

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, January 22, 2008

Present: Karen Daar, Renee Martinez, Richard Moyer, Gayane Godjoian, Leonor Perez, Oscar Valeriano, Daniel Ornelas, Alex Immerblum, Ran Gust, Cathleen Rozadilla, Suzette Morales-Guerra, Jeff Hernandez, Paul Medina

Guests: Ryan Cornner

- I. **Call to Order:** The meeting was called to order at 2:19 p.m.
- II. **Approval of December 18, 2007 Minutes:** Postponed to the next EPSC meeting.
- III. **SLO Committee:** L. Perez informed the EPSC that East’s taskforce to review Mt. SAC’s distribution of SLO tasks is scheduled to visit the Mt. SAC campus on January 29th at 9:00. The taskforce will be able to review an online combination Program Review/SLO Creation and assessment system program called “TracData”. She also informed the EPSC that as a result of the interviews held for Associate Dean of Research position, Ryan Cornner’s name was forwarded to District. Meanwhile, a replacement is needed for the research analyst classified position he currently holds.
- IV. **Revised Educational Plan:** R. Cornner provided the EPSC a summary of the comments from the January 11 Town Hall meeting and from two classified forums regarding the revised Educational Plan. L. Perez reported that about a quarter of all classified staff from many different campus offices turned out for the forum. Discussion included classified staff’s participation in developing a “culture of referring” and the role East should have in bolstering students’ basic skills. A presentation of the Educational Plan is also scheduled for the ASU. The EPSC recommended for a second Town Hall to be scheduled in February. K. Daar informed the EPSC that a taskforce still needs to be created to scrutinize the Educational Plan for named programs; apply comments from the public forums; and to identify facilities to be created in order to implement action items.
- V. **Research Prioritization:** A list of typical annual items under the responsibility of the Research and Planning Office has yet to be presented to the EPSC. Discussion on whether or not a Research Prioritization Committee should be an extension of the EPSC is postponed until its receipt.
- VI. **College Data:** L. Perez explained to the EPSC that one reason why formal approval of the Educational Plan is delayed is because the District continually adds on more required components, including Bond AAA elements and relying on the District’s enrollment projections for new students and retention (even though East itself has continually created its own projections.)
 - a. J. Hernandez asked if the administration discusses enrollment management strategies.

- b. R. Moyer responded that the college currently has a K-12 Committee, and both the college and the District are establishing systematic approaches to establishing a direct line between the high schools and the community colleges.
- VII. **Student Success Committee:** A. Immerblum reported that East’s ad hoc taskforce on hiring a Basic Skills consultation team is meeting again with Don Berz (past Vice President at Chaffey College and current Vice President at Long Beach City.) He hopes to bring a proposal on hiring a consultation team to the next Student Success meeting in February.
 - a. R. Moyer suggested that it is one thing to make effective changes in a single-college district, but a nine-campus district is bound to have certain limits due to District regulations and the AFT Contract.
 - b. L. Perez responded that Berz’s insight as an outsider may be particularly useful, and may give the college a more organic perspective.
- VIII. **Program Review and the Educational Plan:** K. Daar reiterated the need for the college to formally integrate Educational Plan/Program Review results with budgetary decisions. She suggested that perhaps preliminary discussion on how to do this should start in the Program Review and Viability Committee. J. Hernandez agreed that it is important to document how educational planning is directly related to budgetary decisions, and that the college needs to demonstrate even how certain budget cuts relate to the long-term goals of the plan.
- IX. **Definition of Retention/Enrollment Management:** K. Daar reminded the EPSC that the ESGC requested for the college to create its own definition of “retention”. She also suggested that although enrollment management does appear to take place at a micro-level, any wide-scale enrollment management strategy is not being communicated effectively to the rest of the campus.
 - a. R. Moyer explained that other colleges require developing a strategy on how to increase enrollment in order to meet the District’s goal. A college may also need to cut back on a program, and subsequently figure out how to maximize enrollment in other areas with limited money. He further stated that the College President and Chancellor had always pressured the colleges to grow.
 - b. A. Immerblum clarified that it seemed that East has been running an enrollment plan informally from semester to semester, but there doesn’t seem to be a collective discussion on how to proceed and improve.
 - c. L. Perez stated that as East continues to document its processes, increases in numbers and improvement will be evident.
 - d. R. Martinez reassured that departmental chairs do know about enrollment management through oral history, and it is somewhat discussed in the Chair Handbook (which needs to be updated.) Also, East utilizes software that analyzes scheduling impacts. She added that departmental chairs are always consulted before adding high enrollment courses at South Gate and Rosemead, and that the administration even requests section data from the Office of Research and Planning to aid in making these determinations.

e. J. Hernandez stated that even giving updates on enrollment management at the ESGC could aid in creating a culture of evidence. Although it may be understood how management is done individually from chair to chair, it may not be clear how it is done institutionally. He suggested that perhaps the college should survey the students on their needs.

f. R. Moyer responded that when it comes to enrollment strategies, East currently has a culture of evidence called the “Schedule of Classes”. He explained that the college is always trying out new timeslots while keeping the standards intact.

g. L. Perez suggested that the real issue is lack of communication regarding enrollment management, and that such dialogue is important since Standard 2 also looks to see how a college communicates these types of issues to others.

X. **EPSC Co-Chair:** R. Moyer announced that K. Daar will take his place as administrative co-chair of the EPSC. K. Daar reiterated that the Academic Senate must recruit a new faculty co-chair.

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

Meeting adjourned 3:46 p.m.

Respectfully Submitted,

Melissa Rabago
Senior Office Assistant, Academic Affairs
And Karen Daar, EPSC Co-Chair