

SHARED GOVERNANCE COMMITTEE MINUTES
COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 4/27/15

Location: CMS 214

Time: 1:30pm - 3:30pm

Voting Members Present: Michael Allen, Donna Ayers, Carolyn Daly, Roula Dakdouk, Madelline Hernandez, Mark Hobbs, David Jordan, Sarah Master, D'Art Phares, Said Pazirandeh, Gary Prostack, Curt Riesberg, and Debby Wong

Voting Members Absent: Jax Ambridge (ASO), Mari Rettke

Resource Member Present: Pat Flood

Guests Present: Kelly Enos, Darlene Montes

Call to Order by Phares (co-chair) at 1:36 pm

1. Approval of Minutes of April 13, 2015 (10 min)
 - 1.1. Minutes approved as amended
2. Educational Master Plan (Phares, 30 min)
 - 2.1. Tabled
3. Comprehensive Program Review on Friday, May 1, 2015 (Phares, 10 minutes)
 - 3.1. Phares discussed the questions supplied to the chairs for the upcoming reviews. There was considerable discussion about student success rates. Other suggestions for future reviews included scheduling more time for larger departments, surveying chairs who have just gone through comprehensives about improving the process, and somehow providing a more focused format for chairs' reports at our meeting.
4. Commendations/Recommendations for DE, PhysSci, LifeSci, and ProfStud
 - 4.1. EPC finalized the commendations/recommendations.
 - 4.2. Action Item: Phares will forward these to chairs for discussion.
5. Reports
 - 5.1. SLO/PLO/ILO Assessments (Pat Flood, 5 min)
 - 5.1.1. Last week Deborah Paulsen and Pat Flood met with Nick Minassian to work on changes/additions to the SLO online system. As a result, Nick has already added ILO Screens similar to the PLO screens to enable us to do ILO rollup assessments. He is also reinstating the public screen feature for the SLO website. This will enable anyone to view the assessments and will be especially important for PLO assessments as the ACCJC requires that these be made public.
 - 5.1.2. Deborah Paulsen is spearheading a taskforce for doing a comprehensive ILO assessment for Written Communication to take place in Fall 15. This will involve deciding on a writing prompt and having a representative sample of all classes that

involve writing do an in-class writing exercise. These will be evaluated with a rubric.

5.1.3. The comprehensive ILO assessment for Information Competency which is being conducted this semester is going well. It involves both a short survey and writing samples. More than 50 percent of the requested sections have already completed both parts of the assessment.

5.1.4. The Learning Outcomes Assessment Committee met on April 1 and we are meeting again tomorrow, April 28. We are primarily working on roll-up assessments for all seven Institutional Learning Outcomes.

5.2. Essential Skills Committee (Gary Prostack, 5 min)

5.2.1. There is no April report; the committee did not meet that month.

5.3. Distance Education (David Jordan, 45 min)

5.3.1. The DE Committee provided a proposal for an Online Services Committee. After discussion, EPC requested that DE levels of support for online students, prioritize the needs for online services, and advise EPC about the findings.

5.4. Curriculum (Pazirandeh, 5 min)

5.4.1. The committee approved the final required transfer degree.

5.5. Accreditation (Kelly Enos, 5 min)

5.5.1. Self-study report is on schedule: drafts have been submitted and are being reviewed by Danny, Michael, and Kelly. Danny, Michael, Kelly, and Pres. Perez attended the training/conference this last weekend and received information from the ACCJC on what they expect from the 2016 Self-Study (to be shared with ASC this coming week).

6. Adjournment 3:37

Future Meeting Dates:

5/1/15 (Friday, 8:15-1:00)

5/4/15

5/18/15

6/1/15

Minutes – D. Phares