

RIVERSIDE CITY COLLEGE
Educational Planning and Oversight Committee Meeting
EPOC

April 6, 2017 ♦ 12:50 to 1:50 p.m. ♦ Hall of Fame

Draft Minutes

Present: Stephen Ashby, Scott Blair, FeRita Carter, Debbie Cazares, Regina Miller, Susan Mills, Paul O’Connell, Tony Ortiz, Eduardo Perez, Kathleen Sell, Chip West, Virginia White, Charlie Zacarias

Absent: Angelica Cachuela, Carol Farrar, Andrew Rivera, Anthony Rizo,

Guests: Cecilia Alvarado, Sandy Baker, Scott Bauer, Wolde-Ab Isaac, Mark Sellick

- I. Call to Order
- II. Approval of Agenda m/s/c (P. O’Connell, R. Miller)
- III. Approval of Minutes – Approval for March 2, 2017, minutes postponed to May meeting
- IV. Co-chairs Report: K. Sell/ S. Mills
 - a. District Strategic Planning – K. Sell/S. Mills
 - RCC is suggesting to Chancellor Burke that the district strategic plan development be organized by the following teams:
 - assessment
 - scans and analysis
 - SWOT analysis
 - mission/vision/values/themes
 - organizational structure and processes
 - writing
 - 3 college strategic plans will inform the district strategic plan
 - The District is the 3 colleges. Need to consider the level of services colleges need from district office.
 - b. College Promise—K. Sell
 - Provided overview of the College Promise, requirements, number of students to be recruited
 - c. ACCJC Conference – S. Mills
 - Provided general overview of sessions; RCC’s pathways presentation was well-received.
- V. Action Item – IEPI – this year’s metrics/report – S. Mills
 - Provided brief explanation of IEPI document; discussed transfer-level completion goals.
 - Motion to accept the report. m/s/c (P. O’Connell, S. Blair)
 - Further discussion of the indicators will be held at the EPOC retreat.
- VI. Business/Discussion
 - a. Report out of work on Function Map – K. Sell/S. Mills
 - K. Sell thanked everyone for work done towards the April 21 meeting
 - P. O’Connell will e-mail work from RDAS to K. Sell, W. McEwen, and S. Mills
 - S. Mills asked for input on Standard IV
 - b. First Read of Professional Development Plan – P. O’Connell

- P. O’Connell requested feedback before plan goes to next RDAS-LC meeting
 - P. O’Connell provided an overview of the document
 - S. Baker indicated that each constituency group needs to develop appendices for their professional development. Dr. Isaac indicated that once the plan with appendices is approved, the associated budget is approved.
 - Dr. Isaac indicated that every grant proposal should have professional development written into it
 - The SHINE Committee conducted a survey on professional development
 - M. Sellick emphasized Principle #1 on page 2 of the plan. “Provide programs and activities that support the priorities established in RCC’s Educational Master and Strategic Plans which serve three distinct employee constituencies [administrators and classified managers, classified staff, and faculty]; reinforce an emphasis on excellence in teaching and learning and student success; and are timely, job-related, practical, well organized, and transferable to classroom and work settings.” May need a calendar and action plan from each group.
 - Send further questions/comments to S. Baker and P. O’Connell. S. Baker will share with K. Reimer, Faculty Co-chair of the HR Committee.
- c. Review/Discussion of Draft Assessment/Survey to use this spring for EPOC, Leadership Councils, Subcommittees – K. Sell/S. Mills
- K. Sell asked that council and subcommittee members review and provide comments on the assessment instruments via e-mail by April 21 so that versions can be finalized to go to Councils after May EPOC meeting
 - Some questions to consider:
 - Are we fulfilling our objectives?
 - Is strategic planning process working?
 - Is process of goal setting working?
- d. Name of IE-LC – S. Mills
- Institutional Effectiveness Leadership Council discussed a change to Governance, Effectiveness, Mission, and Quality (GEMQ) Leadership Council. As an outcome of its council assessment and review of accreditation standards/function map, the Council would like to review/revise its charge and include a governance workgroup. These changes will need to go to the Academic Senate.

VII. Reports (for today’s meetings, please submit any reports as a write-up)

Leadership Council Updates

- a. Institutional Effectiveness D. Cazares
- See item VI.d above
- b. Resource Development and Administrative Services P. O’Connell
- P. O’Connell reported that the Financial Resources Faculty Chair is Amber Casolari and that the Technology Resources Faculty Chair is Patrick Scullin. Work is proceeding on the Finance Plan.
- c. Student Access and Support E. Perez
- E. Perez indicated that a draft of the Community Engagement Plan will be coming to the next EPOC meeting.
- d. Academic Career Tech Programs and Instr. Support K. Sell
- K. Sell indicated that the update to the Educational Master Plan will be coming to the June EPOC meeting