

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, October 18, 2005

Present: Karen Daar, Suzette Morales-Guerra, Patricia Combes-Brighton, Daniel Ornelas, Al Rios, David Beaulieu, Armida Ornelas, Ran Gust, Dennis Villacorte, Dan Frise, Oscar Valeriano, Aria Razfar, R.C. Williams III, Laura E. Ramirez, Anthony Samad, Leonor Perez, Kerrin McMahan

- I. **Call To Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of Minutes:** M/S/P (A. Rios/D. Beaulieu) to approve the minutes of September 20, 2005.
- III. **Student Success Advisory Committee and DAS Retreat:** D. Beaulieu reported that 125 participants attended the DAS summit on Student Success, including Mark Drummond and State Academic Senate Vice-President Mark Lieu. ELAC was the largest contingent of the colleges, including 17 participants. Lieu gave a presentation on Basic Skills and recommended for students to complete Basic Skill courses during their first year of college, before permitting them advancement to their second year (analogous to State universities mandate of English and math entry exams before students can enroll in higher-level courses). D. Beaulieu also reported that Gary Colombo (past Senate President at City) has been given full- reassigned time for District strategic planning (a first for the District), which will include District scrutiny over college Educational Plans every three years. Best practices for student success can now be shared across the District. D. Beaulieu views this act as an indication of the new Chancellor's strong commitment to student success issues. He also reported that the Student Success advisory committee, made up of at least a dozen people, had delineated four main topics and action items for discussion this semester: the math and English pipeline; learning communities; orientation, personal development and assessment; and supplemental instruction. Armida Ornelas and Suzette-Morales are expected to bring specific proposals for discussion to the next Student Success committee meeting.
 - a. K. Daar informed the EPSC on the supplemental instruction breakout at the DAS retreat. Supplemental instruction, according to the presenter, provides trained peer tutors for students opting to receive extra assistance. Valley College currently has a full-reassigned time faculty member devoted to coordinating supplemental instruction for a wide variety of disciplines. K. Daar will supply the distributed information from the breakout at the next EPSC meeting.
 - b. D. Beaulieu stated that requiring students to take remedial courses during their first year would get East away from the English prerequisite validation problem. Although, this may be disadvantageous to enrollment, the benefits for student success would be great.

IV. **College Matriculation Plan:** S. Morales reported on the revision of the 1994 College Matriculation Plan, including updates on each of its functions: admissions; orientation; counseling; research; student-follow-up; prerequisites; and assessment. The updated plan now includes the college's current computerized functions, including an online admissions application, as well as a possible assessment plan for computerization for all other components. She informed the EPSC that the State currently funds \$750,000 to credit and \$75,000-\$100,000 to non-credit. She also reported on a data2info, Inc. presentation on electronic educational plans held at SouthWest College. Currently, East gives paper and pencil versions, but a computerized version could print out student progress or perform degree audits. There is a one-time cost of \$75,000-95,000 for this service with initial maintenance of \$14,000 each year. However, if more than one more campus adopts the system, there can be a discount. L.A. City College has been using the program for over a year. The college, in its coordination with the District IT, already performed much of the labor needed. The company also offers a Catalog builder and articulation functions. As Matriculation coordinator, S. Morales will arrange a presentation by the company for the campus and provide a request to the EPSC for possible recommendation to EBPAC. She also announced an online orientation web conference November 17, 10-11:30 a.m. on How to Plan a Successful Orientation.

a. D. Beaulieu reminded the EPSC that Chancellor Rocky Young was requesting recommendations for a District degree audit system, which, if purchased by the District, would further limit the cost to our college. S. Morales responded that she did not know where the District was in this process.

b. D. Ornelas stated that the college would benefit if they can distribute certificates of completion for skills sets for vocational education students.

c. L. Perez asked about the costs for transition. What kind of manpower is needed and how many hours will be consumed in training those to use the system? Who will perform the maintenance? Would the college need to hire a whole new position for this purpose? Does the college have specialized needs? She also suggested for the EPSC to investigate other companies offering the same services.

d. R.C. Williams stated that City claimed that the task of inputting data was relatively labor-intensive. The college had even more problems when it attempted to link Valley's data. City then reverted back to solely focusing on its own data, which seemed easier to do.

V. **SLO Committee:** A. Samad reported that, by the next day, the SLO Committee had met three times during the semester. Ten disciplines selected the initial academic courses for creating SLOs: all of the English 60s courses, Political Science 1, Biology 3, Anthropology 101, Nursing 269, Chemistry 51, Psychology 1, Child Development 1, Math 115, and the Library will focus on research skills workshops for Information Competency. Two administrative units and two student services units will also be included. He further reported that the committee is currently working on an SLO Mission statement to post

on the web. Soon SALT teams will be assembled, and another meeting is scheduled with R. Moyer regarding financing the piece. Based on research performed by D. Beaulieu and himself, he determined that 1.2 total reassigned time for SLO work is not out of line with the reassigned time offered at other colleges (for example, City College currently has 1.6 and Pierce has .4 with a proposed addition of .6).

- a. L. Perez stated that her original concern was that the request for additional reassigned time beyond the SLO coordinator did not reach the Cabinet, so a meeting to allow for this needs to be scheduled.
- b. D. Beaulieu stated that Valley College has only .2 reassigned time devoted to SLOs, even with its accreditation coming up in 2007. He recounted that Valley's SLO Coordinator seemed very concerned that the college does not share a commitment to SLOs as others do. He further suggested that those colleges that have the luxury and are in shape enough to focus on developing SLOs are given quite a bit of reassigned time, and those that don't will pay the price for it. He strongly recommended for East to do SLOs right.
- c. R. C. Williams announced that Student Services plans on tying SLOs to Program Review, and create an umbrella of goals for Student Services (as well as goals for each individual unit) for the next three years.

VI. **Educational Plan:** K. Daar reminded the committee that any discussion on recommendations to EBPAC will be funneled into discussions regarding the college's revised educational plan. She also distributed to the EPSC an analysis on Action Item 1.2, submitted by D. Villacorte, and reiterated her recommendation for all Action Items on the current plan to be similarly analyzed.

VII. **EBPAC Recommendations:** The committee continued to review the list of educational recommendations compiled from various committee suggestions dating back further than May 2004. One-time cost recommendations will be forwarded to EBPAC. The EPSC requested for reports from the working educational committees after completion of the following tasks: Matriculation to further investigate computerized services; Transfer to investigate potential goals and re-structuring of the University Center (as it is understaffed) and to propose strategies to bring a transfer climate to South Gate; Student Success to continue its investigation into the main areas identified previously (including establishing college learning communities); and SLO to continue its investigation on establishing and assessing SLOs campus-wide. The EPSC also suggested to meet with the new Dean of Outreach and Recruitment on proposed connections with the high schools.

- a. D. Beaulieu informed the EPSC that the budget is actually more accounted for than first thought. Much of the 5 million dollar total the college expected to have access to (2 million for recurring expenses and about 3 million dollars for non-recurring expenses) is already earmarked for faculty raises (5.23%), new classified staff, and new faculty (up to 15). However, a disposal amount of 1-2 million dollars may still be available.

He suggested that perhaps, next year, the college could argue for a need to access even more than 25% of its reserves.

b. K. Daar reminded the committee that the State Academic Senate recommends a 1 to 800 counselor/student ratio, whereas the college currently has a 1 to 1900 ratio (there are only 18 counselors, and some of these have reassigned time for other activities). She questioned why counselors are not currently a part of Joint Hires process, and suggested for the counselors to make a formal request to the EPSC to recommend to EBPAC for more counselor hires.

c. A. Ornelas informed the committee that the District is also in violation of other federal regulations, which the contract team attempted to negotiate for, but the District did not bite.

d. O. Valeriano stated that the South Gate campus should be looked at more, perhaps there is a need to expand Library hours there or provide more access to Distance Education. He informed the EPSC that South Gate currently has only one full-time counselor and two adjuncts for its 3800 students.

e. D. Beaulieu suggested for the EPSC to also recommend expansion of Professional Development funding.

Meeting adjourned 3:40 p.m.

Respectfully Submitted,

Karen Daar

EPSC Co-chair