

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, May 16, 2006

Present: Karen Daar, Kerrin McMahan, David Beaulieu, Ran Gust, Leonor Perez, Dan Frise, Dennis Villacorte, Danelle Fallert, Richard Moyer, R.C. Williams III, Lisa Stallworth, Renee Martinez, Suzette Morales-Guerra, Daniel Ornelas, Aria Razfar, Dean Athans, Cathleen Rozadilla

- I. **Call To Order:** The meeting was called to order at 2:05 p.m.
- II. **Approval of March 21, 2006 Minutes:** *M/S/P (C. Rozadilla/R. Gust)* to approve the minutes of April 18, 2006 with the following changes: Add “Cathleen Rozadilla” to list of members present. VII--add “the validation phase of” after “There are different shared governance structures for...”.
- III. **Student Services Plan:** R.C. Williams III informed the EPSC that the Student Service Plan design will correlate with the campus Core Competencies and the results of each Student Services Program “cluster” Review (such as the University Center, EOPS, DSPS, etc.) Although there are multiple services provided to students, not all of those services are part of the Student Services Organization (which itself is made up of 14 components). Once approved, the Student Services Plan will be presented to the EPSC for incorporation into the Educational Plan. He also distributed to the EPSC an organizational chart emphasizing three main areas: Outreach and Recruitment; Retention; and Goal Attainment.
 - a. D. Beaulieu suggested that the organizational chart be distributed to the faculty, so that they can have a clearer sense on how student services have been reorganized.
- IV. **SLO Committee Report:** Tabled.
- V. **Distributive Learning/Distance Education Committee:** K. McMahan reported that the first Distributive Learning/Distance Education Committee met May 10 at 1:30-3:00 in the Vocational Education Room. She informed the EPSC that it was mostly faculty who are currently teaching online courses who attended the meeting, however it was open to any one. An ad hoc sub-group was established to draft a proposal to certify new Distance Education instructors, and to discuss the contractual issue of faculty compensation for the platform switch. The committee will also begin to strategize on how to implement action steps as listed in the current Educational Plan. The next meetings will be Wednesday, July 19 at 2:30 and, tentatively, August 30 at 12:00. K. Daar distributed to the EPSC copies of the sections of the current Educational Plan related to Distance and Off-Site Education.
 - a. L. Perez recommended for the committee to be conversant with the new online accreditation standards, as they will provide guidance on what can be included into the new Educational Plan. She also informed the EPSC that the items related to Distance Education listed in the current

Educational Plan developed from a commission paper on its expectations of what online education should provide.

b. R. Moyer suggested that a representative from Admissions and Records also attend the meetings, as student services will be directly related to Distance Education offerings. He also stated that the certification process would acknowledge that there are specific pedagogical issues related to online teaching, and just because an instructor teaches an online class, does not automatically mean that the instructor must be teaching it appropriately.

c. K. Daar informed the EPSC that, on average, East offers 2.8% of its sections online each semester. In comparison, for Fall 2006, West Los Angeles College will offer approximately 19% of its sections online. She also requested for the Distance Education committee to recommend to the Curriculum Committee possible addendums for Distance Education course requests, and to also review the Distance Education courses listed in the college Catalog to ensure that the appropriate amount of contact hours are being provided for each listed course.

d. K. McMahan stated that a representative from West Los Angeles College informed her that the college's WSCH was dramatically impacted, and that offering Distance Education courses have been considered a real savior for them. She further clarified that West has a different situation than at East, and that East has only started offering Distance Education courses within the last six years.

VI. **Off-Site Committee and Off-Site Educational Issues:** K. Daar reported that, at the last Off-Site Committee, a general concern was voiced by some committee members that the Off-Site Committee does not discuss educational concerns for South Gate and other off-site venues. Instead, much of their discussion revolves around real estate issues and space and needs concerns. She suggested that a new committee should be created specifically to address the educational concerns at all off-site locations. R. Moyer also informed the EPSC that the faculty co-chair of the Off-Site Committee is resigning.

a. R. Moyer identified the educational concerns as grade inflation and the quality of education (including instructor supervision and evaluation), in comparison to that at the main campus. He indicated that the Off-Site Committee evolved into a South Gate-only committee. He also informed the EPSC that, interestingly, a survey of the faculty teaching at the South Gate location did not indicate that they share these educational concerns. He stated that Chairs have the responsibility to recruit volunteers whose primary assignment is located at South Gate, for they will have a different perception than someone who only teaches one or two classes at the location. He emphasized that it is important for the students to see those instructors on a regular basis, and presumably the instructors would be able to devote their energies to directly benefit the students at South Gate.

b. D. Beaulieu stated that the co-chairs, including the administrative co-chair Al Rios, are not devoting the work needed to chair the committee. He suggested for the Deans to discuss co-chair leadership at their next

meeting. He also countered that the Off-Site Committee was never concerned about grade inflation, but rather the dearth of student support services and full-time hires at the South Gate location, resulting in a lack of oversight. He recommended for the administration to check the actual number of students enrolled at South Gate in order to determine the proportionate student services the center needs to offer, including DSPS and someone trained at assessing students. He explained to the EPSC that this is a big issue, because there are plans on even making South Gate larger. He also suggested that although the faculty survey conducted at South Gate indicated satisfaction, this may be due to part-time faculty not asserting advocacy. He further cautioned that a probationary instructor should not be housed at South Gate, as he or she cannot be appropriately monitored. He informed the EPSC that 14% of courses at South Gate are taught by full-timers, and the college wants to raise that percentage to 25%. He disagrees with the administration's assumption that the only beneficial full-timers at the location would be those whose full assignment is there. The college does not want full-time faculty to be disconnected from the main campus. Still, some instructors do have 50%-load over at that location, which he suggests is appropriate. He also suggested that the Administrators and the Senate should get together collectively to create strategies to get more full-time faculty teaching at South Gate, instead of just registering the same general complaints. However, he indicated that it is not be the role of the Academic Senate to increase the amount of full-time faculty at South Gate, but rather the Deans. He further suggested for the Off-Site Committee to propose ways to create a stronger tie between South Gate and the main campus—perhaps using a shuttle.

c. R. C. Williams III stated that it is a myth that there is a lack of student services at South Gate. The location has a full-time Financial Aid officer, 1.5 counselors, clerical staff, Instructional Technology staff, and a supervising Dean. He also informed the EPSC that currently there is no identification or profile of the South Gate students available to confirm the needs they may or may not have.

d. L. Perez stated that many of these questions will be answered when South Gate finishes its Program Review in Fall 2006. She also informed the EPSC that in each unit's Program Review, the unit is asked how it ensures that the services provided at South Gate are comparable to the main campus. She also stated that, based on her visits during the past year, there is a different climate in South Gate than before. At 10:00 p.m., the campus looks alive. There is also currently adjunct space, computer stations, offices, and mailboxes. She suggested that perhaps these updates are not being communicated to the Off-Site Committee.

e. D. Fallert stated that it is complicated to get someone to provide DSPS services at South Gate as many students have limited English skills, and it is difficult, state-wide to find disability specialists who are bilingual.

f. R. Martinez reiterated that much has changed at the South Gate location, including increasing the number of classified staff and instructional

assistants. Library hours have also increased, there are computers in the Library, many things have been bought online, and computer labs are now updated. She also indicated that classrooms are scheduled to provide ownership to those disciplines that use them to further make the site an attractive teaching location. She suggested that the concerns regarding a lack of student services be re-evaluated, as more full-time faculty are now involved with the center, and so more needs have been addressed. She further suggested for ELAC to look at where the center was in the beginning, and where it is at right now in order to come up with even more solutions. Additionally, she recommended that a small ad hoc group be formed to create job announcements advertising South Gate and to jazz up the South Gate site's webpage by highlighting events that are happening.

g. K. Daar, in reference to the Educational Plan, asked if the action items listed for South Gate listed are being addressed anywhere, as they seem not to be addressed at the Off-Site committee. She also suggested for the EPSC, when constructing the revised plan, to pay particular attention to its suggestions on who will be the lead individuals for an action item. The current Educational Plan, as an example, inappropriately lists the Academic Senate as the lead entity for many of the action items listed for the South Gate Center.

h. D. Ornelas stated that he did not see a problem for new faculty to have one or two courses at South Gate. In fact, the Counseling department currently sends two people twice a week to South Gate, and so they continue to be connected to the main campus.

VII. **Program Review and the Educational Plan:** K. Daar informed the EPSC that the Program Review Committee will be proposing a procedure to submit recommendations from unit Program Reviews to the appropriate planning committees (Facilities, Technology, and Educational) for incorporation in their respective plans.

Meeting adjourned 3:35 p.m.
Respectfully Submitted,
Karen Daar
EPSC Co-chair