

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, September 18, 2007

Present: Karen Daar, Cathleen Rozadilla, Alex Immerblum, Richard Moyer, Daniel Ornelas, Kerrin McMahan, Paulina Palomino, [Ran Gust](#), [Renee Martinez](#), [Oscar Valeriano](#), Gayane Godojian, Patricia Combes-Brighton, Anthony Samad, Jeff Hernandez, Leonor Perez, and Wendy Bass.

[Guests: Linda Whitney](#)

- I. **Call to Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of August 21, 2007 Minutes:** *M/S/P (C. Rozadilla/A. Immerblum)* to approve the minutes of August 21, 2007.
- III. **Revised Educational Plan:** K. Daar informed the EPSC that a draft of the revised Educational Plan was circulated to all responsible entities for further commentary and review. After incorporating any recommendations from the responsible entities, the plan will be first forward to the EPSC and then to the ESGC for approval (ideally by the end of October). As soon as the ESGC gives its approval, the plan will be distributed to the general campus community for further commentary. L. Perez explained that the District's Strategic Plan was used as a basis for the college's plan. She recommended for the EPSC to also include in the circulation packets five years of data on East's students, so to show how the college formulated the action items listed in the Educational Plan. L. Perez also informed the EPSC that the college currently has its highest ever student head count (over 28,000) and FTES (at 16,000). However, although the college has greatly increased the number of students brought in, retention is poor from semester to semester. Additionally, transfer rates haven't changed much (about 700 students going to a Cal State). The EPSC approved the following revisions to the Educational Plan:
 1. 1.4C—add “aid” after “financial”
 2. 1.8B—Delete
 3. 1.8C—Delete
 4. 1.8D—Revise to read: “Establish procedure to request individual achievements and service to the community by administrators, faculty, and staff to be publicized.”
 5. 1.8E—Delete
 6. 2.1G—delete apostrophe from “Honor’s”
 7. 2.1J—revise to “Institutionalize First-Year Experience programs that have proved to facilitate effective student success for ELAC students.”
 8. 2.13B—Add to responsible entities Collaborators “CalWORKS”
 9. 2.13E—Delete

10. 3.5C—Delete “culinary arts, and hospitality services”

11. 3.6J #2—Delete

Discussion ensued on whether or not the college should include the hiring policy in the Faculty Handbook. General consensus from the EPSC was that the Senate should follow up with the administration on the underlying issues associated with the faculty Hiring Policy, but the policy itself does not need to be included in the Faculty Handbook. L. Perez further reminded the EPSC that items in which the EPSC opt to not include in the Educational Plan could still be listed in the college’s operational plans (program reviews and unit action plans). The EPSC also discussed recommendations by the Transfer Center Coordinator (in conjunction with the Transfer Committee) for revisions to 2.11. The following changes to 2.11 of the Educational Plan were approved by the EPSC:

1. Consistency in using the title “Transfer Center”
2. 2.11A—change “peer advisement” to “peer mentor”
3. 2.11B—delete
4. 2.11C—Revise to “Develop creative strategies to circulate transfer information to students, such as including transfer information in department and program brochures, and explore the feasibility of hiring a communications specialist to focus on graphics material such as logo, posters, brochures, newsletters, advertising and marketing Transfer Center services and activities.”
5. 2.11D—Delete
6. 2.11E—Delete
7. 2.11I—Revise to “Explore the feasibility of hiring a transfer specialist to track student progress after they graduate from East and have made the transfer to a University.”
8. 2.11J—Delete
9. 2.11K—Change lead to Career Center Coordinator
10. 2.11L—Delete
11. Add “Explore the feasibility of hiring a part-time hourly counselor to focus on classroom ‘Transfer’ presentations.”
 - a. A. Immerblum informed the EPSC that section 2.4 of the Educational Plan has not yet been discussed let alone revised by the Student Success Committee, and that it would be impossible to complete this part of the plan by the end of October.
 - b. L. Perez suggested that, if necessary, the college could still distribute the approved Educational Plan draft to the campus community with a memo stating that the Student Success section is still under development.

IV. **“Driving” the Facilities and Technology Plans:** K. Daar informed the EPSC that the district requires all college educational plans by February 2008. The district will then compile general themes from the plans to persuade the Board of Trustees to push for an AAA bond. Each college’s educational plan is expected to “drive” each college’s Technology and Facilities Plan.

- a. L. Perez stated that the district has asked researchers to set up a list of guidelines for data to include in environmental scanning. She also noted that ELAC is ahead of other colleges when it comes to planning.
 - b. I. Immerblum stated that the College President needs to be informed that facilities and technology planning should not slow down to a halt, just because the District wants to see the Educational Plan first.
 - c. R. Gust stated that faculty should have greater input into the prioritization of items listed in each of the plans, especially when resources need to be allocated.
- V. **Research Prioritization:** The EPSC still has not received a list of typical research projects and timelines from the Research and Planning Office. Once received, the EPSC will discuss its recommendation for the composition of the revived research prioritization committee.
- VI. **SLO Committee:** A. Samad reported that he had circulated the SLO yearly binders to the EPSC co-chairs, President of the Academic Senate, Accreditation Self Study Coordinator, and the President's Office. Two SLO facilitators were hired. An additional facilitator for the workforce development units still needs to be hired. After consultation with the Research and Planning Office, both a framework showing the needs of the campus and a plan on how labor will be distributed to units will be created. He further reported that a Student Learning Outcomes Assessment Committee (SLOAC) still needs to be formed, and expects to be able to inform the EPSC about the composition of this committee by October.
- VII. **Student Success Committee:** A. Immerblum reported that although East was asked to be a pilot college for the state's basic skills self-assessment over the summer, East did not participate and can no longer be considered a pilot college. Therefore, for those colleges in the state that did not participate in the pilot project, the extended deadline for completing the self-assessment is May 1, 2008. Gary Colombo and David Beaulieu want to get the preliminary draft matrices (action plans) based on the self-assessment by October 1st to prepare for the all-day regional Basic Skills training scheduled for October 12th at Valley College. A special meeting of the Student Success Committee has been called for September 19th to complete these matrices before the deadline.
- VIII. **Definition of Retention:** K. Daar informed the EPSC that the ESGC requested the college to create its own definition of "student retention". She suggested that this task falls under the purview of the EPSC.
- IX. **Program Review and the Educational Plan:** K. Daar suggested that future EPSC meetings include discussions on the following topics: SLO assessment as primary mode of evaluation; links between resource allocation and programmatic modifications; and enrollment strategies.
- X. **Items from the Floor:** K. Daar informed the EPSC that the ESGC appointed Kaneesha Miller and herself as co-chairs of a subcommittee to revise the college's Mission Statement. She further asked EPSC members to volunteer to be on the subcommittee. A. Samad stated that e-Lumen (a software to

assist units in SLO assessment) will be demonstrated for the college October 2nd.

Meeting adjourned 3:40 p.m.
Respectfully Submitted,

Melissa Rabago
Senior Office Assistant
Academic Affairs

And

Karen Daar
EPSC Co-Chair