

**Educational Plan Subcommittee
East Los Angeles College
Minutes**

Wednesday, August 30, 2006

Present: Karen Daar, Al Rios, Richard Moyer, David Beaulieu, Dennis Villacorte, Danelle Fallert, Renee Martinez, Suzette Morales-Guerra, James Kenny, Ran Gust, Cathleen Rozadilla, Oscar Valeriano

Guest: John Rude

- I. **Call To Order:** The meeting was called to order at 2:30 p.m.
- II. **Approval of June 20, 2006 Minutes:** *M/S/P (R. Moyer/C. Rozadilla)* to approve the minutes of June 20, 2006 with the following change: delete Suzette Morales-Guerra's name from those present.
- III. **Vacancy of Associate Dean of Research Position:** The District website is now advertising the Associate Dean of Research position. The EPSC discussed the need to: revisit prioritization of research assignments for the college; ensure that the new Dean will not duplicate District researchers' efforts; and review the Academic Senate's concerns regarding the appropriate role of the position in the college. D. Beaulieu will ask the College President, Bob Isomoto, to meet with faculty involved in Educational Planning, Cabinet members, and the Dean of Planning to clarify the functions of and expectations for the position before it is filled.
 - a. R. Martinez suggested that the discussion includes identifying standards, descriptions, and deadlines when ranking the urgency of research requests.
 - b. S. Morales-Guerra reminded the EPSC that matriculation must meet a set number of standards, all of which are dependent on a researcher.
 - c. D. Beaulieu questioned the integrity of any research produced if the College President is required to sign off on each project before it is distributed to the campus community. He cited as examples the EPSC's request for counselor/student ratios and enrollment numbers. If a Research Dean is under pressure from the President's Office to produce inflated numbers, the research would not be useful to the rest of the campus.
 - d. R. Gust suggested for the college to create a needs assessment in evaluating research projects for the short-term and the long-term, and for the EPSC to take the lead in either developing or reviewing the instrument.
- IV. **Distance Education Committee:** K. Daar reported that the DE committee met earlier that day. All online instructors are required to be certified to use the Etudes NG platform, and Kerrin McMahan is the only trainer on campus. She also informed the EPSC that she has asked the DE committee to review addendums, provided by other colleges from the District, to DE course

requests and recommend to the Curriculum Committee a clearer approval procedure for DE offerings. She explained that although a course outline for the DE offering should be exactly the same as the traditional course, Title V mandates that the course be separately reviewed by the Curriculum Committee to ascertain whether or not the students will obtain the same contact hours with the instructor by taking the course online. Curriculum Committees at other sister colleges require that each DE request include an addendum describing the assignments and projects to be associated with that offering.

a. R. Martinez informed the EPSC that most of the campuses within the District are also using ETUDES NG. She further announced that although K. McMahan is now a Dean of Academic Affairs, she will continue to oversee the Distance Education component on campus. However, a new faculty member will be recruited to fill the position of Distance Education liaison.

b. R. Moyer stated that each instructor who develops a Distance Education course receives a stipend, so the college can expect a certain level of instructor competency.

V. **Off-Site Committee and Off-Site Educational Issues:** K. Daar informed the EPSC that tours to the new Firestone property in South Gate will be arranged so that faculty can provide a recommendation to refurbish or demolish the existing building. She also suggested that the EPSC should consider recommending to the Off-Site Committee to meet twice a month--one meeting devoted to facilities issues and the other to educational issues.

a. R. Moyer stated that some faculty created a myth that there are concerns regarding the educational quality at South Gate. This is evidenced by a survey distributed to South Gate faculty that indicated that there was not a significant level of dissatisfaction. Although he has a general level of concern regarding the amount of scrutiny Chairs give when monitoring teachers at South Gate, he admitted that it is the role of each Department to review these issues. R. Moyer suggested that instead the EPSC could ask other legitimate questions—are there adequate DSPS services at South Gate, or should more full-time faculty be assigned to the South Gate location, as examples. He also questioned the necessity to separate South Gate issues from other general off-site issues.

b. A. Rios stated that most of the classes at South Gate are being taught by hourly instructors, and that it would be beneficial to students to have more full-time faculty placed at that location (the college should also provide tools and training to instructors to prepare for this population.) He also stated that departmental Chairs are concerned that courses scheduled for the semester at South Gate may be cancelled, and suggested that certain courses should be available to be added on an as-needed basis with a ready list of faculty who could step in.

c. R. Martinez informed the EPSC that Gonzalo Mendoza is working on setting up two Smart classrooms at South Gate. New lab computers are also at the location.

d. D. Beaulieu informed the EPSC that a discussion on increasing full-time faculty at South Gate has already started, and suggested that the Off-Site Committee itself needs to talk more about which issues the committee should address. He also cautioned that it is difficult for Chairs to properly evaluate new probationary instructors at South Gate.

e. O. Valeriano agreed that it does fall to the departments to work on these issues, and suggested that a reconditioning is needed in the dynamics of faculty perceptions of the location. When full-time Faculty teach at South Gate, they generally have a different of attitude about the location, and there is more commitment by them to the Center. He also suggested that the new shuttle service could improve student and faculty connections. He further agreed with A. Rios that there is a real problem with canceling classes early at South Gate. Students need to have the opportunity to add their classes, and instructors must be ready to go.

- VI. **Student Success:** D. Beaulieu reported that a DAS/District Summit is scheduled for Friday, September 29. It will not focus on student success, as first planned, but on institutional effectiveness and decentralization/centralization issues. He added that another Fall workshop will focus on basic skills reform, one of the SSI initiatives.
- VII. **SLO Committee:** O. Valeriano informed the EPSC that Student Services held a workshop on SLOs during the summer. D. Beaulieu stressed that the college is in need of a researcher to assist with SLO assessment.
- VIII. **Program Review and the Educational Plan:** D. Beaulieu reported that the District Strategic Plan is still not finished, and may not be available till mid-October. However, a preliminary draft of the District plan, listing six major goals and objectives, will probably be sent to Leonor Perez by the following week. He warned that East's own Educational Plan needs to be a collective activity. Compilation of the plan would be difficult if the one person creating it has not gone to many different committees that focus on these issues. However, although the plan should not just be cobbled together. In any case, the Office of Research and Planning needs to be directly involved in its creation. K. Daar reminded the EPSC that some members have already reviewed the old plan and has suggested some revisions. She also stated that the EPSC first needs a preliminary draft of the college's plan before it can continue to work on it. She stated that it is the Research and Planning Office's role to provide the draft.
- IX. **Items from the Floor:** J. Rude informed the EPSC that beginning in October, 2006, ELAC will receive a Title V grant for language development. Both Aria Razfar and J. Rude were both integral in the development of this grant. It addresses problems of "Generation 1.5" students from immigrant families who come from various multilingual enclaves. The project aims to reduce the amount of remediation time among at-risk students by 15% and increase completion rates by 30%. The project also offers students peer support through Learning Communities and Supplemental Instruction, and is designed to be effective college-wide. The college will receive \$575,000 per year for five years—a total of \$2,872,871 through September 2011. Two

positions need to be filled, a project director and an activities director. Announcements for both positions will be first circulated through the campus community. S. Morales-Guerra informed the EPSC that the District is moving forward with a degree-auditing system. Three demonstrations from three different vendors are planned.

Meeting adjourned 3:50 p.m.
Respectfully Submitted,
Karen Daar
EPSC Co-chair