

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, August 21, 2007

Present: Karen Daar, Cathleen Rozadilla, Alex Immerblum, Richard Moyer, Daniel Ornelas, Kerrin McMahan, Suzette Morales-Guerra, Dennis Villacorte, Paulina Palomino, Ran Gust, Renee Martinez, O. Valeriano

Guests: Linda Whitney, Brenda Baity

- I. **Call to Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of June 19, 2007 Minutes:** *M/S/P (C. Rozadilla/O. Valeriano)* to approve the minutes of June 19, 2007.
- III. **Use of Technology in Courses:** K. McMahan and K. Daar clarified that courses using web-enhanced materials or are “paperless” are not considered Distance Education nor subject to separate approval by the Curriculum Committee (as long as instructors continue to meet during scheduled contact hours). The EPSC suggested for the Technology Plan Sub-Committee (TPSC) to discuss whether or not students have effective computer access on campus.
 - a. K. Daar questioned whether “paperless” courses were feasible, as many students do not have constant access to computer resources, and many classrooms do not house computers.
 - b. R. Martinez responded that computer competence is a district-wide problem and computers with Internet access cannot be guaranteed to be available to students at all times.
 - c. L. Whitney stated that courses offered through the college’s Title V Grant project do expect for students to access assignments and readings online, but assignments will also be made available through hardcopies.
- IV. **SLO Committee:** A. Immerblum informed the EPSC that the SLO Facilitator hiring committee plans to meet August 22. Although there was no formal application process, letters of intent and resumes have been submitted from 25 applicants. K. Daar stated that the delineation between the SLO Facilitator and Research and Planning Office role has still not been determined.
- V. **Revised Educational Plan:** K. Daar informed the EPSC that she distributed to identified “responsible entities” a draft of the Educational Plan divided into leads, co-leads, and collaborators sections. All responsible entities were instructed to review the action items they were assigned and offer revisions, deletions or additions. The EPSC will review all suggestions in October and then forward the plan to the East Los Angeles Shared Governance Council (ESGC) for approval. After ESGC approval, the plan will be distributed to the general campus community for commentary before it is sent to the LACCD Board of Trustees in December. K. Daar also distributed to the EPSC an email from Sharon Tate containing comments regarding 1.8 of the

Educational Plan, including a recommendation to use a Target Delivery System (TDS) to survey households enrolled at the college, insight to the feasibility of creating a new college logo, and whether or not it is necessary to organize press conferences. Sharon Tate further stated that campus activities are already publicized by local newspapers and infomercials, which functions to improve the college's image. Some EPSC members expressed concern that there were no clear processes in place permitting faculty and staff to inform the Public Relations Office on their achievements, and recommended for further discussion on how to effectively publicize achievements take place at the TPSC and the Chairs Committee.

a. R. Martinez explained to the EPSC the role of the Regional Contract Academy Training (RCAT) on campus, and invited the EPSC to hold future meetings at its location. She also stated that updated information will be readily available through the college's website. However, key people will need to be identified to consistently update the website with any new information.

b. Cathleen Rozadilla suggested that a pdf. file of the Catalog be made available on the college's website.

VI. **DegreeWorks:** K. Daar informed the EPSC that East Los Angeles and Southwest Colleges are piloting a new district degree audit system.

a. S. Morales stated that the state wants the colleges to collect the educational goal as an informed educational goal (meaning that the students have to meet with a counselor first). The District Degree Works committee is considering having students meet with a counselor first before allowing access to initiating requests from the system. The system will not sweep for university preparation for specific majors. Students will be instructed to use ASSIST for such queries. Training to use TREK, the system containing class information from other community colleges in the region, will take place September 24-28. DegreeWorks is scheduled to "go live" in Spring.

b. R. Martinez stated that this software will help the college accurately document certificate and degree completions, allowing for greater accountability. Before, the process was self-initiated, and many students who were eligible for a degree or certificate did not even know that they could receive one. She emphasized that students need to be able to navigate the system in order to see the variety of degrees and certificates they can achieve. However, it was unclear from the Vice Chancellor whether the system would permit for a student to formulate a "what-if" scenario.

VII. **Research Prioritization:** The EPSC requested from the Research and Planning Office a list of projects with deadlines that it is generally responsible for each year. Further discussion on this topic is postponed till Leonor Perez can comment.

VIII. **Student Success Committee:** K. Daar informed the EPSC that the Student Success Committee meets the first Wednesday of the month at 1:30-3:00. D. Beaulieu had suggested that the committee change its name to the Basic Skills

Committee, and then the college would then have two “Student Success” committees (Basic Skills and Transfer). She also reported that at the last ESGC, President Bob Isomoto commented that Chancellor Mark Drummond was very impressed with ELAC’s retention rate. A discussion by the ESGC ensued about the need for the college to agree on its own definition of “retention”. K. Daar recommended that the EPSC take on this charge.

- a. A. Immerblum suggested that the District reviews its current policy of students being able to receive a “W” up to 75% of the course.
- b. O. Valeriano suggested that the college reviews the reasons for why students leave (perhaps an exit survey).

IX. **Program Review and Educational Plan:** K. Daar recommended that future EPSC meetings include discussion on the following topics: SLO assessment being the primary evaluative element; links between resource allocation and programmatic modification; and enrollment management.

- a. R. Moyer informed the EPSC that the college’s new enrollment management team, led by Kaneesha Miller, reviews current section offerings each semester and makes recommendations to create additional sections in order to increase enrollment. However, he agreed that the EPSC should discuss enrollment management on a broader level.
- b. S. Morales-Guerra suggested that the enrollment management team also review how departmental scheduled offerings impact student success. For example, are students required to take certain courses during the same semester actually able to do so? Are students successful taking high-unit courses that are only offered once a week?
- c. A. Immerblum stated that SLOs can help faculty understand how their departmental decisions impact students and other departments on campus.

X. **Items from the floor:** B. Baity informed the EPSC that the college’s visiting accreditation team will expect that the college’s mission statement (last updated in 2002) reflects student success and learning as the college’s overall commitment. She distributed a packet that included the ELAC’s current Mission and Values statement in comparison to other community college’s mission statements. Although the EPSC agreed to take on the charge of reviewing the college’s Mission statement, K. Daar recommended for B. Baity to ask the ESGC for more direction.

Meeting adjourned 3:37 p.m.

Respectfully Submitted,

Melissa Rabago
Senior Office Assistant
Academic Affairs

And

Karen Daar
EPSC Co-Chair