COMMITTEE FUNCTION (REVISED):
1. To assist the Academic Senate in the development of sound educational policies, procedures, and practices by encouraging thorough discussions of current issues among various constituent groups.
2. To coordinate and review educational planning activities throughout the District.
3. To inform and review the Academic Affairs Component Program and Resource Planning Process (PRPP) priorities
4. To review and recommend to the Vice President of Academic Affairs new degrees, certificates and majors and the revitalization or discontinuance of existing degrees, certificates and majors.
5. To serve as a multi-constituent clearinghouse for educational matters.

Attending: Mary Kay Rudolph, Robin Fautley, Li Collier, Yolanda Garcia, Matthew Greaney, Melissa Kort, Ron Myers, Freyja Pereira, Susan Wilson, Andrea Alvarado, Deb Chigazola
Absent: Sara Stanley, Zak Gruey
Guests: Janet Fisk, Adjunct Faculty and Coordinator of Community Health Worker Program

Call to Order
The meeting was called to order by Mary Kay Rudolph at 3:20pm.

1. Approval of Minutes
   It was moved and seconded and carried to approve the minutes of October 23, 2014 as presented.

2. Review of Sonoma County Junior College District Education Plan – Mary Kay Rudolph
   The Education Plan was reviewed and discussion included the mission, vision and the templates used for each department and representative strategic goals.

3. Report-Out on Academic Senate Recommendations for Revisions to Policy and Procedure 4.3.2/P, Faculty Hiring, Regular and Adjunct – Mary Kay Rudolph, Robin Fautley
   Discussed specifically was 3.b., screening and interview committees. Discussion included topics of confidentiality, advertisement, and recruitment. Discussion ensued about the Equal Employment Opportunity Plan. The plan needs to finish with constituent representation. The committee reviewed the California model to consider all the elements that must be included. The committee will receive legal training to support the process. The process includes the Student Affairs Council, Academic Affairs Council, and Cabinet. Robin Fautley will send out notes to review by the February 26 EPCC meeting.

4. New certificate/degree, Health Care Interpreter – Deb Chigazola, Janet Fisk
   This is a new credit program application CCC-501. The features include:
   - 36 units for the Interpreter Program
   - 1.5 year program
   - There is demonstrated need for medical assistance based on surveys of local hospitals
   - There is complexity and challenges involved with interpretation of language of service which includes understanding of ethical issues and standards of medicine, cultural nuances and social context.

   A discussion followed about whether candidates would be able to test out of the Spanish classes. Is there an equivalency that exists for the language classes recommended to lower the unit requirement? Also considered were the TMC units, which total 18. There was a question about
opening this course of study for English speakers. Is there a certification test at the end of the course of study? The committee met with the Language Studies counselor and the recommendation was to start with a strong emphasis in Spanish. San Francisco City College has many languages and formats and American River College is also different. The need in this county is Spanish; however, in the future, we may open the program to other languages such as Vietnamese or Chinese.

Recommendations made include the following considerations:
- An entrance exam
- Spanish and English as prerequisites
- Review sequence, as they guarantee completion
- Include Speech and Communication as prerequisites
- Start the program as a cohort and rotate cohorts day and evenings for accessibility
- Redesigning to condense the weeks

Deb Chigazola will return to EPCC on February 26 with consideration of the above recommendations.

5. Academic Affairs Council (AAC) Draft Revisions to Policy and Procedure 4.7.1/P, Reporting Faculty Absence and Leave Time – Mary Kay Rudolph, Robin Fautley
This item will come back to a future EPCC meeting.

6. Midterm grades and posting to class rosters for online courses, short courses and late starts – Freyja Pereira
- There is a possibility for linking information, and we need to determine how long a class is active and the percentage of time. Late starts are 8 or 10 weeks and 6 weeks in the summer.
- There is a need for timely notice of progress from faculty to students for tests, quizzes, midterms, and papers.
- There will be notices for students that take 2 or more units or take classes that are 6 weeks or longer. The notices will enable students to meet a counselor, drop and or get help. Policy 3.10 may be affected.

7. Meeting Review and confirmation of next agenda items

8. Adjournment: The meeting was adjourned at 5:00 p.m.

9. Pending Items
   a. Revisions to Policy and Procedure 4.7.1/P, Reporting Faculty Absence and Leave Time – Mary Kay Rudolph, Robin Fautley
   b. Updates to new certificate/degree, Health Care Interpreter – Deb Chigazola – Feb. 26
   c. Revisions to Policy 3.9, Faculty Member’s Obligation to Students – Robin Fautley
   d. Revisions to Policy 3.9.1, Syllabi – Robin Fautley
   e. General Education Student Learning Outcomes
   f. Pre- and co-requisite changes – Robin Fautley
   g. Review of Policy 3.6 actions from 2012-13 and 2013-14
   h. Health Sciences Career Pipeline – Deb Chigazola
   i. Finals

Committee Membership for 2014-2015
Administrators: Mary Kay Rudolph, Freyja Pereira, Deborah Chigazola, Ron Myers, Yolanda Garcia
Faculty: Robin Fautley, Melissa Kort, Matthew Greaney, Andrea Alvarado, Susan Wilson
Student Representatives: Sara Stanley
Information: KC Greaney
Ex-Officio: Li Collier