Call to Order
The meeting was called to order by Mary Kay Rudolph at 3:20pm. Agenda item sequence was changed, Majors and Certificates Review Group added.

1. Approval of Minutes
It was moved, seconded and carried to approve the minutes of January 22, 2015, as presented.

2. New Certificate/Degree, Health Care Interpreter – Deb Chigazola, Janet Fisk
This is a new credit program application CCC-501.

Janet Fisk provided documents in response to recommendations and considerations from the January 22nd EPC meeting.
- An entrance exam. Details were provided regarding a Language proficiency Exam through ALTA Language Testing Services. The exam could be used as a prerequisite to be taken in the fall term. The committee asked if the test could be offered through the Assessment Testing Center. Janet will contact Lee Collier.
- Prerequisites. Speech and Communication were added. Courses were listed in the sequence with the prerequisites to those listed in a separate notation at the end of the document. Applicants who are already Health Professionals have probably completed many of the courses & need only to take the HCI core courses. Question for Abe: Do pre-requisites count as program units?
- Review sequence, as it guarantees completion. First semester, Fall, is composed of Language Proficiency Exam, HLC 160, ENGL 1A, COMM7. Second semester: ANAT 58 or HLC 140 + ANAT 140, SPCH 1A or SPCH 60, HCL 180. Third semester (summer): HCI 181A. Fourth semester: HCI 181B and HCI 182.
- This is a “part time” certificate due to the number of units. Most courses are offered in the evening. Need to provide a disclosure notice in the certificate details which states HLC 140 and ANAT 140 are not offered at night.
- The core courses for the certificate program begin in the spring semester.
• More detail on National Certification was added.
• Condense the weeks. The committee recommended moving courses up in sequence to complete the program in 2 semesters and one summer. Each semester should have 12 units for financial aid eligibility, to enable the student to move through the program faster and for other campus services.
• Major: The committee requested that Janet research the possibility of a special LIR 10 section which would focus on the HCI track.
• Use the wording “Plus 2-6 units TBD” instead of “elective” to round out the 60 units required for a major.
• Janet will provide EPCC with a copy of the New Program Application and Attachments with all the changes incorporated.

EPCC recommended this proposal move forward.

   • Steve gave a brief review of the Electronic Technology Department as it is now, and the future vision. Certificates are no longer being offered. Students will be given the opportunity to complete the program; options will be provided. Students currently enrolled will be surveyed. EPCC recommended that Steve contact KC Greaney to set up a survey utilizing enrollments up to 3 years back.
   • A Mechatronics Certificate/Degree is proposed to revitalize Electronics. This field offers systems integration experience. It offers a broader scope and can be applied in many industries. Steve noted the self-driving car as a good example of the integrative technology. The goal is to have many completers through offerings of smaller, skill-based certificates.
   • New courses are being developed. Course numbers are not known at this time. Existing courses are being rewritten with some theory courses being brought down to 3 units rather than 6. Applied electronics courses will remain. Focus is on General, Industrial and Technical.
   • Units need to be adjusted. Put prerequisites in the semester preceding the required courses, and list in the order they need to be taken.
   • Melissa requested language structure be consistent and parallel.
   • Deborah noted that students tend to quit after getting one certificate because they get a job. Nesting certificates allows student to move forward with something in hand.
   • Fall 2016 is the target date for this program offering. Funding is in question: Lab support is needed along with $150,000 to mount the program and $15,000 for equipment.
   • Question from committee: Are we feeding into an industry that is here, now, in Sonoma County? Reply: Yes. The program offers general applications. Agilent was contacted as was the Bay Area Deans group. Labor market surveys project 200 employments per year. Other examples were cited.

EPCC approved this proposal to move forward to Curriculum and come back to EPCC for a status check in one month.

4. Majors and Certificates Review Group – Mary Kay Rudolph
   • This has been in existence for years. It has been listed as an advisory group to the Curriculum Committee, and also under Senate and as an EPCC subcommittee.
   • A review of the committee function and structure is needed. EPCC addresses the big picture. Majors/Certificates Review looks at detail. EPCC checks information and puts items on the consent agenda. Then, the Curriculum Committee reviews.
   • Melissa requested a cleanup of language in #3 and in the Important Note. The committee reviews any program of 12 units or more – anything that goes to the Chancellor’s Office.
   • Committee composition should be reduced to perhaps 2 classified, 5 faculty (2 of which are counselors).
   • Confirmed: The Majors and Certificates Review Group is a subcommittee of EPCC.
5. Midterm grades and posting to class rosters for online courses, short courses and late starts.
   – Freyja Pereira
   Freyja was not in attendance. This item was will come back to the next EPCC meeting on March 12.

6. 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
   This agenda item was tabled to an April meeting.

7. 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
   • Lively discussion.
   • Melissa suggested recording absences through faculty portal to notify students and department
     administration, with the NOA being automatically generated. She will talk to Josh Adams to find
     out what might be available/possible.
   • This item will be brought back to a future EPCC meeting in April.
   • Finals Week Note: Mary Kay is the only person who approves deviation from the published finals
     schedule.

8. Meeting Review and confirmation of next agenda items
   a. 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 - April
   b. Revisions to Policy 3.9.1, Syllabi – Robin Fautley – April
   c. Review of Policy 3.6 actions from 2012-13 and 2013-14 – Mary Kay Rudolph, Susan Wilson,
      Robin Fautley - April
   d. Register Fall and Spring Simultaneously – March 12 Vayta Smith
   e. Scheduling for completion – April or May

9. Adjournment: The meeting was adjourned at 5:05 p.m.

10. Pending Items
    a. Revisions to Policy 3.9, Faculty Member’s Obligation to Students – Robin Fautley - March 12
    b. Pre- and co-requisite changes – Robin Fautley
    c. Health Sciences Career Pipeline – Deb Chigazola
    d. General Education Student Learning Outcomes
    e. 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