

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

Tuesday, April 17, 2007

Present: Karen Daar, Leonor Perez, Oscar Valeriano, Cathleen Rozadilla, Wendy Bass, Kerrin McMahan, Renee Martinez, Ran Gust, Dean Athans, Anthony Samad, David Beaulieu, Suzette Morales-Guerra, Daniel Ornelas, Gayane Godjoian, Danielle Fallert, Richard Moyer.

Guests: Lisa Stallworth, Pat Moreno, Desiree Despues

- I. **Call to Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of February 20, 2007 Minutes:** *M/S/P (R. Martinez/O. Valeriano)* to approve the minutes of February 20, 2007.
- III. **Approval of March 20, 2007 Minutes:** *M/S/P (D. Athans/O. Valeriano)* to approve the minutes of March 20, 2007.
- IV. **Institutional Effectiveness Committee?:** L. Perez informed the EPSC that there was a broad expansion in the Accreditation Standards expressing the expectation for an institution to review the effectiveness of its planning and validation processes. She strongly recommended for the college to develop a committee, perhaps even the college's current Program Review and Viability Committee, to meet this function and to ensure a continuous scrutiny of all college processes, ensure compliance, measure institutional effectiveness, and act as the research prioritization committee (however in regards to the latter, she later suggested that research Prioritization should instead be the purview of the EPSC). She explained the current Program Review and Viability Committee already has representatives from all constituencies (faculty, classified, administrative, etc.) and is already in the practice of reviewing the effectiveness of the Program Review and Viability process. Measures of institutional effectiveness will be watched consistently every semester as the EPSC receives data about course retention and from the external scan.
  - a. D. Beaulieu stated that the EPSC, and to some extent the ESGC, should be charged to judge the effectiveness of the Educational Plan. He also informed the EPSC that the Program Review and Viability Committee still needs to implement the viability and annual update processes. He cautioned against setting up too many structures that may prove to be overbearing. He further suggested that research prioritization should include a wider representation than the current membership of the Program Review and Viability Committee.
- V. **SLO Committee:** A. Samad distributed to the EPSC SLO development and assessment completion timelines for all departments. Each department will be expected to create SLOs for about 25 percent of their courses per semester. By the time of the accreditation visit in spring 2009, departments should then have completed SLOs for 80-100% of their courses. Departments are also

expected to complete 10% of their course assessment processes each semester to reach 40% by spring 2009. The Administration approved three .4 reassignment facilitator positions to assist each department in reaching this goal. Each facilitator will be selected through the shared governance process. A. Samad also reported that six participants from East attended the Academic Senate SLO Coordinator Workshop at Chaffey College. Other colleges have developed a “Faculty Philosophy Statement” and are looking at purchasing assessment software. Also, WASC now expects each college to submit annual reports on its progress on SLO and assessment development. He further reported that the SLO committee is in the process of planning both an open Academic Senate meeting and an SLO workshop to be held April 20 from 9:00-12:00 in E7-103. An SLO handbook will be distributed to all workshop participants. SLOs will also play a significant part during Opening Day, with an emphasis on connecting program SLOs to institutional SLOs. Finally, the college’s SLO website should be up by the end of the semester.

- a. R. Moyer stated that the SLO Facilitators must each have strong writing skills.
- b. L. Perez stated that SLO Facilitators must also have some knowledge on assessment.

- VI. **Program Review and Revised Educational Plan:** L. Perez informed the EPSC that the college’s Educational Plan needs to be presented to the Board of Trustees by December 2007. Before then, the Madrid data needs to be digested and incorporated into the plan. She distributed a draft of “Core Indicators & Strategic Measures of LACCD College Effectiveness”, part of the Appendix of the District Strategic Plan, and suggested that the EPSC and other college committees discuss them in order to agree on what the college’s core indicators will be (each college is expected to track the success of its own plan.) The EPSC suggested that in order to reach this goal, a skeletal (external) plan should be distributed through the campus community for commentary while the detailed (internal) plan be made available on the college’s website while the committee continues its review of action items and goals. Discussion ensued on whether the section on “Resource Development and Collaboration with Community Partners”, as well as other non-educational elements, should be reserved instead for the Strategic Plan.
- a. R. Martinez informed the EPSC that the Cabinet is having discussions about prioritizing grant request based on reviews of college goals and Program Reviews.
  - b. L. Perez reminded the EPSC that one of East’s Accreditation recommendations was to provide a link among resource allocation, grants and planning. She suggested that the EPSC adds an objective in the Educational Plan aligning educational planning with grant activity, similarly to how the college will do with research prioritization. She also informed the EPSC that the Office of Research and Planning has continually tracked each objective in the Educational Plan with the objectives listed in the District Strategic Plan (as this is also expected by accreditation.)

c. K. Daar expressed concern that many faculty members are not working during the summer, and suggested that distribution of the plan for commentary be done in the Fall. Also, in the Fall, each college entity needs to agree on which action items they will oversee. She further suggested that the Educational Plan be presented during Opening Day, in order to get as much feedback from faculty as possible.

d. D. Beaulieu was struck by the length of the Educational Plan, and asked if the length was in sync with the plans of other colleges. He also stated that the Educational Plan should drive Facilities decisions, and that this concept will be further discussed at the two-day retreat on Strategic Planning scheduled in June.

The EPSC agreed to the following actions to the second draft of the Educational Plan:

- a. 2.1a—change “Distance Education” to “Distance Learning”
- b. 2.1a #1 and #2—delete
- c. 2.18—delete
- d. 3.6c—needs to be reviewed again in the future
- e. 2.4—will be forward to the Student Success Committee, after it performs its basic skills self-assessment, for revision
- e. Goal #4—delete

- VII. **Implementation Strategy: Responsibilities:** A task force, including K. Daar, R. Martinez, R. Moyer, S. Morales, L. Perez, and D. Beaulieu, will make recommendations on which college entity will oversee the implementation of each action item listed in the Educational Plan. Each identified college entity will be presented with these recommendations for approval.
- VIII. **Proposal to Switch to a Six-Year Educational Plan:** L. Perez withdrew her request to discuss this item, claiming that it is now clear to her that the plan will need to be reviewed much more frequently than it was in the past.
- IX. **Student Success:** D. Beaulieu announced that 150 people attended La Guardia program on Friday, April 13. He stated that La Guardia seems to be one of the most ambitious and thoughtful community college in the nation, as it seems to reinvent itself every year.
- X. **Distance Learning/Education Committee:** K. Daar introduced W. Bass as the new Distance Learning Coordinator. She also distributed, for informational purposes, an approved draft by the Curriculum Committee of a Distance Education addendum (created by the Distance Education Committee). The draft will be forwarded to the Academic Senate for approval.
- a. R. Martinez informed the committee that accreditation is now looking at how distance learning and hybrid courses fit into the program. Thus, the administration and faculty need to be careful when deciding which classes to offer as Distance Education.
  - b. W. Bass stated that there should be more student services available online, including orientation, getting information on textbooks, and other

helpful resources. She also informed the EPSC that some colleges mandate students to take at least one online course in order to graduate.  
c. S. Morales-Guerra stated that the new degree audit program should assist in providing counseling services for Distance Education students.

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

Meeting adjourned 3:35 p.m.

Respectfully Submitted,

Melissa Rabago  
Senior Office Assistant  
Academic Affairs

and

Karen Daar  
EPSC Co-Chair