica is one of the largest Transfer institutions). He suggested that the Counseling Department itself needs to be more pushy, with assistance from the EPSC, in demanding more hires as the College President is not committed to the usefulness of counseling. He also suggested that there is a need to think more creatively and get the counselors out of the office and do group counseling as well as work in conjunction with faculty, though that doesn't mean a strong case can not be made to double the current Counseling Department. D. Beaulieu also stated that it was R.C. Williams' decision to not involve the Counseling Department in the Joint Hires Committee, even though the Library, a unit that also offers student services, does participate. He also reminded the EPSC that the committee requested the survey in order to compare the college's ratio to state standards, not specifically to other colleges.

V. **Strategic Planning Goals:** L. Perez presented her preliminary list of goals and objectives for the revised Educational Plan, although some of the items still need to be clustered in order to effectively integrate them into the Master Plan. She stressed to the EPSC that an important part of the process is obtaining updates on all action items listed in the 2003-2006 Educational Plan, and volunteered to meet with each person responsible for those action items and report back her findings to future EPSC meetings. R. Gust's suggestions for revised goals were also distributed to the EPSC. He recommended that the 2003 goals be reviewed to distinguish goals from objectives and action items and that the new goals be written to achieve greater focus on fewer key priorities.

- a. D. Beaulieu expressed his concern that Educational Plans, in general, seem to "just float out there", and suggested that it would be helpful to the EPSC to read the rather impressive Strategic Plan being developed by the State and the District Plan as they emerge, as both have much to do with student performance. He will try to provide copies of both to EPSC members.

VI. **South Gate Educational Plan:** L. Perez clarified that the Off-Site Committee is in the process of updating South Gate's Space and Needs Plan. However, any concerns regarding the educational offerings at the site should be included into the college's Educational Plan. K. Daar suggested that the finished South Gate Space and Needs Plan be forwarded to both the Senate and the EPSC, as the plan will be directly associated with how educational programs are offered at this location.

- VII. **Student Success Committee:** D. Beaulieu reported that the campus Student Success Committee meets on the first Wednesday of the month 1:30-3:00. The first District-wide Student Success Workshop will take place March 3 at Trade/Tech College 9:00-12:30. Each college is only allowed to take 15 representatives. 150 people are expected to be present, including all the colleges' Presidents. The workshop will focus on a presentation by Michael Bosley on dramatically rethinking approaches to advising and counseling. Currently, the campus committee is focusing on learning communities, the English and Math pipeline, and Matriculation/assessment issues. It is a recommending body to the EPSC, analogous to the Transfer committee, but not itself the agent for change. He also reported that A. Ornelas, who is on the Student Success Committee, is currently developing the Adelante (learning communities) program. He also clarified that although the District's Student Success Initiative taskforce expects each campus to form its own Student Success Committee, it is not a contractual issue.
- VIII. **SLO Committee:** Report postponed to the next EPSC meeting. The SLO Committee meets the second and fourth Wednesday at 3:00 in the Library Conference Room.

Meeting adjourned 3:35 p.m.

Respectfully Submitted,

Karen Daar

EPSC Co-chair