



**EDUCATIONAL PLANNING & COORDINATING COUNCIL
MINUTES OF OCTOBER 9, 2008
DRAFT**

**3:15 PM
Doyle Library Room #4246
and Mahoney Library Room #726 (Petaluma)**

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: Barbara Croteau, Mary Kay Rudolph, Sean Martin, Micca Gray,
Karen Kellam, Ofelia Arellano, Andrea Alexander, Freyja Pereira

Absent: Joel Gordon, Will Baty

Homework is in bold below:

1. **Minutes.** Minutes of the September 25th meeting were approved.
2. **Announcements/Committee Reports.** No announcements or reports were given.
3. **Less than Semester Length Classes.** Mary Kay and Barbara gave the background on the issue and shared a draft of course guidelines prepared by Abe Farkas with the committee. Recommendations were made for revisions to #4 and #5 of the guidelines section. **Mary Kay agreed to share the recommendations with Abe for inclusion in the next draft of the guidelines. Barbara agreed to schedule a discussion of this item at an Academic Senate meeting. This item will come back to EPCC,** and eventually the guidelines will be distributed to deans, chairs, Academic Senate, Curriculum Review Committee, A&R and Counseling.
4. **Discussion of Wait Lists.** Freyja reviewed the latest draft of the wait list policy with the committee. Recommendations were made and a lively discussion ensued regarding the impact of these revisions on students, counselors, faculty and enrollments for each position. **Freyja will incorporate the committee's recommendations into the next draft of the policy and will send to the committee for review prior to the next EPCC meeting.** This policy will also need to go to shared governance constituent groups for review.
5. **Discussion of College Email issues.** Mary Kay announced that supervising administrators and department chairs have had their email boxes expanded through Computing Services. Barbara shared the Academic Senate's guidelines for faculty email communications. Committee members gave additional suggestions regarding

best practices for managing email. **Barbara will incorporate the committee's suggestions as well as note issues requiring further investigation/consultation. This item will come back to the next EPCC meeting.**

6. **Revisions to Field Trip Procedure 3.22P.** Mary Kay reviewed the revisions to the policy and explained the rationale for additional changes. **This item will come back to the next EPCC meeting.**

7. **Pending Items:**

- Teaching methodology in a changing student body (hybrid/online/alternative modes of instruction), update on District Online Committee recommendations, student success and retention online vs. face-to-face – Kris Abrahamson
- Faculty transfer between campuses – Mary Kay Rudolph
- Continued discussion of wait lists, and research on other college's policies and practices – Freyja Pereira
- Discussion of revised Policy 3.22 – Field Trips – Jim Forkum
- Discussion of revisions to Policy and Procedure 3.6 and 3.6P – Phasing out of Programs
- Project LEARN – standing item

Committee Membership for 2008-09

Administrators: Mary Kay Rudolph, Ofelia Arellano, Will Baty, Freyja Pereira, Joel Gordon

Faculty: Sean Martin, Micca Gray, Andrea Alexander, Karen Kellam, Barbara Croteau

Classified: Student Representative:

Information: KC Greaney Ex-Officio: Ruth McMullen