



# Los Angeles Valley College

## Educational Planning Committee

Web site: <http://www.lavc.edu/epc>

Monday, November 14, 2016

2:00 – 4:00 PM

President's Conference Room  
(Admin 2- Trailer)

### Committee Members

Mark an "x" next to each person who is present:

#### Administration

- Karen Daar, VP, Academic Affairs\*
- Deborah diCesare, Academic Affairs
- M. Elizabeth Negrete, Student Services

#### Faculty Members

- Gloria Daims, Faculty
- Jacquelyn Hams, DE Coordinator
- Phung Huynh, Faculty
- Chauncey Maddren, Faculty
- Patty Melody, Chairs & Directors
- June Miyasaki, Senate Appointed\*
- William Wallis, Faculty

#### Staff Members

- Lily Salter, Staff

#### Student ASU Members

- Michael Enderson, ASU Rep

#### Ex Officio

- Michelle Fowles, Dean, Research & Planning

#### Resource Members

- Matt Jordan, Enrollment Management Committee

\*Co-Chair

### Agenda

1. Approval of Agenda
2. Approval of October 10, 2016 Minutes
3. Old Business:
  - a. UB-Veterans motion to IEC
  - b. Assessing the EMP – Assignments and interview approaches
4. Reports
  - a. IEC – (Daar/Miyasaki)
  - b. Enrollment Management Committee – (Daar/Negrete)
  - c. Grants Committee –(DiCesare)
  - d. VP Academic Affairs Report – (Daar)
  - e. CDEC – (Hams)
5. Public Agenda Speakers
6. Items from the floor
7. Adjournment

### LAVC Mission Statement:

Los Angeles Valley College serves as a leader in student success, with pathways for certificates, degrees, transfer, and continuing education. We enable students to advance their education, personal development, and quality of life, empowering them to be productive and engaged members of the global community.

**EPC Mission Statement:** The mission of the EPC is to oversee the implementation of the Educational Master Plan and develop educational related policies.

### EPC Goals 2015-2016:

1. Revise the Mission Statement
2. Assess the implementation of the 2014-2020 EMP (Track the process, track appropriate matrices, collect and organize data).

### Committee Meeting Dates (2015-2016)

09/14/15; 10/12/15; 11/09/15; 12/14/15; 02/08/15;  
03/14/15; 04/11/15; 05/09/15; 06/13/15 (TBD)

DRAFT

## DAAR

### **Mike Lee (VP, Admin. Svcs)**

- Goal 3, Objective 5 (a)
- Goal 3, Objective 1 (c)
- Goal 3, Objective 3 (b)
- Goal 3, Objective 3 (c)

### **Meredith Leonard (WEC Chr)**

- Goal 3, Objective 3 (b)
- Goal 3, Objective 3 (c)

## DAIMS

### **Marco De la Garza (Dean, Student Success)**

- Goal 1, Objective 1 (a)
- Goal 1, Objective 1 (b)
- Goal 1, Objective 1 (c)
- Goal 1, Objective 4 (a)
- Goal 1, Objective 4 (b)
- Goal 1, Objective 4 (c)
- Goal 2, Objective 2
- Goal 3, Objective 4 (b)

## DI CESARE

### **Michelle Fowles (Dean, Inst. Effective.)**

- Goal 1, Objective 1 (e)
- Goal 3, Objective 4 (a)
- Goal 3, Objective 4 (c)

### **Clive Gordon (Transfer Dir)**

- Goal 2, Objective 1

### **Dave Green (Assoc. Dean, SSD)**

- Goal 2, Objective 6

## HAMS

### **Laurie Nalepa (Dean, AA)**

- Goal 2, Objective 5 (a)
- Goal 2, Objective 5 (b)

### **Hahn Tran (IT Manager)**

- Goal 1, Objective 1 (d)
- Goal 3, Objective 1 (a)
- Goal 3, Objective 5 (b)
- Goal 3, Objective 5 (c)

## HUYNH

### **Steve Castillo (Math Chair)**

- Goal 1, Objective 1 (a)
- Goal 1, Objective 5 (a)

### **Gregory Morrison (TECH Chr)**

- Goal 1, Objective 1 (d)
- Goal 3, Objective 1 (a)
- Goal 3, Objective 5 (b)

## MADDREN

### **Erika Endrijonas (President)**

- Goal 3, Objective 3 (a)

### **Matt Jordan (Dean, AA)**

- Goal 1, Objective 2 (d)
- Goal 1, Objective 2 (g)
- Goal 1, Objective 6
- Goal 3, Objective 4 (a)

### **Yih-Mei Hu (FPC Chair)**

- Goal 3, Objective 1 (b)

## MELODY

### **Joel Trudgeon (Outreach Coord.)**

- Goal 1, Objective 5 (b)
- Goal 3, Objective 4 (b)

### **Luz Shin (Title 5 Director)**

- Goal 1, Objective 3
- Goal 2, Objective 4 (a)

### **Deborah DiCesare (Dean, AA)**

- Goal 3, Objective 2 (b)

## MIYASAKI

### **Josh Miller (Senate President)**

- Goal 1, Objective 2 (a)
- Goal 1, Objective 2 (b)

### **Scott Weigand (ARC Director)**

- Goal 1, Objective 1 (a)
- Goal 1, Objective 1 (c)
- Goal 1, Objective 5 (a)
- Goal 2, Objective 4 (a)

### **Christina Peter (Chair of PEPC)**

- Goal 1, Objective 2 (f)

## **NEGRETE**

### **Vernon Bridges (Fin. Aid Dir.)**

- Goal 2, Objective 3

### **Raul Castillo (Foundation Dir)**

- Goal 2, Objective 3 (a)
- Goal 3, Objective 2 (a)

### **Karen Daar (VP, Acad. Affairs)**

- Goal 3, Objective 1 (a)
- Goal 3, Objective 1 (c)

## **SALTER**

### **Megan Cason (SSC Chair)**

- Goal 1, Objective 2 (e)
- Goal 1, Objective 2 (f)

### **Deborah Kaye (P.D. Coord.)**

- Goal 1, Objective 2 (a)
- Goal 1, Objective 3
- Goal 2, Objective 4 (b)

## **WALLIS**

### **Jermain Pipkins (Dean, AA)**

- Goal 1, Objective 2 (g)
- Goal 1, Objective 5 (b)

### **Tino Manzano (VP, Student Services)**

- Goal 1, Objective 1 (f)

### **Lianet Martin (A. Dean, Equity)**

- Goal 2, Objective 1
- Goal 2, Objective 4 (b)

### **Liz Negrete (Dean, Students)**

- Goal 1, Objective 2 (c)

**Motion # :**

(assigned by Council)

**Date Presented to IEC:**

Revision of a previous motion?

**I. Motion**

Date of Initiating Committee

Action:

Initiator:  Budget  EPC  HPC  PEPC  SSC  TC  WEC  IEC  Other (specify):

**Statement of Motion:** (Use separate form for each issue.)

**Rationale for Motion:** (Specify how the motion supports the Educational Master Plan goals and objectives and other institutional plans.) Attach documentation if necessary.

- Goal 1: Foster student completion by supporting a learner-centered environment
- Goal 2: Increase equity by identifying gaps in achieving outcomes (transfer, associate degree, certificate, etc.) and implement effective models and programming to minimize gaps.
- Goal 3: Through the College's shared governance structures, maximize institutional effectiveness through evaluation of environmental, human, physical, technological and financial resources.

**Data Considered & Source(s):** [Specify specific data considered (e.g. efficiency, success, service trends) and attach a summary report where applicable.]

**II. IEC Action**

Accepted by IEC  Rejected by IEC  Modified by IEC (Specify): \_\_\_\_\_

Returned to Committee/Workgroup for Revisions (Specify): \_\_\_\_\_

Reason/Rationale for Action:  Accept presented rationale  Other: \_\_\_\_\_

Date of Action: \_\_\_\_\_ IEC Chair Signature: \_\_\_\_\_

**III. President's response to IEC:**

Accepted  Rejected  Modified (Specify): \_\_\_\_\_

Implementation Date (if applicable): \_\_\_\_\_

Reason/Rationale for Action:  Accept presented rationale  Other: \_\_\_\_\_

Date of Action: \_\_\_\_\_ President's Signature: \_\_\_\_\_

Distribution:  Original to Official File  Copy to President  Posted to Web Notifications to  IEC Chair &  Originator

**COST ANALYSIS REQUEST**

**Submit to Budget Office and IEC Chair**

REQUESTING COMMITTEE OR COUNCIL:

DATE: \_\_\_\_\_

Budget  EPC  HPC  PEPC  SSC  TC  WEC  IEC  Other (specify):

MOTION UNDER CONSIDERATION:

REQUESTED ANALYSIS:

DATE NEEDED: \_\_\_\_\_

NEW REQUEST  ADDITIONAL ANALYSIS FOR PREVIOUS REQUEST

ANY ADDITIONAL DATA OR INFORMATION FOR CONSIDERATION:

COUNCIL CHAIR COMMENTS/ ADDITIONAL REQUEST FOR BUDGET OFFICE:

COUNCIL CHAIR SIGN-OFF: \_\_\_\_\_ DATE: \_\_\_\_\_

**COST ANALYSIS REPORT**  
 Prepared by Budget Office for IEC  
 Date: \_\_\_\_\_

**Purpose of Analysis**

The intent of this financial examination is to:

- Provide realistic financial projections before a decision is made.
- Show the potential impact of proposal.

**SUMMARY OF FISCAL DATA:**

Proposal Number	Costs (-)					Benefits (+)			Budget/Expense Impact
	Development Costs	Operational Costs	Other Costs	Total Costs	Recurring	Cost Reduction (Savings)	Other (specify below)	Recurring Savings	
					<input type="checkbox"/>			<input type="checkbox"/>	
					<input type="checkbox"/>			<input type="checkbox"/>	
					<input type="checkbox"/>			<input type="checkbox"/>	
<b>Alternative(s) (including status quo):</b>									
					<input type="checkbox"/>			<input type="checkbox"/>	
					<input type="checkbox"/>			<input type="checkbox"/>	
					<input type="checkbox"/>			<input type="checkbox"/>	

**NOTES:**

**ADDITIONAL AREAS OF IMPACT:**

**BUDGET OFFICE SIGN-OFF:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Development Costs: Any costs associated with proposal prior to implementation.  
Operational Costs: Direct costs if proposal adopted, i.e. Salary.  
Other Costs: Other than direct or developmental, i.e. Benefits associated with salary expense.  
Recurring Costs: Yes or No. *Y if costs will continue into subsequent fiscal years. N if not recurring.*

Cost Reduction: Any cost savings projected if proposal adopted.  
Other (Specify Below): Any other anticipated savings.  
Budget/Expense Impact: How much, in dollars will the budget or projected expenses be impacted?