



**EDUCATIONAL PLANNING & COORDINATING COUNCIL
MEETING
THURSDAY, DECEMBER 14, 2017
3:15PM – 5:00PM
PLOVER 526**

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, Robin Fautley, Jonathan Marhenke, Matt Markovich, Andrea Alvarado, Evelyn Navarro, Jana Cox

Absent: Lisa Beach, Benjamin Goldstein, Eric Thompson, Justin Cox, KC Greaney

Note taker: Jessica Melvin

Guests: Al Yu, Josh Adams, Ezbon Jen, Deb Chigazola, Carol Hatrick, Tammy Alander, Phyllis Usina

MINUTES

1. **Welcome and Introduction of Guests**
 - Mary Kay welcomed everyone and all members and guests introduced themselves.
2. **Approval of Minutes (attached)**
 - Robin made a motion to approve the November 9, 2017 minutes. Galen seconded the motion. The minutes were approved unanimously.
3. **Announcements/Check-In - None**
4. **2019-2020 Calendar Options - Robin (attached)**
 - Robin noted that version 2 of the calendar, which attached the departmental PDA day to Veteran's day, was approved. The calendar options were vetted with Academic Senate, Counseling, Management Team, and AFA with no serious objections. Mary Kay noted that in the end this is a negotiated item. She agreed to follow up regarding changing the name from PDA day to something that more clearly specifies that it is for departmental professional development.
5. **Hospitality Management – Al Yu, Josh Adams (attached)**
 - Al noted that, due to the increased interest in the hospitality field, certificates are no longer sufficient for many students. The Hospitality Management Major is modeled after the state's transfer model curriculum and would help to capture existing transfer students as well as offer something new to the community. There

will be three main hospitality classes, two that we already have and a new class, Hospitality Law, which will replace an existing course. No additional faculty, facilities, or library materials will be required. The major is business focused and includes economics, statistics, and accounting classes. He noted that the reason for including so many elective options is due to the many different specialty areas within hospitality and that students would be able to use the elective options to focus on a specific track. Suggestions voiced by the council included: clarifying which classes are recommended for each area; including examples of different possible scenarios; and including a note to consider the target transfer institution and to speak to a counselor. It was agreed that the major could be provisionally approved but that the council would like to see a pathway aligned with at least one major transfer institution as well as additional guidance for students.

Motion: Andrea made a motion to provisionally approve the major, Robin seconded and the major was provisionally approved.

6. Public Health Science TMC – Ezbon Jen and Deb Chigazola (attached)

- This is a new transfer degree in public health, which focuses on prevention and community work. There is one new course that has already been sent to Curriculum. Chemistry and Life Sciences have been contacted. Suggestions voiced by the council included: including a notation about needing to take Chem 42 prior to Chem 1A; and sending the sequence of classes to the council for review.

Motion: Robin made a motion to approve the major, Freyja seconded, and the major was approved unanimously.

7. After Fire Drop w/o Penalty Questions – Carol Hatrick and Mary Kay

- Carol is requesting clarification on the drop policy in light of the fires. She has a failing student who was told that she would still be able to take a W after taking the final exams. Freyja noted that A&R is being very flexible and that they have not been asking for documentation from students but have been advising them to speak with Financial Aid. Jana noted that Financial Aid does not have the same level of flexibility and they will need proof from students that they lost their home or were displaced and that the school will be required to pay back their portion of the financial aid for those students. The council recommends that going forward A&R contact the relevant faculty member so that they may give input if they so choose to prevent students from unfairly taking advantage of the system.

8. Health Careers Academy Skills Cert. – Tammy Alander and Deb Chigazola (attached)

- Deb noted that the creation of this certificate is supported by the CTE Foundation and the Health and Wellness Round Table; it will be marketed to high school students and features exploration and job shadowing. It will be a 4.5 unit, two semester certificate, any costs will be covered with grant funding, a capstone is included, and concurrent enrollment will be required.

Motion: Galen made a motion to approve the certificate, Jonathan seconded, and the certificate was approved unanimously.

9. Policy and Procedure 3.28/P – Distance Education – Phyllis Usina (attached)

- The Distance Online Committee is recommending changes to the procedure, including that all designated course materials for online courses appear in Canvas,

based on accreditation, FERPA, and Department of Education guidelines which ask that colleges verify student identity, prove student contact, communication, and access to syllabi, and protect privacy. The committee gave AFA an opportunity to voice their workload related concerns and advocated for any changes to be included in contract negotiations. The council recommended bringing this back in January after it has been to College Council and has been further revised and cleaned up.

10. Policy 3.15 – Lab Finals – Intro. and Need for Revision – Robin, Mary Kay (attached)

- It was suggested that before making any revisions Scheduling be consulted. This will be brought back for further discussion in January.

11. Next Agenda Development and Meeting Date Confirmation

- Follow-up items include:
 - i. Change of name for the departmental PDA day to distinguish it from the other PDA days.
 - ii. Request a sequence of classes for Public Health Science TMC and all majors and certificates going forward.
 - iii. Request transfer pathway example and additional guidance for the Hospitality Management Major.
 - iv. Consult with Scheduling regarding Policy 3.15, Lab Finals.
- Future Agenda Items
 - i. 3.28/P
 - ii. 3.15

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 – Dec 14th~~
- ~~7. Public Health Science TMC – Ezbon Jen and Deb Chigazola~~
- ~~8. Health Careers Academy~~
- ~~9. Hospitality Management – Al Yu and Josh Adams – December 14th~~
10. Plenary Resolutions – Eric Thompson
11. Equivalency 4.3.2bP – Eric and Robin
- ~~12. 3.15/P – Lab finals – Introduction and need for revision – Robin and Mary Kay~~

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

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

Fall 2017	Spring 2018
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Thursday, August 24 th	Thursday, January 25 th
Thursday, September 14 th	Thursday, February 8 th
Thursday, September 28 th	Thursday, February 22 nd
Thursday, October 12 th CXL	Thursday, March 9 th
Thursday, October 26 th	Thursday, March 22 nd
Thursday, November 9 th	Thursday, April 12 th
Thursday, November 23 rd – CXL Thanksgiving	Thursday, April 26 th
Thursday, December 14 th	Thursday, May 10 th
	Thursday, May 24 th