



## EDUCATIONAL PLANNING & COORDINATING COUNCIL

MINUTES OF OCTOBER 27, 2005

3:15 PM  
Senate Chambers

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### COMMITTEE FUNCTION:

1. To assist the Academic Senate in the development of sound educational policies, procedures, and practices by encouraging thorough discussions of current issues among all of the appropriate parties.
2. To review and assist in the development of Academic Affairs component goals.
3. To coordinate and review educational planning activities throughout the college.
4. To review and forward the Academic Affairs Educational Plan to the Institutional Planning Council.
5. To serve as a multi-constituent clearinghouse for educational matters not otherwise resolved.

Attending: Mary Kay Rudolph, Molly Lynch, Anne O'Donnell, Sean Martin, Victor Cummings, Micca Gray and Stephanie Thompson, plus guests KC Greaney, Doug Garrison, Abby Bogomolny, Cheryl Dunn and Mary Lou Velasquez  
Absent: Kimberlee Messina and Terri Frongia

1. Minutes. Minutes of October 13<sup>th</sup> were approved as presented.
2. Update: Project Learn – KC Greaney, Victor Cummings  
KC reported that cLearn was moving along. They have 3 seminars for faculty working on course outcomes. The formal project proposal forms have been sent out to department chairs. The proposal for the faculty liaison position has been released and applications are due back to Mary Kay on Nov 7. Mary Kay will send out a reminder. The other committees are scheduling meetings.
3. Discussion: Status of Developmental Education/ESL Task Force (DEETF) – Victor Cummings  
Victor and several members (Abby Bogomolny, Cheryl Dunn and Mary Lou Velasquez) of the task force attended. The question of how EPCC functions started the discussion. Anne and Mary Kay explained that EPCC is a clearing house to which various constituents and committees present education issues for feedback requiring discussion. The Committee makes recommendations. DEETF has been working for more than ten years as a task force. EPCC had recommended that the task force look at formalizing their structure. DEETF has begun exploring becoming an advisory committee under the Academic Senate. There was discussion on how important the work of the task force is and how they have influenced the services and programs for Developmental Ed and ESL students and promoted awareness in the college community. Because of the increase in the numbers of these students, the college needs to put resources and emphasis on this area. One suggestion was to create an administrative position that oversees the various components. This could be done at a dean level. Mary Kay suggested that Victor bring this forth at the next Academic Affairs restructuring meeting. This may become one of Academic

Affairs' goals for change in the next five year plan. There are models of other college programs that have focused on basic skills. Colorado Community College in Denver was mentioned. The idea of combining the Student Equity Committee was not recommended by DEETF. One continuing need is for DEETF to work with vocational faculty to help meet the needs of or recommend intervention for some of their struggling students. The question is how DEETF can become more effective and more visible. Information on other models will be distributed by Victor and Mary Kay.

4. Update: Accreditation Midterm Report  
KC Greaney reported on the final draft. After sending out the draft to various constituencies, more information has been gathered and incorporated, especially in the appendix Goals and Activities portion. There was some discussion about the lack of data for diversity in classified staff and adjunct faculty. The data is provided but not tabulated. Part of the problem is that no one has taken the responsibility to do this. It falls through the cracks between Compliance and Human Resources. It was suggested that before the next accreditation the data be collected and reported. It would show a more complete picture of the diversity in all staff. The committee thanked KC for collecting and formatting the information. It was moved and approved to accept the document as presented.
5. Review: StEP Final Report 2004-05 – Doug Garrison  
Doug reviewed the document with the committee, stressing that the committee has more work and will continue to monitor the progress of their recommendations. The document goes to Academic Senate and IPC for approval.  
Highlights of the recommendations were:
  - a. To strengthen enrollment by establishing and communicating enrollment and efficiency goals with reviews and reports through component administrative operations.
  - b. The StEP Committee and Academic Affairs and Student Services will sponsor examination of retention and persistence. There are a series of seminars planned for this academic year.
  - c. The VPAA will review annually enrollment and class schedules with respect to the College's enrollment goals. There were specific recommendations to enhance the cooperation of Student Services and Academic Affairs. Review a needs study which was based on current practices to determine unmet needs. Look at enrollment patterns by student population characteristics. Look at potential changes in schedule development process.
  - d. Find ways to measure methods to meet student needs in Student Services.
  - e. Develop marketing efforts to meet enrollment goals.
  - f. Use more Spanish language in explaining college processes and documents.
  - g. Examine scheduling processes for classrooms in Petaluma and Santa Rosa to make them more consistent to allow for enrollment planning.
  - h. The Committee has established new goals that will continue the progress of the recommendations.
  - i. Increase the committee membership which is not presently representative of many major constituent groups.
  - j. Post the minutes and reports of the committee on the web.

6. Next Meeting:

- Update on DEETF
- Discussion of vocational and liberal arts as influenced by the new recommendation from the State Academic Senate on Math and English standards. How will that affect local programs?

Pending Items:

- Update reports:
  - Majors and Certificates Awards Residency Requirement
  - Project Learn
  - Distance Ed Task Force
  - Developmental Ed Task Force
  - Student Equity Report
  - Accreditation Midterm Report
- Vocational education & liberal arts
- Prerequisite computer skills for various courses
- Report from the Catalog Advisory Committee
- Proposal for a policy for a statute of limitations on grade change petitions and information regarding instructors' maintenance of records – K. Messina
- New program development procedures
- Occupational courses transferred to Community Education – program and faculty implications
- Staff development and travel budget reductions and implications for programs
- Teaching methodology in a changing student body

Committee Membership for 2005-06

Mary Kay Rudolph, Terri Frongia, Stephanie Thompson, Victor Cummings, Freyja Pereira, Kimberlee Messina, Molly Lynch, Anne O'Donnell, Micca Gray, Sean Martin

Student Representatives:

Information: KC Greaney