

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

Tuesday, September 19, 2006

Present: Karen Daar, Kerrin McMahan, Richard Moyer, David Beaulieu, Dennis Villacorte, Leonor Perez, R.C. Williams III, Dean Athans, James Kenny, Ran Gust, Anthony Samad, Oscar Valeriano

Guests: Lisa Stallworth, Vanessa Valverde

- I. **Call To Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of August 30, 2006 Minutes:** *M/S/P (R. Moyer/R. Gust)* to approve the minutes of June 20, 2006 with the following change: III-c--delete the word "inflated".
- III. **Research Priorities:** K. Daar reported that a hiring committee has been formed to interview candidates for the Associate Dean of Research position. She proposed that the Research Prioritization Committee be resurrected, and for the Research and Planning Office to advertise throughout the year which projects they are working on. D. Beaulieu reported that he, Karen Daar, the college Vice Presidents, Leonor Perez and Brenda Baity have met with the College President, Bob Isomoto, to establish the role the Associate Dean of Research will fill at the college.
  - a. L. Perez suggested that a Research Prioritization Committee could meet at least twice each semester, and requested that her Office be informed early of any potential research projects, so that the office could anticipate staff and resources. She further suggested that the new committee have a similar structure and makeup as the Program Review and Viability Committee, providing to the college a clearer understanding of the time needed to devote to various research projects. This new level of communication will also look good for accreditation.
  - b. R. Moyer suggested that the college also consider forming a grants oversight committee, since there are well over 10,000 grants of some kind offered throughout the year, each needing a certain amount of research. He further suggested for the college to clarify District research functions to make sure that it is not doubling efforts.
  - c. D. Beaulieu added that research assistance would also be needed when the college reforms its basic skills structure.
- IV. **Distance Education Committee:** K. McMahan reported that the DE Committee is scheduled to discuss the Curriculum Committee's request to establish guidelines for approving DE courses. The committee will also discuss platform issues, although the launch was successful. She also informed the EPSC that her previous position as DE Coordinator is expected to be advertised to the faculty for .2 reassignment this semester and .4 the next. She explained that the position does not need to be .6 reassigned (the

amount that she traditionally had), as she will still be involved in the program in her new role as Dean of Academic Affairs.

- a. D. Beaulieu expressed concern that if K. McMahan were expected to continue working with Distance Education, her attention would then be taken away from her other Dean duties.
- b. K. Daar stated that a faculty co-chair for the Technology Plan Subcommittee needs to be recruited to replace K. McMahan.
- c. J. Kenny expressed his concern that no one with any caliber would be attracted to this position if it were only for .2 reassignment.
- d. R. Moyer responded that the fall semester was well on its way, and that in the spring the reassigned time would be adjusted.

V. **Student Success:** D. Beaulieu informed the EPSC that a preview of the Strategic Plan would soon be presented to the Board. Also, the DAS summit will not be on student success, as in previous years, but on institutional effectiveness. The Student Success Initiative committee's goals include ensuring that every campus has a Student Success Committee and to establish a staff, faculty and student community (similar to Valley's STARS program). In terms of basic skills reform, literacy and Math taskforces will be formed soon.

VI. **SLO Committee:** A. Samad distributed to the EPSC an SLO development activity year-end report, a status list of SLO developments campus-wide, and a list of SLO goals and objectives for the fall semester. One goal is to provide technical support for the faculty by purchasing SLO tracking software (an assessment software presentation is scheduled for the next SLO meeting.) A. Samad also reported that faculty participation has expanded from 12 to 15 to many others. He will forward to L. Perez departmental tracking measures so that she can sweep SLO assessment techniques into institutional planning. He also informed the EPSC that he has requested an additional .8 reassigned time for faculty to be involved in SLOs. He will provide a copy of all SLO college activities for Academic Affairs, the EPSC chair, the Office of Research and Planning, the Library, and the Accreditation Officer. Departments are also encouraged to keep a record of their own progress. He further reported that the college had a good launch, and has hit SLOs in every way that it could. In the future, the college will further need to identify the efforts of this labor-intensive activity, as more resources will need to be devoted to it.

- a. D. Beaulieu stated that the college needs to get more faculty involved in the process, and suggested that one of the SLOs meeting each month could be devoted to a philosophical discussion on what the college is trying to accomplish, whereas the other monthly meeting would deal more with housekeeping issues. He further suggested that the college adds professional development workshops. Since this is a student process, faculty must rethink pedagogy differently.
- b. A. Samad responded that the faculty members that should come to the meetings are the ones that are going to facilitate the SLO discussion within their departments. Faculty need to experience the analytical process.

c. K. Daar suggested that, in general, faculty currently have a different level of understanding about SLOs. She shared with the EPSC that the SLO process was foreign to her until she started going to the committee meetings and working with SLOs in her department--talking with her faculty about assessment tools, which would fly, and then reworking the process.

d. R. Moyer suggested that it is the generally the “habitual offenders” that are not currently involved, and they have an established a pattern of not being involved in other campus processes.

VII. **Program Review and the Educational Plan:** L. Perez explained to the EPSC the Program Review process, and distributed the current status of the units under review. She warned that viability discussions would soon be included on the EPSC agenda. She also reported that she expects to receive from Gary Colombo the proposed goals and objectives for the District’s strategic plan in a couple of weeks. She will fit under its structure, with consultation from the college, items for the college’s Educational Plan. Her office is currently incorporating from a compilation of resources, including program reviews, improvements at the college. The proposed goals and objectives for the college will be presented to the EPSC a week before the next meeting.

a. D. Beaulieu expressed his concern that not all issues discussed and highlighted at the educational committees are represented through the minutes. Some working committee discussions, such as in Financial Aid, Matriculation, and even Off-Site are not evidenced by paper.

VIII. **Items from the Floor:** D. Beaulieu requested that the following items be discussed at future EPSC meetings: Counseling hires; lack of communication between the Counseling and academic departments; lack of a DSPPS manager on campus; problems with the student-initiated process of receiving certificates; and class sizes. He also announced that the Vice Chancellor of UC Berkeley attended a reception, the day before, to acknowledge relationships with seven community colleges (including East and West) in the southern California, adding to nine other community colleges from northern California. It is expected that ELAC transfers to Berkeley will increase, on average, by 30.

a. R.C. Williams III suggested that part of a counselor’s position be associated with a specific department. He also reported that the Counseling Department has replaced two retirees, added one EOPS, and that two more counselors will be hired soon.

b. O. Valeriano responded that specific counselors are already linked with the Financial Aid office and EOPS.

c. R. Moyer suggested that the District’s degree audit system would alleviate the problems associated with students receiving certificates.

Meeting adjourned 3:50 p.m.

Respectfully Submitted,

Karen Daar, EPSC Co-chair