

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, September 20, 2005

Present: Karen Daar, Suzette Morales-Guerra, Richard Moyer, Daniel Ornelas, Al Rios, David Beaulieu, Dean Athans, Renee Martinez, Dennis Villacorte, Kirk Olsen, Oscar Valeriano, Aria Razfar, R.C. Williams III, Cathleen Rozadilla, Anthony Samad, Leonor Perez, Kerrin McMahan

- I. **Call To Order:** The meeting was called to order at 2:30 p.m.
- II. **Approval of Minutes:** M/S/P (A. Rios/D. Beaulieu) to approve the minutes of August 20, 2005 with one correction to III-f from “of each type” to “for some types”.
- III. **Student Success Advisory Committee:** D. Beaulieu reported that the Student Success Advisory Committee, a sub-committee under the EPSC, was purposely not reconvened since its first ad hoc meeting in May. He first wanted to review the current year’s budget and wait for a remediation proposal to be introduced by the English department. He informed the EPSC of the differences between last year’s and this year’s budget, including: a 75% increase in tutoring funds (from 395 thousand to 702 thousand dollars); and a restoration and increase to Department supply budgets (from 430 thousand to 620 thousand dollars). He suggested that this year’s budget information would be helpful in guiding the EPSC in its recommendations to EBPAC (as an example--should the EPSC advocate for more Library hours than the already expanded 30 hours?). He also informed the EPSC that the ad hoc Student Success group from May was of the understanding that the Student Success Advisory Committee would focus primarily on language issues. He suggested that the EPSC itself should be the forum for addressing broader issues. He further stated that Armida Ornelas has been given .4 reassigned time to work on Transfer issues, has an interest in creating Learning Communities, and should become a member of the EPSC.
 - a. A. Rios suggested for committee members to review existing models for student success from other colleges, and to investigate non-traditional approaches for non-traditional students.
 - b. L. Perez suggested that a few people from the EPSC could bring back these models and synthesize the information for the members.
 - c. D. Beaulieu suggested for the college to fit student success discussions in with SLOs. He further suggested that the Matriculation Committee has been under-utilized in that its meetings are too short and are tied to neither proposing recommendations nor driving the discussions on basic skills.
 - d. K. Daar reminded the EPSC that the Student Success Advisory group was created to holistically view basic skills issues across the board by a broad range of members from the campus community, and its scope should not be limited to merely English issues. She stated that although

the EPSC is responsible for sending recommendations for the use of extra funds to EBPAC, the EPSC should also drive all EBPAC decisions regarding how to place existing funds into various educational projects. She perceives that a great amount of frustration exists among the campus community in that there is no specific forum designated for discussions on student success (many ideas on the subject may not even be included on the list of recommendations from 2004). She reminded the EPSC that other departments, besides English, are also trying to figure out the best way to work with the low skills of their students (one of the driving forces behind the Senate discussion on adding English advisories to transfer-level courses). She suggested for the EPSC to act as an educational oversight committee, taking the lead from “working” committees (such as Transfer, Matriculation, Student Success Advisory, SLOs, etc.), and to make recommendations for the campus as a whole.

e. D. Beaulieu agreed that it was healthy for other departments to give input on Student Success issues. He added that the English department is currently going through Program Review, which will aid in its remediation decisions (Math will go through the process next semester). He also cautioned that all committees under the EPSC should lead to actions, and not just have the members talking to themselves. He continued that, after many years, the Transfer Committee finally delineated its discussions to focus solely on transfer issues (with the understanding that Basic Skill discussions would take place in other committees).

f. R. Moyer reminded the committee that Math has been a little more responsive than English in trying different approaches to remediation, but agreed that it is still a good idea to bring the department into the discussions on student success.

g. L. Perez stated that if the EPSC were to act as an oversight committee, that it is important to obtain good reports from the working groups.

h. K. Daar stated that there is overlap in all the EPSC areas, and that the functions of all the working committees should remain fluid as the culture of student success binds the campus together (in fact, many of the current EPSC members are also expected to attend many of these working committees). She reminded the EPSC that key representatives from all these sub-groups are already members of the EPSC, namely A. Samad for SLOs, D. Beaulieu for Transfer, both D. Beaulieu and K. Daar for the Academic Senate (including curriculum), S. Morales for matriculation, K. McMahan, for Distance Education, and the Vice-Presidents, Dean of Planning, and Dean of Academic Affairs. Armida Ornelas is also expected to attend EPSC meetings from now on.

IV. **SLOs, SLOAC and SALT:** A. Samad reported on the SLO Committee’s first meeting and presented to the EPSC a resource strategy for the semester. Seven goals for the semester were identified as well as a Staffing Plan (including .6 reassigned time for the lead coordinator and three .2 reassigned time positions for other faculty). He informed the EPSC that faculty is

expected to drive the process with administrative support. He also stated that although the first courses to be addressed for SLOs are transfer courses, vocational education courses will not be ignored during the process. The next SLO meeting will be Monday, October 3 at 1:30 p.m..

- a. R.C. Williams suggested that surveys and program reviews could be used to identify SLOs.
- b. L. Perez stated that the SLO Coordinator's reassigned time was designated for the oversight of SLOs for the entire college, including student and administrative services (she will ensure that this is indeed necessary by rechecking the accreditation report). However, the handouts distributed to the EPSC only outlined the SLO structure for the academics. She also reminded the EPSC that a midterm report needs to be sent to the Accreditation Commission on March 15 (not in September as was originally thought), and the report needs to show how the college is attending to accreditation standards for the campus. She will attend future SLO meetings. When she is not present, Aria Razfar will represent Research and Planning.
- c. A. Samad suggested that perhaps the SLO structure is not complete due to certain key student and administrative service representatives not being able to meet as yet.

V. **College Matriculation Plan:** Agenda item to be postponed to the next EPSC meeting.

VI. **Connection between Facilities and the Educational Plan:** K. Daar presented her concern that there is currently a weak connection between the facilities and educational plans, and requested guidance on how to strengthen that link beyond her just attending the facilities meetings. L. Perez suggested that the Educational Plan's connection to facilities could be through enrollments projections. She explained that the hard numbers could anticipate an increase in space needs. For example, satellite education for the next five-seven years may require state funds for temporary buildings. She further stated that the college's educational program should be based on the college's internal and external scans—these can also assist in translating community needs into the educational programming (and thus the type of space) needs. As an example, do we need facilities for high technology on a broader level, and allow for more interactive tech-ready classrooms? She further informed the EPSC that Richard Guy introduced a five-year capital construction plan into the Facilities Master Plan.

- a. D. Beaulieu stated that the Educational Plan could show that the committee advocates for something specific, allowing for funding for certain facilities to be taken out of Operation 100 money (if denied State funding).

VII. **EBPAC Recommendations:** The committee reviewed a list of educational recommendations compiled from various committee suggestions dating back further than May 2004. The EPSC was instructed to prioritize the recommendations and determine which recommendations should be revised, elaborated on, or crossed out altogether. One-time cost recommendations will

be forwarded to EBPAC. Further review and discussion of the list will take place at the next EPSC meeting.

- a. R. Moyer suggested for the EPSC to view the suggested items like a trombone: if something can be done now, but later can be tightened up a bit, it could be considered as a one-time expense. On-going expenses (for example, hiring another faculty member) would not fit into this model since it will be a recurring expense. However, the model may apply to increasing the number of supplemental instruction hours and tutors.
- b. O. Valeriano recommended for committee members to send to K. Daar backgrounds for all listed items.
- c. K. Daar reminded the committee that although the main function of this task is to make recommendations for one-time expenses to EBPAC, the items still need to be reviewed to see if they should also be included in the updated Educational Plan. For example, adding Personal Development courses may not be a one-time expense recommendation to EBPAC, but should be listed on the Educational Plan as an educational item to attend to.
- d. K. McMahan informed the committee that the new Accreditation standards require the creation of Personal Development courses specifically for Distance Education students.

Meeting adjourned 4:00 p.m.
Respectfully Submitted,
Karen Daar
EPSC Co-chair