

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, December 20, 2005

Present: Karen Daar, Suzette Morales-Guerra, David Beaulieu, Kerrin McMahan, Shelia Goldstein, Ran Gust, R.C. Williams III, Aria Razfar, Oscar Valeriano, Al Rios, Cathleen Rozadilla, Dean Athans

- I. **Call To Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of Minutes:** *M/S/P (S. Morales-Guerra/R.C. Williams III)* to approve the minutes of November 15, 2005 with one change—VI-c—from “protective over its area of expertise” to “protective of its area of responsibility”.
- III. **SLO Committee:** Postponed to the next EPSC meeting.
- IV. **D/DL Committee:** K. Daar distributed an email exchange between her and K. McMahan discussing Article 40 of the AFT Contract. Article 40 recommends for all colleges to form a Distance Education (DE) Committee (housed under the EPSC). Part of the committee’s responsibilities would be to train faculty on the technology used for DE offerings and to ensure that the faculty is conversant with DE issues. K. Daar explained to the EPSC that many sister campuses require departments to fill out a detailed course outline addendum ensuring the quality and rigor of a DE course offering. However, the ELAC Curriculum Committee only reviews whether or not a course offered through Distance Education would still maintain an appropriate amount of contact between students and their instructor (a state-mandated requirement). Course content is expected to be the same no matter how a course is offered. The DE Committee would act to ensure quality control over DE offerings. K. McMahan offered to chair the committee and explained to the EPSC that Accreditation mandates a college review of Distance Education course offerings whenever there is a substantial platform switch or change in the delivery method. Faculty will need to demonstrate proficiency in teaching online and be compensated for retraining under a new platform change. A committee, she explained, would allow for more of an infrastructure, moving the college away from its current ad hoc training process and allowing for structured certification standards and evaluation formalization.
 - a. D. Beaulieu declared that the request for forming the DE Committee must also go to the Senate. It is the purview of the Senate to sign off on all matters related to educational planning and teaching, and this committee will be involved in teaching standards. He explained to the EPSC that it was the District Academic Senate who urged the AFT to include in the contract a recommendation to form a DE Committee.
 - b. D. Athans suggested for Instructional Technology staff to also participate in the DE Committee, as they would be able to provide technical guidance and allow for greater institutional effectiveness.

c. K. Daar requested K. McMahan to submit to the EPSC and the Senate a list of activities the DE Committee is expected to be responsible for and a list of entities expected to participate.

- V. **Student Success Initiatives (SSI) Developments:** D. Beaulieu reported on the District Student Success taskforce (now called the SSI Steering Committee). Gary Columbo, the Chancellor's liaison, and himself are administrative and faculty (respectively) co-chairs. Maria Elena-Yepes also sits on the committee. D. Beaulieu distributed to the EPSC a handout containing various responsibilities recommended by the SSI for a campus Student Success Committee to be responsible for as well as a list of specific entities (maintaining a balance between faculty and administrators) expected to participate. The SSI will also act to ensure that each campus' educational plan is implemented. D. Beaulieu reminded the EPSC that the campus Student Success Committee has resolved to focus on four areas: the Math pipeline; the English pipeline; matriculation issues (personal development courses, assessment, orientation); and learning communities. He further informed the EPSC that the SSI is planning two Spring events (the first to be held Friday, March 3, 9 a.m. -12 p.m. at Valley or Trade).
- VI. **EBPAC Recommendations:** K. Daar distributed to the EPSC a preliminary draft of a recommendation letter to EBPAC to hire more counselors for the college. She reported to the EPSC that great concern was expressed in three working committees (Matriculation, Transfer, and Student Success) regarding the fact that the current counselor-to-student ratio for the college neither meets Title V nor State Academic Senate recommendations. She requested for EPSC members (specifically, S. Morales-Guerra, D. Beaulieu, R.C. Williams III, and A. Razfar) to: review the costs of implementing an increase in counselors; decipher the current counselor-to-student ratio for the main campus and at South Gate; distinguish the need to increase both academic and psychiatric counselors; and to offer suggestions on how to formalize the EPSC proposal to EBPAC in time for a final draft of the proposal to be reviewed at the next EPSC meeting in January. The EPSC also reviewed three "One-Time" proposals from Student Services: 1) Electronic Planning System 2) Online Orientation and 3) Academic Planer/Student Handbook. *M/S/P (O. Valeriano/D. Beaulieu)* to support the Electronic Planning System proposal. *M/S/P (A. Rios/C. Rozadilla)* to support the Online Orientation proposal. The EPSC co-chair will send a letter of recommendation and support for the approved proposals to the EBPAC Budgetary Committee.
- a. R.C. Williams III asked if a proposal for hiring new counselors also requires a facility request to house the new counselors. He also questioned which budgetary pot the new salaries would actually come from. He explained to the EPSC that it is a liability for academic counselors to perform psychological or psychiatric counseling (this activity needs to be performed by a person with the appropriate training). Currently, the LACCD does not have a line item for psychiatric financing.
- b. D. Beaulieu stated that the campus would find a place for new counselors and that the college should not wait years to fill these positions

due to a concern over space. Just as the college commits to buying more trailers for classroom space, similar space can be reserved for an increase in counselors. He suggested that the college may need to be more creative regarding how to offer services. He informed the EPSC that at the last Transfer meeting there was a unanimous vote, with four administrators voting, to increase the overall number of counselors for the college. In general, much of student advising is haphazard and the college experiences inefficiency in its operation. Students need to be accommodated, especially if enrollments are expected to increase.

c. C. Rozadilla suggested for the college to think harder on how to deliver counselor services more effectively, specifically during the peak periods. She explained to the EPSC that students are of a culture to not do things in a timely fashion, and this is the main reason why many students complain that they are unable to see a counselor. She also explained that college counselors are not licensed to do more than academic counseling. Although the campus offers psychological counseling to students six hours per week, the total number of hours may need to be increased (City College, for example, offers 30 hours a week of psychiatric counseling). She further suggested that a degree auditing system might further assist students in their academic advisement.

d. D. Beaulieu informed the EPSC that Karen Tayback is expected to submit a one-time funding proposal for psychiatric counseling. He also clarified that he was incorrect in his previous assertions stating that Richard Moyer was in charge of setting up that District-wide taskforce to investigate purchasing a District degree auditing system. He explained that the responsibility was really John Clerx's, and there has been no word that such a system will be implemented any time soon. He also reminded the EPSC that all proposals not selected by EBPAC this semester could be resubmitted for the following year, when East has a new budgetary distribution. All one-time proposals will also need to be approved by the District (thus, the college's request for a degree auditing system will be brought to the Chancellor's attention).

- VII. **Strategic Planning Goals and Educational Plan:** K. Daar distributed to the EPSC the 2003-2006 Educational Plan's Goals and identified key action steps for the seven working areas under the EPSC's purview. She requested for members to review these items and to forward any suggestions for the 2006-2009 plan. K. Daar also requested for the committee to complete their assignments to review, give analyses and feedback on the old plan's action items.

Meeting adjourned 3:30 p.m.
Respectfully Submitted,
Karen Daar
EPSC Co-chair