



EDUCATIONAL PLANNING & COORDINATING COUNCIL MINUTES OF FEBRUARY 28, 2008

3:15 PM
Maggini Conference Room

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, Anne O'Donnell, Sean Martin, Freyja Pereira, Barbara Croteau for Greg Granderson, Ruth McMullen (Ex-Officio)
Absent: Ofelia Arellano, Kimberlee Messina, Greg Granderson

Homework is in bold below:

1. **Minutes.** Minutes of the February 14th meeting were approved.
2. **Announcements/Committee Reports.** Mary Kay announced that the Project Learn Steering Committee would soon be going to the Board for approval to become an official standing committee. Mary Kay also mentioned that the question has been raised as to whether Policy 2.5 (Governance and the Committee System) should be amended, including the taking of attendance as a best practice for committees. This matter is to be discussed at College Council.
3. **Update: Accreditation Self-Study.** Mary Kay reported on the progress of the self-study reports. There has been significant progress, though a more efficient and equitable method of labor distribution in the review and editing of reports has been recently developed and will be used at the content review meeting on March 14th. Mary Kay also recommended the theme, "Learning Centered Community" for the fall 2008 mandatory Professional Development Day (PDA). This theme is intended to meet recommendations of the visiting accreditation team and to serve the goals of planning and coordination of the various accreditation teams, Project Learn, and the Basic Skills Initiative. EPCC endorsed this recommendation.
4. **Discussion: Paying for proctoring distance education exams.** Ruth McMullen informed the committee of a proposal to require students that use SRJC proctoring services pay for those services. Ruth noted that roughly 800 students since 2004 have availed themselves of SRJC proctoring services with no compensation to the college. SRJC assessment technicians (and sometimes SRJC faculty) are sometimes unable to attend to their other duties as a result of proctoring such exams and there is a need to recoup some costs from this diversion of resources. Most neighboring colleges collect fees for proctoring services. Ruth provided details of the

proposal (including the proposed fees and proctoring procedures) in a pamphlet, "Distance Examination Proctoring Fee." EPCC unanimously endorsed the proposal.

5. **Discussion: Title 5 Changes to Certificates and Degrees.** Abe Farkas attended this committee meeting to answer questions about Title 5 changes to certificates and degrees. Abe basically confirmed and clarified the information provided in the pamphlet "Discussion Item — Title for Occupational Certificates." A lively discussion followed that raised questions about the implications (both intended and unintended) for students, faculty and programs. Some of these questions included the following:

- What will happen to those students who require official paperwork for their profession or employment, yet who have earned a certificate that is no longer transcribed?
- What role do catalogue rights play here?
- Will delays in securing Chancellor's Office approval of programs (e.g. due to the need to update official outlines and secure pre-requisites, etc.) unreasonably inconvenience students?
- Will individual departments and programs be responsible for providing certificates to students for those programs that are less than 18 units, or will Admissions and Records maintain this responsibility in most cases?

Freyja stated that A & R would continue to be the primary awarding body for all certificates and degrees with the exception of certain areas such as public safety programs. Anne O'Donnell raised the need for a consistent and lasting procedure by which faculty and programs can secure the appropriate status of their programs. It was noted that inconsistencies and a lack of regularity have caused considerable workload strains on faculty in the past and stand to increase the workload of faculty seeking to gain Chancellor's Office approval for certificate programs. In addition, concerns were raised as to whether students who "fall between the cracks" in the process will be inconvenienced by any delays in the approval process. Abe and Freyja asserted that some work was underway to address these concerns and agreed to eventually provide information and procedures for faculty and staff seeking Chancellor's Office approval for certificate programs that currently entail 12-17.99 units.

6. **Additional discussion of wait lists.** Deferred to March 13 meeting.

Topics for the next EPCC meeting: None noted in the minutes.

Pending Items:

- Teaching methodology in a changing student body (hybrid/online/alternative modes of instruction) and update on District Online Committee recommendations. **Steve Cohen has agreed to provide some research for the group to review.** — Mary Kay Rudolph
- Additional discussion of wait lists — Freyja Pereira
- GED testing — Ruth McMullen
- Census Rosters and Final Grade Submission — 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 (on sabbatical S08)_Student Representative:

Information: KC Greaney Ex-Officio: Ruth McMullen