

Educational Planning and Oversight Committee (EPOC)

November 2, 2017 ◊ 12:50-1:50 ◊ Hall of Fame

Members present: Hayley Ashby, Stephen Ashby, Scott Blair, FeRita Carter, Debbie Cazares, Carol Farrar, Regina Miller, Susan Mills, Paul O'Connell, Tony Ortiz, Eduardo Perez, Garth Schultz, Kathleen Sell, Chip West, Ginger White.

Guest: Cecilia Alvarado, Sandy Baker, Allison Douglas-Chicoye, Juliana Leung, Arun Goyal, Wolde-Ab Isaac, Mark Sellick, Kristi Woods.

I. Approve Agenda - M/S/C P. O'Connell/S. Blair

II. Approve Minutes from Sept. meeting – M/S/C - S. Blair/P. O'Connell, abstention - J. Leung

III. Chairs' Report

a. Revised Timelines

- The vice president's plans posted to the strategic planning website on Nov. 7; the following Friday, November 17 joint councils meet from 9-11am. There will be a discussion session on the plans, no presentations. Everyone should take notes as you read the plans and come up with questions. All deans and or department chairs should be present at the meeting. The next joint council meeting to prioritize initiatives will be December 7 during the normal EPOC meeting 12:30-2pm. All plans will be in the same format.

b. Strategic Planning Retreat Report out/ next steps

- At the retreat on October 27, we worked on an initial pass at cluster grouping. Wendy will be providing notes from the meeting. A. Douglas-Chicoye suggested working with student mentors and high school students. We hope to have a tentative plan by the next Flex day in February and by the end of the academic year, have clusters clearly in place.
- Implementation of on ramping.
- C. Farrar and S. Mills will meet next week with counselors to inventory the gaps.
- Information shared at the DLC meeting then take information back to the departments to reevaluate, update, and provide information.
- We will schedule a Friday in January for faculty to work on mapping.
- Provide materials for Dr. Carter's personnel to take to the high schools.
- Eight area clusters identified, look at engagement centers. May need to consider an additional Ed advisor for LHSS.
- W. Isaac stated come up with formula on how many Ed advisors for how many students. Look at budget, reshuffling, grants, what monies we can extract for support.
- Launching dual enrollment with several high schools to guide students with knowing exact what major they are going into.

c. Guided Pathways Updates

- The group has met and completed the homework assignment.
- Working on the cross walk between self- assessments that need to get to the chancellor's office.

- Next institute #2 is on mapping. The team includes Wolde-Ab Isaac, Susan Mills, Garth Schultz, Jim, Knieriem, Arun Goyal, Kristi Woods, and Carol Farrar.
- The guided pathways overview given at the basic skills meeting and strategic planning retreat and is available for faculty and staff to become aware. This will be shared at the upcoming Board of Trustees meeting.

IV. New Business

Approve integrated allocations application (action)

SSSP, equity and basic skills application and executive summary went out to ACTPIS/SASLC as well as RDAS and IELC for comments. All comments incorporated in the document. Counseling reviewed it and made changes as well.

- The plan was originally due in December but extended to January. It will need to get through all the governing bodies and make it to the January board.
- The budget sheet is not quite ready to share. Will send to the next Senate meeting and discussed at the November 20 meeting for approval.
- RDAS discussed the plan but would like the budget discussed again for the resources piece.
- The plan touches all departments, need to get it out as part of planning at the division level. This begins to integrate what we are doing in our areas.
- The plan brought for comments and review only. Have all comments to S. Mills by November 15. Once budget is in final form, will send to the group. Will send for a vote by email.

V. Accreditation timeline—review draft timeline

- The timeline shifted to start in spring vs. fall. This will allow additional time to review and tighten up the drafts; H. Ashby will make the changes, spring - get drafts together, summer 2018 work on editing, revisions of drafts in fall 2018.
- Drafts to all the governing bodies in 2019 send to board of trustees November 2019, submitted in December 2019 and the visit in March 2020.
- Leadership councils are aligned with the standards.
- Mapping out the agenda, tasks.
- Describe work that is ongoing.
- Give councils a heads up that this is coming.
- Identifying which groups are most suited.
- VP's should lead and support the writing and documenting all activities as part of the implementation of the plans.
- 150 pages at the most, focused, performance oriented. Quality essays, clear planning and outcomes.

M. Sellick concerned about evidence placed in reports. Does not want the responsibility on the minutes. Minutes are supposed to be for actions. Issues raised must reflect in the minutes as well as the wide participation of the membership. It is an outcome of all the minutes. Report to M. Sellick if faculty is not consistently attending meetings.

VI. Leadership Council Reports/ Updates

Task given to the councils at the Sept. EPOC meeting to solidify membership. Leads for each workgroup / committee under your council and identify any vacancies or gaps (*this may include vacancies or gaps on the councils themselves*); map out the charges and activities for each on our Strategic Planning action plan grid and send to Susan and Kathleen by Sept. 29.

- a. IE –D. Cazares, S. Mills, R. Miller
 - o Motion to change name to GEMQ approved, send updates to D. Cazares or W. McEwen for changes to constitution and bylaws. Discussed the integrated plan, assessment committees focus on PLOs, workgroup is planning and assessment for the spring. Nuventive/TracDat assessment reps need to ask departments about any issues with assessment. Program review committee working with district program review to develop a manual.

- b. RDAS –P. O’Connell, C. West, S. Ashby
 - o Looked at action plans, revisited key points, assigned tasks to sub committees, HR professional development plan will be to EPOC by May. Technology group in process of collecting data and a standardize database to help determine replacement plans and the cost. Discussed grants to make sure they go through the planning process to have a support mechanism in place. Facilities master plan is in process due date is November 14th
 - o Third round of prioritization, need a mechanism in place for staffing.
 - o Discussion regarding understanding support staff that supports the academic programs. Growing and refining our educational planning driven by the quality of our educational plan.

- c. ACTPIS –C. Farrar, *J. Leung* (if approved by ACTPIS), T. Rizzo
 - o Joint meeting with SAS held on Thursday, October 27, 2017.
 - o J. Leung has volunteered to be the faculty co-chair.

- d. SAS—E. Perez, F. Carter, T. Ortiz
 - o Joint meeting with ACTPIS held on October 27, 2017.
 - o Making progress with the staffing for the two sub committees.

VII. Adjourn – 1:50pm

Minutes submitted by: Melinda Miles

Next EPOC meeting in December will be the final prioritization meeting instead.