

SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: EDUCATIONAL PLANNING

Date of Meeting: 12-2-13

Location: CC4

Time: 1:30pm - 3:30pm

Voting Members Present: Michael Allen, Donna Ayers, Mark Hobbs, David Jordan, Sarah Master, D'Art Phares, Gary Prostack, Mari Rettke, Robert Smazenka

Voting Members Absent: Cathy Brinkman, Madelline Hernandez, Doleatha Young

Resource Members Present: Pat Flood

Resource Members Absent: Said Pazirandeh

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**COMMITTEE: EDUCATIONAL PLANNING**

**Call to Order by:**

D'Art Phares (co-chair) @ 1:48 pm

- 1) Approval of Minutes from 11/04/13.
  - a) MSC (Rettke/Hobbs, Prostack abstaining) to approve as amended.
- 2) Call for new items
  - a) No new items.
- 3) Review of outstanding action items
  - a) No outstanding action items.
- 4) Program Review.
  - a) Phares will type the revised comprehensive review questions and Master will update the chart, both to be emailed to VP Allen. VP Allen will email the finalized instructions to the departments scheduled for comprehensive reviews before the end of the Fall semester.
  - b) Finalized schedule for comprehensive reviews:
    - i) Math/CSIT/Engineering on March 17
    - ii) Business and Law on April 14
    - iii) English/Journalism/Communications on April 21
    - iv) Cooperative Education on May 5
    - v) Professional Studies on May 19
  - c) Action Item: Phares will assign external review teams for comprehensive reviews.
- 5) Institution-set Standards proposed by Council of Instruction.
  - a) EPC discussed and approved (with no changes) the Institution-set Standards and recommended forwarding them to Academic Senate.
- 6) Program Review Assessment and Modification Report.
  - a) Revisions made to second sentence "The SLO/Assessment page has been updated to include questions about the outcome assessment and modification, and requires a schedule for future assessments."
  - b) Distance Education program review has been included to complete the program review screens for the Instructional departments.
  - c) Master will edit the list of modifications and the document will be submitted to College Council.
- 7) Next meeting February 24, 2014.

**Meeting adjourned 3:34 pm**  
**Minutes – T. Drueco**