



**EDUCATIONAL PLANNING & COORDINATING COUNCIL  
MEETING  
THURSDAY, NOVEMBER 9, 2017  
3:15PM – 5:00PM  
PLOVER 526**

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**COMMITTEE FUNCTION:**

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 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.

**Present:** Mary Kay Rudolph, Galen George, Freyja Pereira, Lisa Beach, Robin Fautley, Matt Markovich, Eric Thompson, Andrea Alvarado, Evelyn Navarro, Breck Withers, Parveen Dennis, Josh Adams, Danielle King

**Absent:** Benjamin Goldstein, Jonathan Marhenke, Justin Cox, Jana Cox

**Note taker:** Jessica Melvin

**MINUTES**

**1. Welcome and Introduction of Guests**

- Mary Kay welcomed everyone and all members and guests introduced themselves.

**2. Approval of Minutes (attached)**

- Freyja made a motion to approve the October 26, 2017 minutes as amended. Galen seconded the motion. The minutes were approved unanimously.

**3. Announcements/Check-In**

- Eric gave an update on the state academic senate plenary. FLOW, the fully online college, was very unpopular with several resolutions submitted in opposition and one asking for it to be taken back to the drawing board. Eric submitted a resolution regarding the "Vision" that was passed. Multiple Measures was also discussed. Mary Kay suggested that plenary be brought back for further information.
- Robin noted that the Calendar Committee is requesting feedback on two calendar options for 2019-2020. Mary Kay will add it to the December agenda.

**4. SRJC Midterm Report Timeline and Responsibilities (attached)**

- Mary Kay noted that the midterm report for the 7-year cycle is due October of next year. SRJC has been accredited for the remainder of the 7-year cycle. The new midterm report requirements have been simplified and will allow for the use of existing committees including: IPC, EPCC, BAC, and Academic Senate, with final approval from the Board. The individual coordinating and writing responsibilities and the timeline are outlined in the handout.

**5. Business Banking and Lending Certificate (attached) – Breck Withers and Catherine Williams** 3:40pm

- The drive for the creation of this certificate came from the Sonoma County Economic Development Board and a group of local bankers who identified a lack of qualified banking employees as well as a lack of banking training programs in the Bay Area. The program is meant to be a year-long, ranging between 22.5 and 24.5 units, and would provide entry-level training. There are two new classes and one that has been overhauled. Suggestions from the committee members included: spreading the units more evenly across both semesters; ensuring that classes are scheduled in the correct order; including a capstone class; and considering having prerequisites to ensure that students take classes in the correct order. Josh and Breck noted that one or two adjuncts may need to be hired, preferably bankers.

**Motion:** Robin made a motion to approve the certificate. Andrea seconded and the motion to approve passed unanimously.

~~~~STRETCH BREAK! ~~~~

**6. Change to Existing Multiple Measure Questions for English- Parveen Dennis** 4:00pm

- The Assessment Office, in consultation with the English Department, is proposing a change to the English placement test that would assign the same point value to “3 years or equivalent” of English coursework as is currently assigned to “4 years or equivalent”. This change would benefit high school students who have not yet completed their 4<sup>th</sup> year of English coursework when they are assessed but will have by the time they graduate.

**Motion:** Robin made a motion to approve the change. Freyja seconded and the motion to approve passed unanimously.

**7. 2.16/P – Records Retention and Destruction – Danielle King (attached)** 4:15pm

*It is the policy of the Biological Sciences Department to not return exams to students. Exams will be available for review after they are graded and then kept in my office for a period of one year, after which time they will be shredded.*

- Danielle King, current Chair of Biological Sciences, is seeking clarification on the records retention policy regarding how long student exams must be retained. It was generally agreed that exams should be kept for 30 days based on the policy that specifies that students have 30 days to grieve their grade. Suggestions from the committee members included: updating the policy; more clearly defining permanent, optional, and disposable; leaving it up to the discretion of the faculty member; disseminating the information through DCC; and creating a best practice that would be housed on the Academic Senate website. This may be brought back for further discussion.

**8. 3.15 – Lab Finals – Intro. and Need for Revision – Robin, Mary Kay (attached)** 4:25pm

- Robin is seeking clarification and potential modification of the final exam policy as it relates to lab classes, specifically whether it is permissible to give both a lecture and lab final during finals week. Suggestions from the committee members included: making lab finals permissible but not required; and specifying when lab finals are permitted to be scheduled during finals week. Homework for the committee

included: obtaining the Word version of the policy; checking for potential scheduling conflicts; and drafting new language.

**9. Update on Totally Online College and FLOW – Lisa Beach** 4:40pm

- Lisa reported on the creation of the totally online college FLOW, Flexible Learning Options for Workers. The Chancellor has been presented with three options for the totally online college which he will choose from and present to the Governor. The options include: option 1, a single campus; option 2, a collaboration of colleges; or option 3, an entirely new district. Eric noted that the two faculty on the FLOW workgroup are opposed to the process, especially the lack of faculty input, and do not think that it should move forward. He also noted that the results of targeted surveys found that the majority of the targeted population does not have or use computers. Lisa noted that this is the Governor’s pet project and that it would behoove faculty to advocate for changes and fixes now before it is too late. This topic will be brought back for further discussion.

**10. Next Agenda Development and Meeting Date Confirmation** 4:50pm

- The following topics will be on the December agenda: 3.15, Lab Finals; plenary resolutions; academic calendar; and Hospitality Management. FLOW will be brought back in January for further discussion.

**Pending Items**

1. Construction Management – MJ Papa and Victor Tam
2. Revisions to Policy 3.9.1, Syllabi – Eric Thompson
3. Pathway Driven Course Demand Forecasting and Scheduling – Josh Adams
4. Update on & Alternative Assessment
5. Online Course Exchange – Lisa Beach – Distant Future if/when we become eligible
6. 3.28/P – Lisa Beach, Phyllis Usina and Alicia
7. Public Health Science TMC – Ezbon Jen and Deb Chigazola
- ~~8. Hospitality Management – Al Yu and Josh Adams – December 14<sup>th</sup>~~
- ~~9. Plenary Resolutions – Eric Thompson~~
- ~~10. 3.15/P – Lab finals – Introduction and need for revision – Robin and Mary Kay~~
- ~~11. Banking/Lending Certificate – Breck Withers – Nov. 9<sup>th</sup>~~
- ~~12. Totally Online College – Discussion – All~~

**Committee Membership for 2017-2018**

Administrators: Mary Kay Rudolph, Freyja Pereira, Benjamin Goldstein, Lisa Beach, Matt Markovich  
 Faculty: Eric Thompson, Robin Fautley, Andrea Alvarado, Galen George, Jonathan Marhenke (F17) Joe Fassler (S18)  
 Student Representatives: Evelyn Navarro and Justin Cox  
 Information: KC Greaney Ex-Officio: Jana Cox

**2017-18 EPCC Meetings**

2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month from 3:15 – 5:00pm in Plover 526.

| Fall 2017                              | Spring 2018                         |
|----------------------------------------|-------------------------------------|
| Thursday, August 24 <sup>th</sup>      | Thursday, January 25 <sup>th</sup>  |
| Thursday, September 14 <sup>th</sup>   | Thursday, February 8 <sup>th</sup>  |
| Thursday, September 28 <sup>th</sup>   | Thursday, February 22 <sup>nd</sup> |
| Thursday, October 12 <sup>th</sup> CXL | Thursday, March 9 <sup>th</sup>     |

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| Thursday, October 26 <sup>th</sup>                               | Thursday, March 22 <sup>nd</sup> |
| Thursday, November 9 <sup>th</sup>                               | Thursday, April 12 <sup>th</sup> |
| <del>Thursday, November 23<sup>rd</sup> — CXL Thanksgiving</del> | Thursday, April 26 <sup>th</sup> |
| Thursday, December 14 <sup>th</sup>                              | Thursday, May 10 <sup>th</sup>   |
|                                                                  | Thursday, May 24 <sup>th</sup>   |