



EDUCATIONAL PLANNING & COORDINATING COUNCIL MINUTES OF MAY 22, 2008

3:15 PM
Doyle Library Room #4401

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, Anne O'Donnell, Steve Cohen, Freyja Pereira, Kimberlee Messina, Ruth McMullen

Absent: Ofelia Arellano, Greg Granderson, Sean Martin

Homework is in bold below:

1. **Minutes.** Minutes of the March 13th meeting were approved.
2. **Announcements.**
 - The committee reviewed membership and dates for meetings next year. Sean will be returning to the committee – Anne will not. Administrators will be appointed over the summer. **Freyja said that there is a new videoconference room in Plover Hall, and she will work with Fran Golden to schedule the committee meetings in there for fall semester so as to encourage Petaluma participation.**
 - Anne announced that the Academic Senate Ethics Committee had not had a single complaint this year.
 - Mary Kay shared the College Council document "Committee System Best Practices". Kimberlee pointed out that an EPCC recommendation for committee minutes to be forwarded to the appropriate Academic Senate and bargaining unit presidents was not included in this version. **This proposed revision will be brought back to College Council in the fall when the item is reviewed prior to fall re-distribution.**
3. **Faculty Transfer between Campuses.** Mary Kay led the discussion regarding the intent of the current proposed policy and procedure for faculty transfer between campuses. A lively discussion ensued. **Mary Kay will bring the text of the current proposed policy and procedure to the first EPCC meeting in the fall semester.**
4. **Discussion of Wait Lists.** Although not present, Sean Martin had Anne bring forward his request that departments and disciplines set the wait list standard and that it be consistently applied. Mary Kay said that she would like EPCC to take

leadership to bring forward a policy and procedure for waitlists. The discussion centered on the impact on students, inconsistencies within departments, and the need for discussion and wait list policy decision making by each department and discipline, followed by education of all faculty, staff and students. The question arose whether there should be a form, signed by each department, for guided discussion? **Mary Kay and Freyja agreed to bring back any existing policy or procedure language, proposed language and or process recommendations to the first EPCC meeting in fall semester.**

5. **Recent changes to policies/procedures for Assessment and Matriculation.** Ruth McMullen reviewed the changes to Policy 8.6, Matriculation and Policy and Procedure 8.3.4 and 8.3.4P, Assessment. Dean McMullen apologized for not bringing copies of the Assessment policy but **will forward it electronically to the committee.** These policies are in the process of being reviewed by the Board of Trustees.

Meeting was adjourned with fond farewells to all.

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.**
- Additional discussion of wait lists — Freyja Pereira
- Census Rosters and Final Grade Submission — Mary Kay Rudolph
- Faculty transfer between campuses – 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