



## EDUCATIONAL PLANNING & COORDINATING COUNCIL MINUTES OF NOVEMBER 8, 2007

3:15 PM  
Maggini Conference Room

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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, Steve Cohen, Freyja Pereira, Sean Martin, Micca Gray  
Absent: Velma Guillory, Ofelia Arellano, Kimberlee Messina, Greg Granderson, Anne O'Donnell

### Homework is in bold below:

1. Minutes. Corrected minutes of the October 25<sup>th</sup> EPCC meeting were approved.
2. Announcements
  - Mary Kay announced the first proof of the summer schedule was ready to go, but after dialogue and feedback it was pulled back for modification to incorporate the feedback. Student Services in particular had questions. The schedule needed to be adjusted to account for the increase in class time to match the load to a full semester course. Most classes will be adjusted to reflect the maximum Carnegie units (52.5 lecture hrs/3 units). There was also a break of up to 45 minutes between classes to allow for 3-5 unit classes. The classes also include a finals time. Petaluma will be on the same template. There was additional discussion on the evening start time of 6pm. It was suggested that the start time be moved to 6:30 to allow commute time across the county. Abe is asking for input and will get consensus on it.
  - The spring schedule also needs to be adjusted for classes that are less than full semester to reflect the Carnegie units. Most classes were not a problem. The few that still need adjusting will be done this week by the deans. The fall schedule template will be adjusted before it comes out in January. The online schedule has been corrected.
3. Update: Accreditation Self Study – Mary Kay Rudolph. Mary Kay reported that the accreditation committees have been working hard. She and Gary Allen will be meeting with the subcommittees.
4. Credit by Exam. Kris Abrahamson was unable to attend the meeting so Freyja distributed a draft copy of the revised policy and procedures. Freyja explained that

most of the language reflected Title V regulations. There was discussion on section 9.0 which was seen as redundant to other language. It was suggested that this section be deleted but to check with Kris Shear in case there were some regulations that would impact veterans. It was recommended to add the complete first line of Title V in section 1.0. There was significant discussion on section 11.0 on how this would affect students and A&R. It was suggested to revise and to have further discussion. Section 12.0 needs to have "process" inserted between "provide" and "guidelines". There was discussion on how to implement this and whether this necessitated any change from current practice. Suggested revisions to 13.0 were Student "will be" registered...and Students who "take the exam" for a course... In 14.0 it was suggested to add "Total" credit by exam shall be limited to 15 units. Instructions will be further discussed at the next EPCC meeting, especially for #4. How departments create the section: perhaps at the beginning of the semester create a restricted section that is not published. In section 6 add and/or assigns "credit" "no credit". **Freyja and Kris will review the changes and come back for further discussion at the next EPCC meeting.**

5. Academic Integrity – Greg Granderson – postponed until the December 13<sup>th</sup> meeting pending Greg Granderson's attendance.
6. Topics for the next EPCC meeting:
  - Credit by Exam
  - Academic Integrity

List of Pending Items:

- Additional discussion of wait lists – Freyja Pereira, Ricardo Navarrette, Diane Traversi
- Computer access skills
- Teaching methodology in a changing student body (hybrid/online/alternative modes of instruction) and update on District Online Committee recommendations – Mary Kay Rudolph, Kris Abrahamson
- Impact of new Math and English graduation requirements – Mary Kay Rudolph, Greg Granderson
- Cheating/Student Behavior – Sean Martin
- Substantive Change Proposal – Robert Chudnofsky
- Associate degrees out of compliance with Title 5 §55063 – Mary Kay Rudolph

Committee Membership for 2007-08

Mary Kay Rudolph, Ofelia Arellano, Steve Cohen, Freyja Pereira, Kimberlee Messina, Greg Granderson, Anne O'Donnell, Sean Martin, Micca Gray, Velma Guillory  
Student Representative: Information: KC Greaney Ex-Officio: Ruth McMullen