

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, November 20, 2007

Present: Karen Daar, Renee Martinez, Rebecca Estrada, Paul Medina, Richard Moyer, Leonor Perez, Oscar Valeriano, Danielle Fallert, Suzette Morales-Guerra, Daniel Ornelas, Anthony Samad, Dennis Villacorte, Gayane Godjoian, Alex Immerblum, Cathleen Rozadilla, Patricia Combes-Brighton, Ran Gust, Jeff Hernandez

Guests: Ryan Cornner, Alfred Gallegos, and Maribel Carbajal of Research and Planning.

- I. **Call to Order:** The meeting was called to order at 2:05 p.m.
- II. **Approval of October 16, 2007 Minutes:** *M/S/P (A. Immerblum/C. Rozadilla)* to approve the minutes of October 16, 2007.
- III. **Educational Plan Draft:** *M/S/P (O. Valeriano/A. Immerblum)* The EPSC approved the following changes to the Educational Plan:
 - 2.3A—switch #1 with #2
 - 2.6G—Delete
 - 2.8A—Delete “CD Rom”
 - 2.9E—Replace “Develop and use” with “Implement” and “and” with “with”
 - 2.9G—Replace “Promote and offer credit and non-credit” with “Expand”
 - 2.10G—Delete
 - 2.10I—Delete
 - 2.13A—Delete #3
 - 2.13C—add “and e-portfolios”

The Research and Planning Office will forward the approved draft of the Educational Plan to the general campus community and schedule Town Hall meetings to gain further input before final approval by the EPSC and subsequent submission to the ESGC in February. L. Perez explained that, from now on, the EPSC will review the “Strategic and Educational Plan” as she will be adding new components to the current draft of the Educational Plan, including a skeleton list of Facilities and Technology items. Facilities projects will include: building plans that were already developed, but not funded; those for departments that have not yet been placed; and those for brand new programs.

- IV. **Research and Planning College Data:** To give EPSC members a greater understanding of what the college needs to accomplish by March (the district’s deadline for the Educational Plan), L. Perez presented results from a study on a 2003 ELAC incoming student cohort; the College Planning Process; the ARCC 2008 Report for ELAC; results of the 2007 Student Survey; and a summary of the Strategic Planning Committee’s interactive planning session from the past summer. She explained that in addition to the

items listed above, recommendations from across unit and cluster program reviews, outreach and recruitment, student success and accountability measures, and the Madrid data need to be incorporated/reflected into the college's Strategic and Educational Plan. The college will then be able to perform a final SWOT analysis and further broaden the discussion to the Technology and Facilities Planning Sub-committees. The Research and Planning Office will also create a one-page summary response, to be circulated to EPSC members for online approval, to the ARCC findings by December 14. Additionally, the district is asking colleges to identify occupational growth areas and use their educational plans as a springboard for facilities planning in support of the next bond measure. By March, East should have a framework that sets up milestones and timelines in order to monitor how the college is performing. L. Perez further explained that, in general, East looks the same as or even a little better than other similarly profiled colleges in regards to basic skills and ESL education. East even surpasses the other colleges in vocational training. The Student Survey, distributed in spring 2007, reflects the views of 86% of the 4000 of East's students who responded. Of particular interest, college policies, amount of high school preparation, and language difficulties were each rated highest as NOT being a problem by students. Also, 51.4% of the students reported using library services. In fact, students rated these services as being very available with the highest student satisfaction rating. Health, Career and Transfer Centers were rated as not being used much by students. Students rated counseling, tutoring, computer lab and financial aid services as the least available. The cohort study, which included credit and non-credit students, showed persistence rates broken down by ethnicity and gender. Additionally, Research and Planning was able to track down student information that includes registered and dropped classes for each semester the student attended. Finally, L. Perez distributed to the EPSC a website design for the Office of Research and Planning. She requested for the EPSC to recommend to IT for it to be considered as a high priority, so that data can finally be available online.

- a. R. Martinez and O. Valeriano suggested for the Research and Planning Office to follow protocol, and email both the Vice President of Administrative Services and Gonzalo Mendoza about the website with a "cc" to the other vice presidents.
- b. A. Immerblum requested the Research and Planning Office present the college data to the Academic Senate.
- c. R. Martinez cautioned that projected programs to be included in the Facilities Plan may not yet be finalized, as they still need to go through the program approval process.

- V. **SLO Committee:** A. Samad reported that only six of the college's academic or administrative units have not yet responded to the SLO facilitators' request to meet with them. Also, the SLO Committee is continuing its discussion on whether or not to purchase software to aid in the units' SLO development and assessment. Additionally, the SLO Committee requests the EPSC formally

recommend to the ESGC to hire a designated SLO researcher, as other colleges have done in the state. Discussion ensued on the feasibility for East to hire an additional researcher.

a. L. Perez explained to the EPSC that the District's Personnel Commission sets limits on the amount of researchers a college can hire, regardless of its size. She also informed the EPSC that other colleges outside of the District, such as Mt. SAC, have additional staffing to adequately meet the research needs of SLOs, Basic Skills, etc. Although the Associate Dean of Research position has not yet been filled, there are many tasks awaiting this person that are not directly related to SLOs or Basic Skills. She requested East to approach the District to obtain additional support.

b. O. Valeriano suggested for the EPSC to review best practices at other colleges to see how researchers are utilized for SLO support.

c. R. Martinez suggested that funds for hiring an additional researcher could perhaps come from Basic Skills. She also suggested that the Office of Research and Planning create a flowchart of all the tasks it performs, and present the flowchart to the EPSC and the Cabinet for further discussion.

Meeting adjourned 3:55p.m.

Respectfully Submitted,

Melissa Rabago
Senior Office Assistant, Academic Affairs

And

Karen Daar
EPSC Co-Chair