

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

Tuesday, June 19, 2007

Present: Karen Daar, Jeff Hernandez, Cathleen Rozadilla, Oscar Valeriano, Anthony Samad, Alex Immerblum, Richard Moyer

Guests: Lisa Stallworth

- I. **Call to Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of April 17, 2007 Minutes:** *M/S/P (R. Moyer/A. Samad)* to approve the minutes of April 17, 2007.
- III. **Approval of May 15, 2007 Minutes:** *M/S/P (A. Samad/R. Moyer)* to approve the minutes of May 15, 2007.
- IV. **SLO Committee:** A. Samad distributed a semester-end status report of SLO goals and objectives. He reported that much had been accomplished during the last semester, including establishment of an SLO website (expected to be available by the fall), creation of an SLO manual/handbook, and identification of more courses to undergo SLO development. However, he reported SLO faculty participation did not increase, perhaps due to the time the committee meets (second and fourth Wednesdays 3:00-5:00). Discussion continued on the process of hiring three SLO facilitators by the fall semester. EPSC members expressed concerns regarding the two-day deadline for candidates to submit applications, which resulted in only three candidates expressing interest in the positions. EPSC member also expressed concerns over the fact that the Associate Dean of Research position has not yet been filled, although it is expected that the selected candidate will start by the end of the month. The EPSC decided to reopen the positions. To attract potential, knowledgeable adjunct faculty, a memo will be attached to the job announcement stating that adjunct may have the .4 assignment (approximately 14 hours a week) in addition to their full adjunct faculty load. Adjuncts would be paid a non-teaching rate, and so the extra hours would not count toward tenure. A. Samad agreed to draft a memo to attach to the original SLO Facilitator job announcement. The Office of Academic Affairs agreed to mail the hardcopies to all part- and full-time faculty residences. The new deadline will be July 7th. Lastly, K. Daar informed the EPSC that a meeting delineating the role of the Office of Research and Planning will have in SLO development and assessment has still not been scheduled.
 - a. K. Daar recommended that if the SLO Committee does decide to meet at a different date and time, they should opt to meet Monday or Wednesday during the college hour. She also inquired whether or not there were plans to create a “SLOAC” group charged to directly evaluate each unit’s assessment procedures.

- b. A. Immerblum suggested that the college could first hire two SLO facilitators, and then reopen the position again for a third candidate who was versed in vocational education issues. However, if the college opted to send out a second notice, it may not be necessary to reopen the position again. He also suggested for SLO Facilitator training to be upfront and performed by the researcher.
 - c. J. Hernandez suggested that those candidates who are already truly familiar with SLOs on campus would already had the opportunity to learn about the positions, since they were announced at other meetings and events during the spring semester.
 - d. A. Samad stated that the Office of Research and Planning is going to be interpreting and synthesizing SLO data into the institutional planning process, and so it needs to play a prominent role in the college's assessment endeavors.
- V. **Revised Educational Plan-Implementation and Responsible Entities:** K. Daar distributed to the EPSC a current draft of the college's revised Educational Plan. She informed the EPSC that she, L. Perez, D. Beaulieu, R. Moyer and R. Martinez met twice to make recommendations on which campus entities will be responsible for implementing various parts of the Educational Plan (due to conflicting schedules, S. Morales was unable to attend.) The taskforce also made recommendations for deleting specific action items. K. Daar will work with the Office of Research and Planning to draft a cover letter listing instructions for the named responsible entities on the next steps of this process. The responsible entities will be asked to confirm that they will indeed take on the responsibility for each item designated to them and to make further revisions if necessary.
- VI. **Strategic Planning Retreat:** A. Immerblum and J. Hernandez reported on the college's retreat focused on both the integration of the Technology, Facilities and Educational Plans and to syncing the college's institutional plan with the District's Strategic Plan. There was a very good turnout and the group brainstormed over six areas of interest including advertisement and publicity, technology, and student success. A second strategic planning retreat will be scheduled as well, but no date has yet been confirmed. The Institutional Strategic Plan needs to be sent to the Board of Trustees by December.
- VII. **Research Prioritization:** The EPSC still has not received a list of research items and deadlines normally performed by the Research and Planning Office each year. The EPSC requested the list at the last EPSC meeting.
- VIII. **Student Success/Transfer/Distance Education:** K. Daar expressed her concern that even though one part of the revised Educational Plan needs to be substantially reviewed and revised by the Student Success Committee, to date, there is neither a chair nor any dates scheduled for future meetings. O. Valeriano informed the EPSC that student services have worked on their section of the Basic Skills Self-Assessment, but they currently need input from English, Math and Non-Credit faculty members in order to tie it all together. R. Moyer and A. Immerblum agreed to call the next Student

Success meeting. K. Daar further informed the EPSC that the co-chairs of the Transfer Committee are now Armida Ornelas and Paulina Palomino. The Co-Chairs for the Financial Aid Committee will be Robert West and Oscar Valeriano.

IX. **Items from the Floor:** None.

Meeting adjourned 3:37 p.m.

Respectfully Submitted,

Melissa Rabago
Senior Office Assistant
Academic Affairs

And

Karen Daar
EPSC Co-Chair