Los Angeles Valley College

EDUCATIONAL PLANNING COMMITTEE MINUTES
MARCH 9, 2020 – 1:30 P.M.
ACA 2507

Present: Karen Daar, M. Elizabeth Negrete, Kevin Sanford, Patty Melody, Wesley Oliphant, Gloria Daims, Magda Walsh

Absent: Deborah diCesare, Phung Huynh Michelle Lewis, Saulo Abundis, Michelle Fowles, Sorangel Hernandez, Matt Jordan

Resources:

Guests:

Recorded by: Meredith Stoops

AN = Action Needed	AT = Action Taken	D = Discussion	I = Information Only

Agenda Item		Discussion/Decisions
Meeting called to order:		• **1:46 p.m.**
1. **Approval of Agenda**	AT	• **M/S/P** *M. Negrete/P. Melody*
2. **Approval of February 10, 2020 Minutes**	AT	• **M/S/P** *P. Melody/M. Walsh*
3. **Old Business:**		
a. EPC 2019-20 Program Review Goals	I	• Program Review goals are still in progress. Several Participatory Governance committees are still reviewing Program Review modules.
i. Updates/Timeline	I	• Program Review will be launched in the near future.
b. April Meeting? (EPC to decide 4/6? 4/13?)	I, D, AT	• The regularly scheduled April meeting is during Spring Break. Committee discussed re-scheduling the meeting in order to discuss EMP draft feedback. • M. Walsh informed the committee that there will be a motion to EPC in April. Communication and voting on the

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motion may take place electronically if a quorum is not met during the re-scheduled April meeting.

- W. Oliphant asked how EPC and other Participatory Governance committees are likely to be impacted by potential campus procedures concerning Covid-19. K. Daar detailed that many scenarios are being discussed, but as of this date there is no indication that these will be put into action. M. Negrete added that if a campus member tests positive for Covid-19, this will jumpstart investigations with the Department of Public Health and the CDC to determine where they contracted the virus and assess the risk level to campus.
- K. Daar discussed presenting the EMP draft to the Academic Senate during its April 16 meeting. EPC should plan to meet in April before that date to integrate campus feedback into the document.
- EPC planned to meet on the following dates and times:
  - Thursday, April 2 at 12:30-1:30 p.m.
  - Tuesday, April 14 at 10-11:15 a.m.
- K. Sanford will inform the Academic Senate and IEC of these re-scheduled meetings so members may attend.

4. **New Business:**

a. New EPC member: Saulo Abundis, ASU Rep

- K. Sanford informed the committee of the new ASU representative, Saulo Abundis.

b. EMP Goals/Objectives/Strategies draft (K. Sanford/K. Daar)

i. Updates

- The “LAVC Education Master Plan 2020-2026 draft” and “2020 Educational Master Plan survey” were displayed.
- K. Daar presented information on the EMP draft and Survey Monkey at the 3/5/2020 PEPC meeting for feedback. EPC members will present this information to other Participatory Governance committees throughout this month.
  - PEPC introduced questions about the alignment of the Vision for Success timeline and the EMP timeline. The Vision for Success timeline is through 2022 and the EMP timeline is 2020-2026.
  - The Vision for Success goals were incorporated into the EMP, but the EMP is working with a different timeline. LAVC is still expected to meet the Vision for Success goals by the timeline provided to the State Chancellor’s Office. The EMP Goals, Objectives, and Strategies can be revisited at that time to re-evaluate and make appropriate adjustments to those with numerical indicators.

DRAFT

- K. Sanford and K. Daar reviewed original drafts of the Survey Monkey and edited questions to those that could provide meaningful data and responses.
- The college does not currently have a Vision Statement. The Survey Monkey addresses this in Question 3 and asks for recommendations in creating a new one.
- K. Daar added that the Survey Monkey can be used as a way to initiate conversation during Participatory Governance committee presentations.

ii. Spring Timeline and Vetting (EPC schedule dates) – Forums, Surveys, Town Halls, Survey

- The EMP draft timeline remains the same: a final draft to the Academic Senate by April and a final document by May, to the IEC during its summer retreat, to the Institutional Effectiveness and Student Success Committee of the Board in June, and to the Board of Trustees in July for final approval.
- Committee decided on EMP town hall dates and EPC representation.
    - Tuesday, March 24 at 3:15-4:15 p.m. EPC representation will include K. Sanford, P. Melody, and potentially K. Daar.
    - Wednesday, March 25 at 1-2 p.m. EPC representation will include K. Sanford and W. Oliphant.
    - Wednesday, March 25 at 6-6:45 p.m. EPC representation will include K. Sanford and P. Melody.
    - EPC members will facilitate these town halls to provide an overview of the EMP draft and survey to lead audience discussion.

iii. Introduction Draft

- K. Sanford advised that all communication about the EMP draft emphasize that the document is still in draft form and can be adjusted according to feedback and suggestions.

iv. EMP supporting data (updated/pending)

- The EMP draft incorporates the most up-to-data available data, but there will be additional incoming data from the State Chancellor's Office in the coming months that will be incorporated into the EMP draft.
- K. Daar suggested revisiting the EMP on a yearly basis to evaluate the plan and make necessary adjustments based on the most recent data. A timeline for yearly review could be established based on Office of Institutional Effectiveness recommendations.

v. Duties/Assignments/Activities

- Committee will send an email to all users about the planned EMP town halls, a second reminder email closer to the town hall dates, and final email after the town halls to remind users that March 31, 2020 is the last day to submit feedback on the Survey Monkey.
- M. Negrete will provide EMP town hall dates and information through various avenues to generate student involvement. These will include the Associated Student

DRAFT

Union Executive Council and Inter-Club Council, and TAP/Honors.

- Committee planned EPC representation for upcoming Participatory Governance committees.
  - 3/5 Program Effectiveness and Planning Committee (PEPC): K. Daar and K. Sanford already presented
  - 3/10 Career Technical Education Committee (CTE): K. Sanford
  - 3/10 Guided Pathways: K. Daar
  - 3/10 Associated Student Union (ASU): M. Negrete
  - 3/11 Curriculum Committee (VCCC): K. Daar
  - 3/12 Work Environment Committee (WEC): still needs assigned
  - 3/16 Budget Committee: K. Daar
  - 3/16 Outcomes Assessment Committee (OAC): still needs assigned
  - 3/17 Institutional Effectiveness Council (IEC): K. Daar and K. Sanford
  - 3/18 Technology Committee: M. Walsh
  - 3/19 Academic Senate: K. Sanford
  - 3/24 Chairs & Directors: K. Daar
  - 3/26 Enrollment Management Committee (EMC): M. Negrete
  - 4/1 Facilities Planning Committee (FPC): still needs assigned
  - 4/1 Campus Distance Education Committee (CDEC): M. Walsh
- K. Sanford will send an email to EPC members to find representatives for WEC, OAC, and FPC.

5. **Reports**

a. IEC – (K. Daar/K. Sanford)
- No report.

b. CDEC – (M. Walsh)
- The Academic Senate approved 2 motions from CDEC.
  - The first motion was to designate the college as a POCR campus.
  - The second motion was to approve changes to the Distance Education Best Practices.

c. EMC – (M. Jordan/S. Hernandez)
- During the last meeting the EMC worked on Program Review modules.

d. Grants Committee (GC) – (D. diCesare)
- No report.

e. Study Away Committee – (D. diCesare)
- The London study away trip for Summer 2020 has been cancelled and rescheduled for 2021. The Paris study away trip for Summer 2020 has not yet been cancelled.

DRAFT

f. VP Academic Affairs Report – (K. Daar)

- No report.

6. **Public Agenda Speakers**

- No public agenda speakers.

7. **Items from the floor**

- No items from the floor.

8. **Adjournment**

- **3:10 p.m.**

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